

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to create and manipulate reports in SAP Ariba.

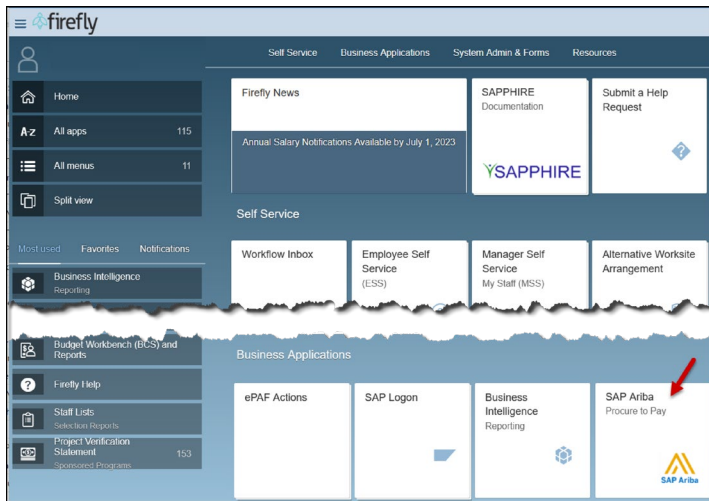
IMPORTANT: You can only delegate to a user that is at the same level or higher in the organization.

HELPFUL HINTS

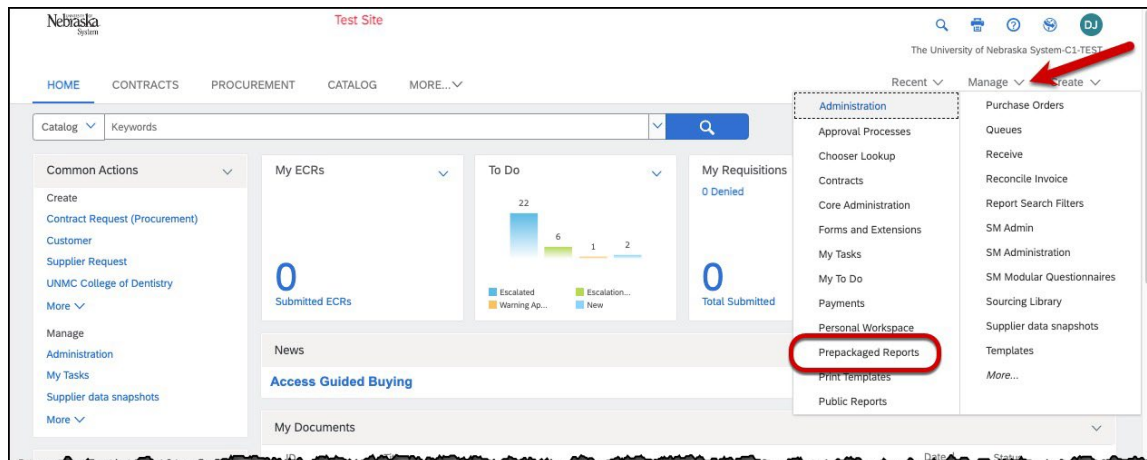
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit) Apple Safari (64-bit)
 - Microsoft Edge (32-bit) Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.

