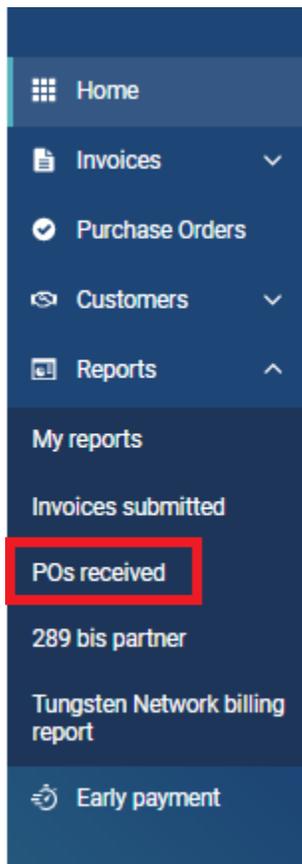


HOW TO RUN REPORTS ON THE TUNGSTEN NETWORK PORTAL

1. Please login in at www.tungsten-network.com/login
2. Once you have logged in click on Reports on the left hand side of the page. To run a report on the purchase orders your have received please click on POs Received



- You can now enter your search Criteria and click Run
Your results will appear in the Report Results Section

Criteria

Select PO date

Custom ▼

PO number

From To

07.03.2017 07.02.2020 ✕

Select report content ?

10 selected ▼

Select Tungsten Network accounts

GE Supplier - DE111796669 - AAA363494402 ▼

PO status

6 selected ▼

Customer Name

GE Wind France SAS - FR58451479208 - A ▼

Saved report name ?

No records found.

RUN

SAVE AS

EXPORT

RESET

Report results

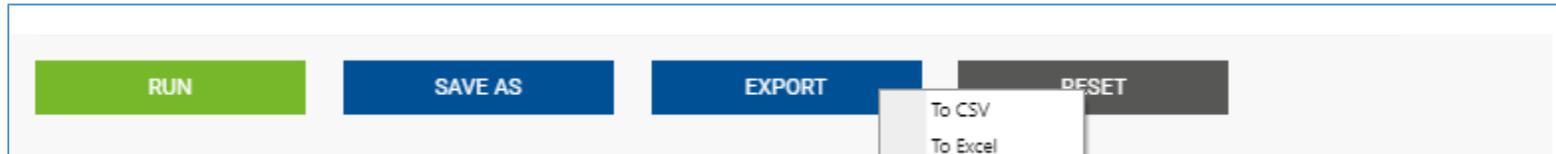
Customer	Customer name	Updated PO date	PO number	Supplier	Status	Net value	Version	Invoices	Lines
Tungsten Network				Tungsten Network					
AAA348600701	GE Wind France SAS	27.11.2019	360000594	AAA363494402	Closed	200	1	1	4
AAA348600701	GE Wind France SAS	27.11.2019	360000593	AAA363494402	New	60050	3	0	4
AAA348600701	GE Wind France SAS	27.11.2019	360000590	AAA363494402	New	200	0	0	4
AAA348600701	GE Wind France SAS	27.11.2019	360000595	AAA363494402	New	100	1	0	1
AAA348600701	GE Wind France SAS	27.11.2019	360000596	AAA363494402	New	100	0	0	1
AAA348600701	GE Wind France SAS	27.11.2019	360000597	AAA363494402	New	100	0	0	1
AAA348600701	GE Wind France SAS	27.11.2019	360000598	AAA363494402	New	100	2	1	1
AAA348600701	GE Wind France SAS	27.11.2019	360000599	AAA363494402	New	200	1	1	2
AAA348600701	GE Wind France SAS	27.11.2019	360000601	AAA363494402	New	200	0	0	1
AAA348600701	GE Wind France SAS	26.11.2019	360000584	AAA363494402	New	200	0	0	4

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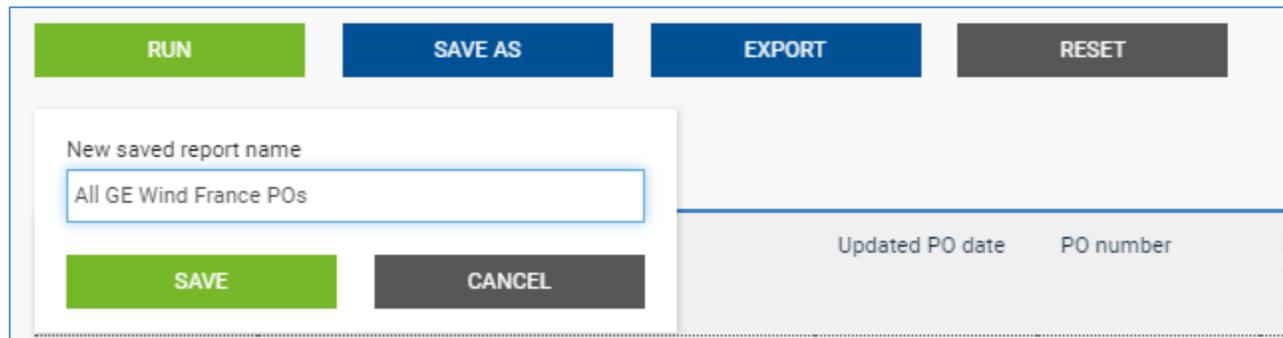
Page size:

Displaying page 1 of 4, items 1 to 10 of 33

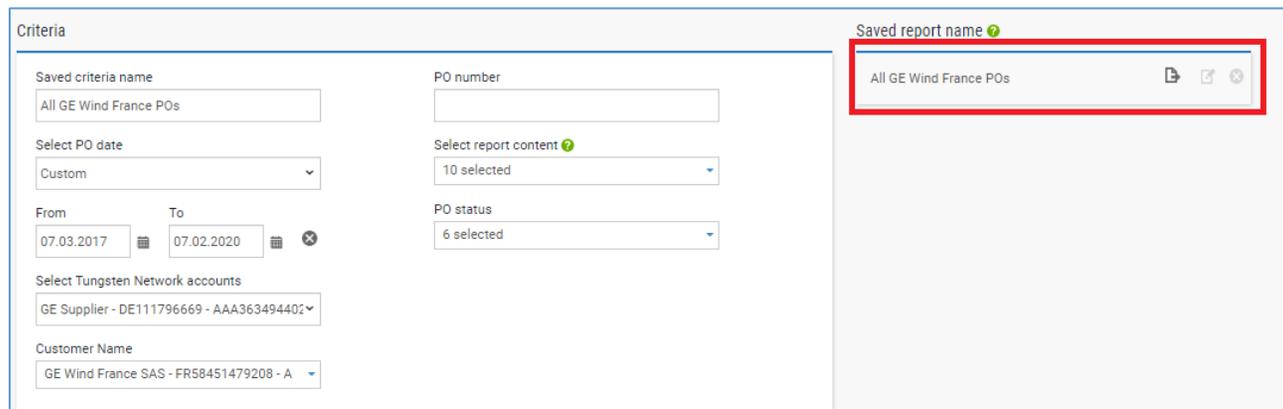
4. You can Export the results in csv or excel format by clicking export and selecting your preferred file format



5. You can save the report criteria so you can easily rerun this report in future by clicking on Save As and then entering the Name of your Report



6. Your saved report will now be available on the right side of the page



7. In future you can quickly export

