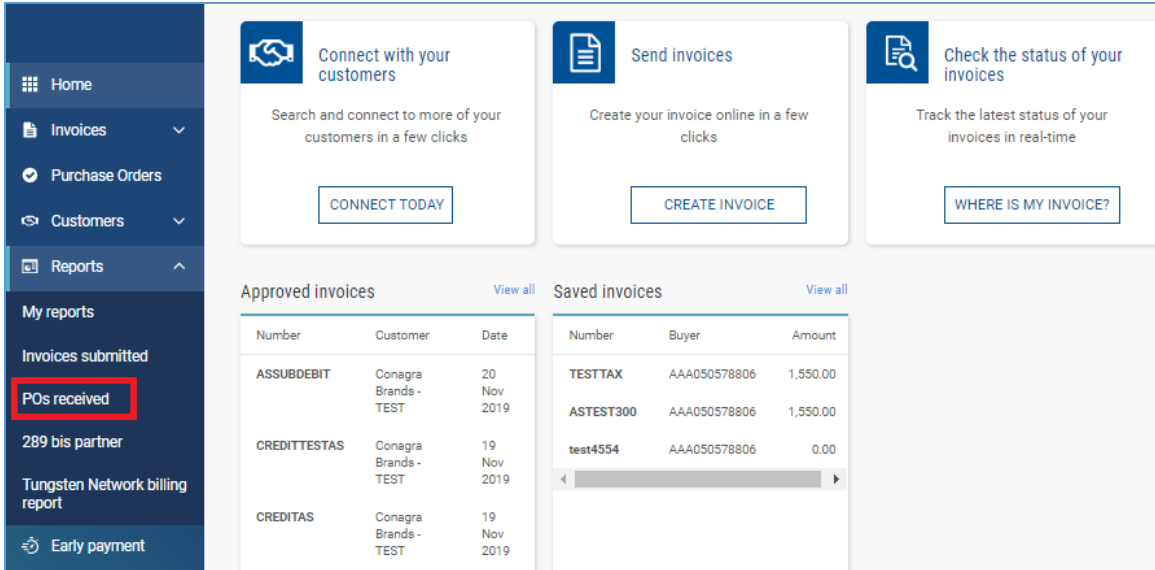


HOW TO RUN PO REPORTS ON THE TUNGSTEN NETWORK PORTAL

1. Log on to your account at www.tungsten-network.com and click Reporting on the blue ribbon across the left side Then select POs Received.