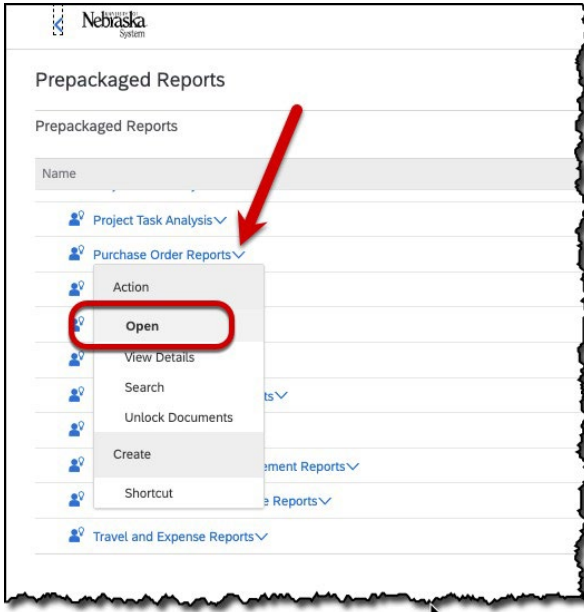


2. Click “Manage” and select “Prepackaged Reports” from the drop-down menu.

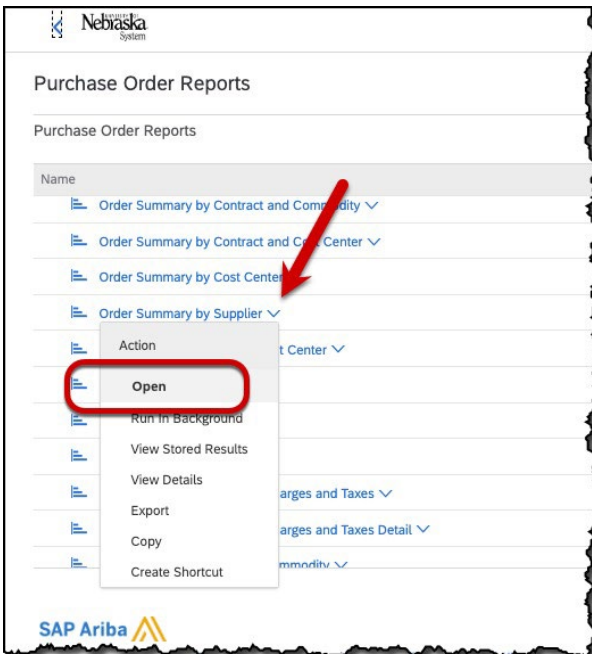


PROCEDURE (CONTINUED)

3. The list of available report categories displays. Click the drop-down next to the desired report category and select "Open" from the drop-down menu.



4. The list of available reports within the category displays. Click the drop-down next to the desired report and select "Open" from the drop-down menu.



PROCEDURE (CONTINUED)

5. The "Refine Data" screen displays. Adjust the data filters, as needed. Click "View Report" to proceed and view the data onscreen. NOTE: Fields available will vary by report type.

Refine Data

Filter the data in your report by selecting values for the fields below. All reports include a date field filter. To select a different date field to use as a filter, select **Advanced Options**. For multi-fact reports, you can only filter on **More**

Ordered Date (Calendar): * Relative date range

Time period: Year(s) time periods

Most recent time periods

Future time periods

Include current partial year

Fixed date range from: 1/1/2022 to: 12/31/2023

Advanced Options

Purchase Organization Id: (All)

Common Supplier: (All)

Cost Center: (All)

Commodity (L1): (All)

View Report **Cancel** **Export** **Background**

6. The report detail displays. Manipulate the onscreen data as noted below.

Reporting **Order Summary by Supplier** **Edit** **Save...** **Export** **Actions**

Field Browser: Page Others

Applied Filters: Ordered Date Spanning: most recent 2 Year(s) Display Options Edit Min/Max rows: 3/8

| Common Supplier | Cost Center | Commodity (L1) | Ordered Date | PO Status | Description | Order Id | PO Spend (USD) |
|---|-------------|----------------|--------------|-----------|-------------|----------|----------------|
| Total | | | | | | | 14,999,498.08 |
| NEOGEN CORP subtotal | | | | | | | 9,630,475.80 |
| UN Bus Srv Master subtotal | | | | | | | 4,007,700.00 |
| Laboratory and Measuring and Observing and Testing Equipment subtotal | | | | | | | 4,002,700.00 |
| 7/7/2023 Received Allergen Test Kits | | | | | | | 1,600,000.00 |
| 4500284965 | | | | | | | 800,000.00 |
| 4500284980 | | | | | | | 800,000.00 |
| 4500284987 | | | | | | | 800,000.00 |

- A. Click on a tab to change the report display format.
- B. Click column header to:
- Sort the report data onscreen (NOTE: Not available in all reports).
 - Move column left or right to rearrange display.
- C. Click to save the report to personal workspace or as a "PUBLIC" report.
- D. Click to export the report data (e.g., Excel, CSV).