HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN ARIBA
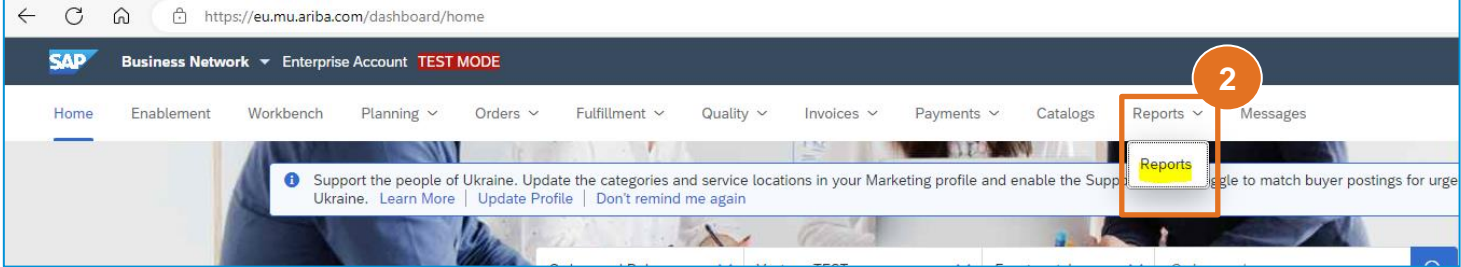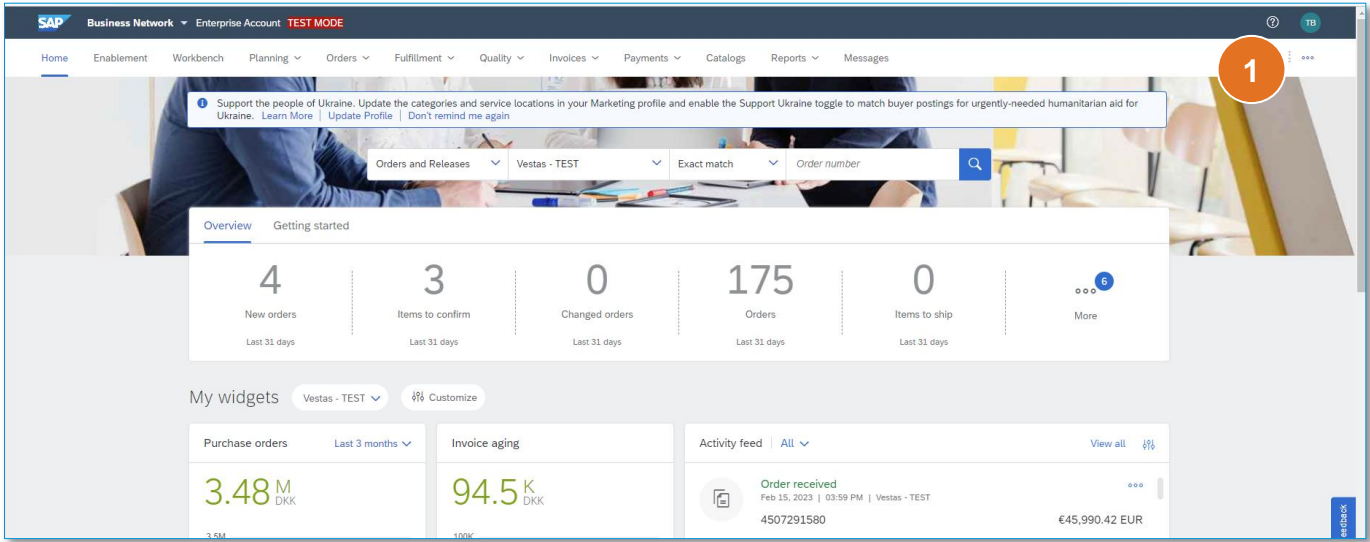
Step-by-step

1**. Login** to your Ariba account in the supplier Portal: **supplier.ariba.com**

2. **Click** on **Reports**. You will be taken to the report page.

Illustration

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3. On the report page, **click** on **Create** button to create a new report in Ariba.

Illustration

Classification: Restricted

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4**. Enter** a title for your report.
Select the report type as **Order**.

5. Click **Next**.

Illustration

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6. **Select** customer as **Vestas**

7. **Choose** relevant period for Order Date (time range should be 6 months max)

8. **Tick** the check box **"Include Line Item Information" and "Include Schedule Line Information"**

9. Then, **click Submit**

Illustration

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10. Report will be created with "**Queued**" status.

11. **Click** on **Run** button to run the report.

12. **Click** on **Refresh Status** until report shows "**Processed**" status.

Illustration

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13. Once report shows "Processed" status, **select** radio button for the report.

14. **Click Download** button.

15. **Open** the downloaded report to check the firmed orders.

Illustration

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
○	PO Reconicallation Report	Manual	Open Orders	Processed	14 Jul 2021		19 Apr 2021	Sangeeta Khurana	4 KB
○	PO Report	Manual	Open Orders	Processed	19 Jul 2021		19 Jul 2021	Sangeeta Khurana	180 KB
○	PO ReportS	Manual	Order	Processed	17 Feb 2023		17 Feb 2023	Test Business02	30 KB
●	PO Reports_Vestas	Manual	Order	Processed	17 Feb 2023		17 Feb 2023	Test Business02	30 KB
○	Quality Notification	Manual	Quality Notification Report	Processed	17 May 2022		17 May 2022	Sangeeta Khurana	31 KB
○	Report	Manual	Open Orders	Processed	12 Apr 2021		24 Mar 2021	Sangeeta Khurana	4 KB
○	Report1	Manual	Order	Processed	24 Mar 2021		24 Mar 2021	Sangeeta Khurana	18 KB
○	Report12	Manual	Order	Processed	1 Oct 2021		1 Oct 2021	Sangeeta Khurana	27 KB
○	Test	Manual	Quality Notification Report	Processed	16 Feb 2022		7 Oct 2021	Sangeeta Khurana	35 KB
○	Z Order	Manual	Order Summary	Processed	19 Apr 2021		24 Mar 2021	Sangeeta Khurana	252 B
○	test	Manual	Order Summary	Processed	2 Jun 2021		2 Jun 2021	Sangeeta Khurana	250 B

↳ | Run | | Download | Edit | Copy | Delete | Create | **Refresh Status** |

SAP Ariba

Order Line Items

Order No.	Customer	Customer ANID	Multi-Tier Order	Is CSC	Revision	Line Number	Quantity	UOM	Unit Price	Unit Price Currency	Part Number	Customer Part Number	Manufa Numbe
4507291580	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507291581	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507291577	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290955	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290953	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290945	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290941	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	

Vestas