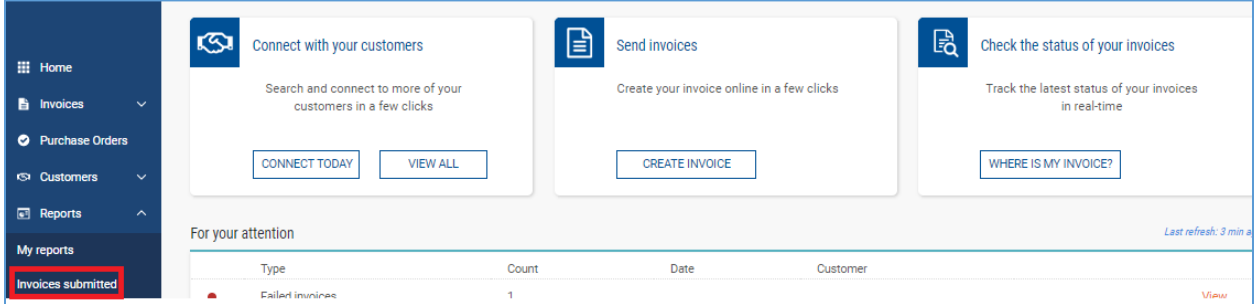


## HOW TO RUN INVOICE REPORTS ON THE TUNGSTEN NETWORK PORTAL

1. Log on to your account at [www.tungsten-network.com](http://www.tungsten-network.com) and click Reporting on the blue ribbon on the left side of the screen. Then select Invoices Submitted.