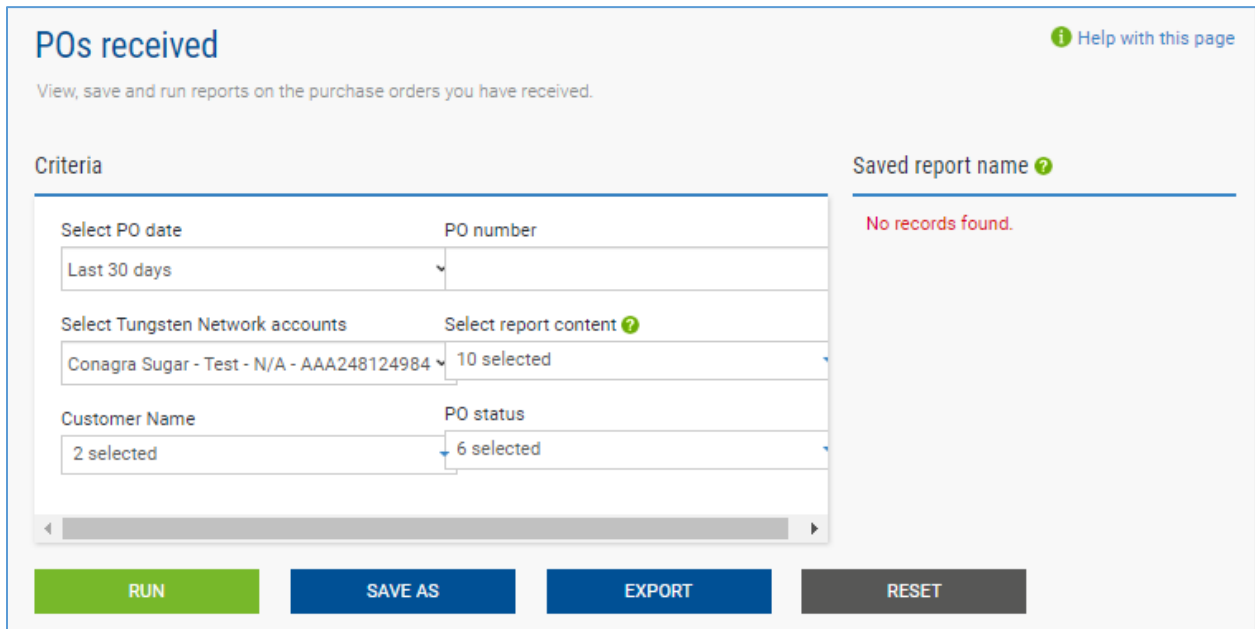


The screenshot shows the dashboard with a left-hand navigation menu. The 'Reports' section is expanded, and 'POs received' is highlighted with a red box. The main content area features three action cards: 'Connect with your customers', 'Send invoices', and 'Check the status of your invoices'. Below these are two tables: 'Approved invoices' and 'Saved invoices'.

Number	Customer	Date
ASSUBDEBIT	Conagra Brands - TEST	20 Nov 2019
CREDITTESTAS	Conagra Brands - TEST	19 Nov 2019
CREDITAS	Conagra Brands - TEST	19 Nov 2019

Number	Buyer	Amount
TESTTAX	AAA050578806	1,550.00
ASTEST300	AAA050578806	1,550.00
test4554	AAA050578806	0.00

2. You can select the report criteria from the available drop downs. Once you have made your selections click Run



The screenshot shows the 'POs received' report configuration page. The 'Criteria' section has several dropdown menus with the following selections:

- Select PO date: Last 30 days
- Select Tungsten Network accounts: Conagra Sugar - Test - N/A - AAA248124984
- Select report content: 10 selected
- Customer Name: 2 selected
- PO status: 6 selected

The 'Saved report name' field is empty, and a message states 'No records found.' At the bottom, there are four buttons: RUN, SAVE AS, EXPORT, and RESET.

- The results will appear as a list below the criteria selection box.
You can download the report by clicking Export, and selecting whether you wish the report to download in Excel or CSV file type

Criteria

Select PO date

Custom

From: 3/8/2017 To: 2/8/2020

Select Tungsten Network accounts

Conagra Sugar - Test - N/A - AAA248124984

Customer Name

2 selected

PO number

Select report content

10 selected

PO status

6 selected

Saved report name

No records found.

RUN
SAVE AS
EXPORT
RESET

Report results

Customer Tungsten Network	Customer name	Updated PO date	PO number	Supplier Tungsten Network	Status	Net value	Version	Invoices	Lines
AAA050578806	Conagra Brands - TEST	11/13/2018	10429	AAA248124984	Accepted	0	0	0	1
AAA050578806	Conagra Brands - TEST	11/13/2018	10430	AAA248124984	Accepted	0	0	2	1
AAA050578806	Conagra Brands - TEST	11/13/2018	10431	AAA248124984	Accepted	0	0	1	1

Page size: 10
Displaying page 1 of 1, items 1 to 3 of 3

- If you wish to save these reporting parameters for future use click on Save As and Enter a report name

RUN
SAVE AS
EXPORT
RESET

New saved report name

POs Received from Conagra 30 days back

SAVE
CANCEL

Customer Tungsten Network	Customer name	Updated PO date	PO number	Supplier Tungsten Network	Status	Net value	Version	Invoices	Lines
AAA050578806	Conagra Brands - TEST	11/13/2018	10429	AAA248124984	Accepted	0	0	0	1
AAA050578806	Conagra Brands - TEST	11/13/2018	10430	AAA248124984	Accepted	0	0	2	1
AAA050578806	Conagra Brands - TEST	11/13/2018	10431	AAA248124984	Accepted	0	0	1	1

Page size: 10
Displaying page 1 of 1, items 1 to 3 of 3

- Once your Report has been saved, it will now appear on the right side of the screen. To run this report just click on the Icon next to the report name and select excel or csv file type

POs received Help with this page

View, save and run reports on the purchase orders you have received.