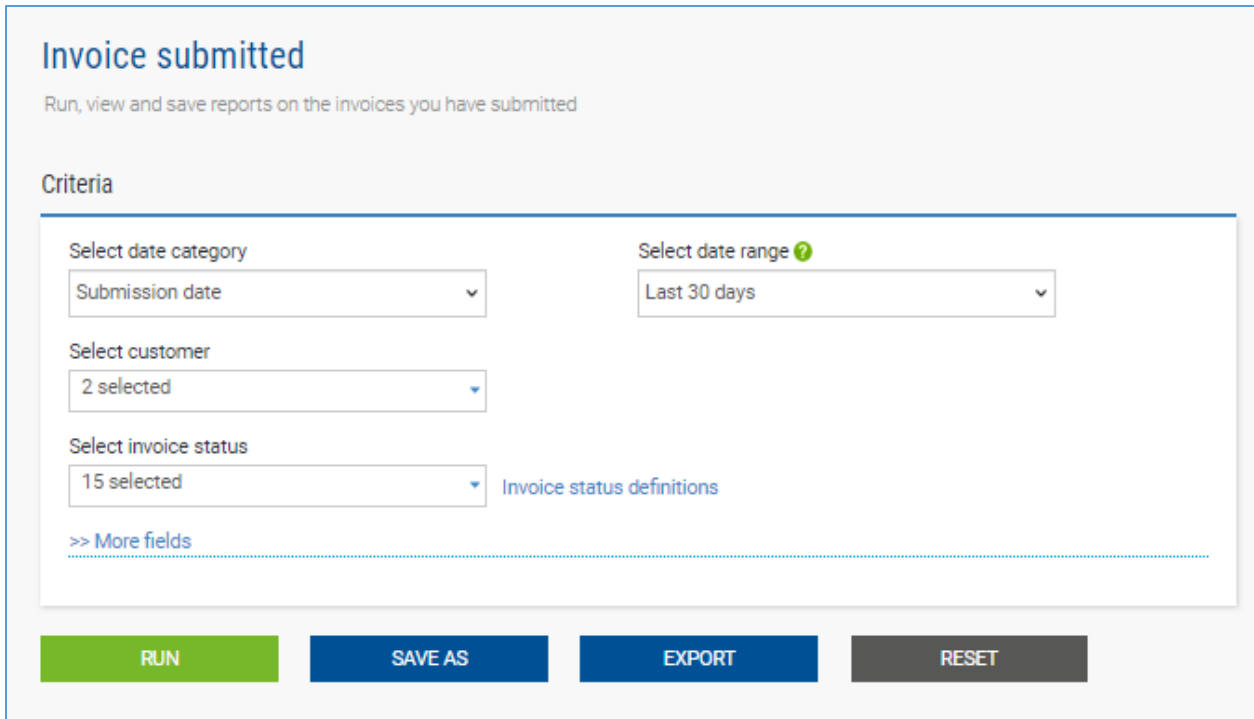


The screenshot shows the dashboard with three main action cards: 'Connect with your customers', 'Send invoices', and 'Check the status of your invoices'. Below these is a 'For your attention' section with a table:

Type	Count	Date	Customer
Failed invoices	1		

The left navigation menu is visible, with 'Invoices submitted' highlighted in red.

2. You can select the report criteria from the available drop downs. If you wish to see more fields to select from Click on More Fields. Once you have made your selections click Run



The 'Invoice submitted' configuration screen includes the following criteria:

- Select date category: Submission date
- Select date range: Last 30 days
- Select customer: 2 selected
- Select invoice status: 15 selected

There is a link for '>> More fields' and a link for 'Invoice status definitions'. At the bottom, there are four buttons: RUN (green), SAVE AS (blue), EXPORT (blue), and RESET (grey).

- 3. 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  
 You can view a specific invoice and its attachments by clicking on the paper click image in the Invoice files column

**Invoice submitted** Help with this page

Run, view and save reports on the invoices you have submitted

**Criteria**

Select date category

Select date range ?

Select customer

Select invoice status  
 [Invoice status definitions](#)

[>> More fields](#)

**Saved report name** ?

[Default] Invoices Sent (7 Days) 📄 📄 🗑️

[Default] Invoices Sent (This Month) 📄 📄 🗑️

RUN
SAVE AS
EXPORT
RESET

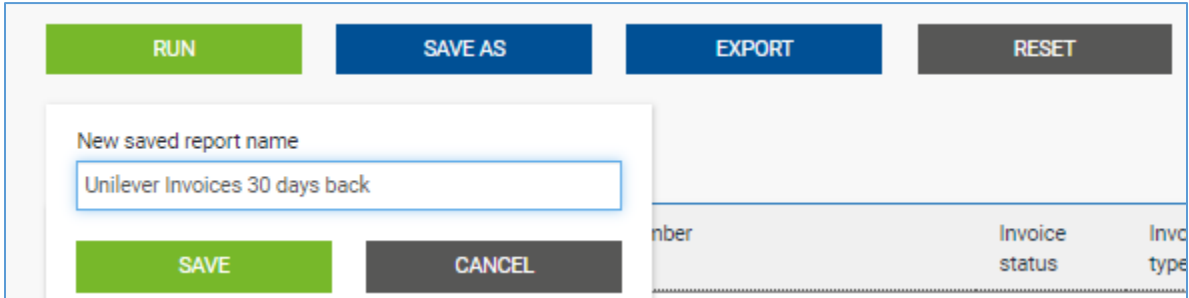
**Report results**

Ticket	Invoice files	Invoice date	Invoice number	Invoice status	Invoice type	Submission date	Collection date	Supplier name
		2/8/2020	test456	Failed	Invoice	2/8/2020		Conagra Sugar - Test
<input type="checkbox"/>		1/2/2020	1030TAX	Received	Invoice	1/2/2020	1/2/2020	Conagra Sugar - Test
<input type="checkbox"/>		1/2/2020	1031	Received	Invoice	1/2/2020	1/2/2020	Conagra Sugar - Test
<input type="checkbox"/>		11/18/2019	CREDITAS	Approved	Invoice	11/18/2019	11/19/2019	Conagra Sugar - Test
<input type="checkbox"/>		11/18/2019	CREDITTESTAS	Approved	Credit Note	11/18/2019	11/19/2019	Conagra Sugar - Test
<input type="checkbox"/>		11/18/2019	ASSUBDEBIT	Approved	Invoice	11/18/2019	11/19/2019	Conagra Sugar - Test