✓ Saved successfully

Criteria

PO number:

Select PO date: Custom

From: 3/8/2017 To: 2/8/2020

Select Tungsten Network accounts: Conagra Sugar - Test - N/A - AAA248124984

Customer Name: 2 selected

Saved report name

POs Received from Conagra 30 days back

Select report content: 10 selected

PO status: 6 selected

RUN
SAVE AS
SAVE
EXPORT
RESET

- To view and review your Saved reports click on Reporting and then My Reports along the blue Ribbon on the left

My reports Help with this page

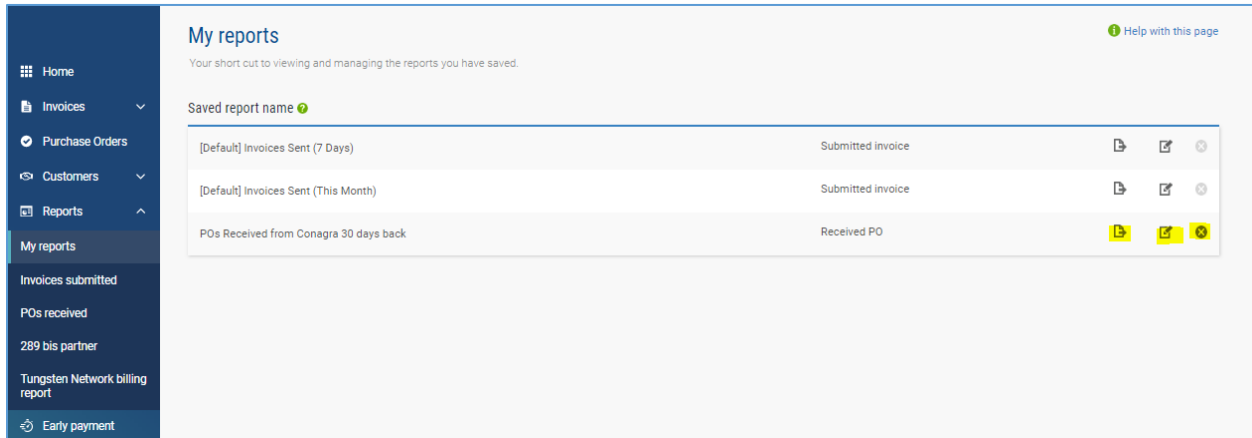
Your short cut to viewing and managing the reports you have saved.

Saved report name

[Default] Invoices Sent (7 Days)	Submitted invoice	📄 📄 🗑️
[Default] Invoices Sent (This Month)	Submitted invoice	📄 📄 🗑️
POs Received from Conagra 30 days back	Received PO	📄 📄 🗑️

- Home
- Invoices
- Purchase Orders
- Customers
- Reports
- My reports
- Invoices submitted
- POs received
- 289 bis partner
- Tungsten Network billing report

You can Export, Edit or Delete any of your Saved Reports by Navigating the Icons on the Right of the Page next to each report



My reports Help with this page

Your short cut to viewing and managing the reports you have saved.

Saved report name

[Default] Invoices Sent (7 Days)	Submitted invoice			
[Default] Invoices Sent (This Month)	Submitted invoice			
POs Received from Conagra 30 days back	Received PO			

Further resources for Conagra suppliers using Tungsten Network:

Conagra's microsite on the Tungsten Network: <https://www.tungsten-network.com/conagra/>

Tungsten Network support phone numbers: <https://www.tungsten-network.com/customer-campaigns/conagra/us/support/>

Tutorial videos: <https://www.tungsten-network.com/us/support/tutorials/>