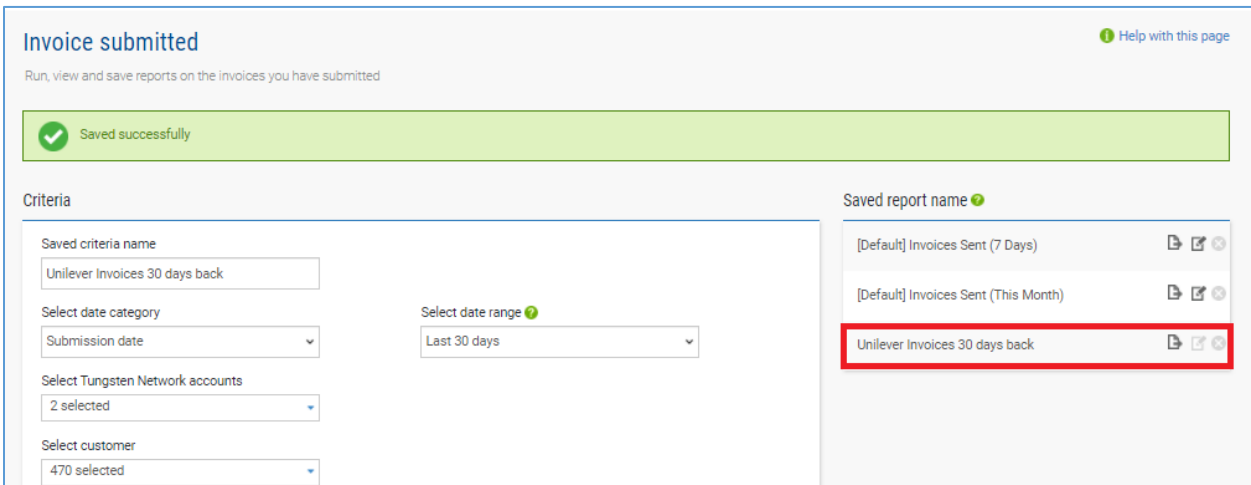
Page size:

Displaying page 1 of 6, items 1 to 10 of 60

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



- 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



**Invoice submitted** Help with this page

Run, view and save reports on the invoices you have submitted

✓ Saved successfully

**Criteria**

Saved criteria name  
Unilever Invoices 30 days back

Select date category  
Submission date

Select date range ✓  
Last 30 days

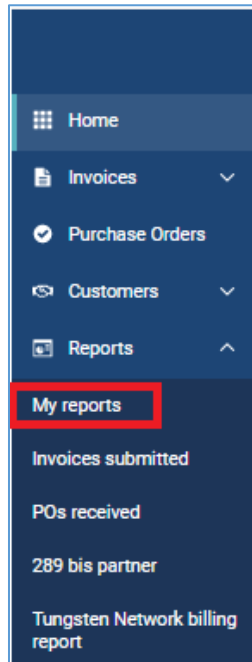
Select Tungsten Network accounts  
2 selected

Select customer  
470 selected











**Saved report name** ✓

- [Default] Invoices Sent (7 Days)
- [Default] Invoices Sent (This Month)
- Unilever Invoices 30 days back**

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



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

Saved report name 		
[Default] Invoices Sent (7 Days)	Submitted invoice	  
[Default] Invoices Sent (This Month)	Submitted invoice	  
Unilever Invoices 30 days back	Submitted invoice	  

**Further resources for Unilever suppliers using Tungsten Network:**

**Unilever's microsite on the Tungsten Network:** <https://www.tungsten-network.com/unilever/>

**Further guides for Unilever suppliers:** <https://www.tungsten-network.com/customer-campaigns/Unilever/faqs-and-documentation/>

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

**Tungsten Network FAQ's:** <https://www.tungsten-network.com/faqs/>