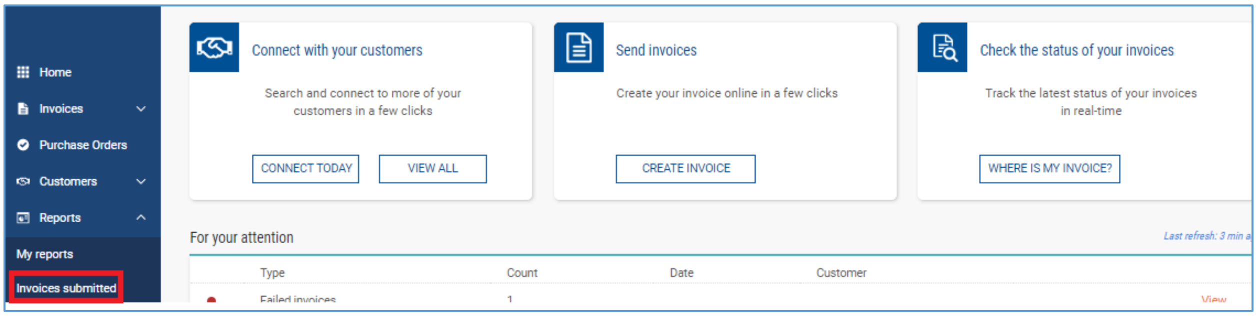
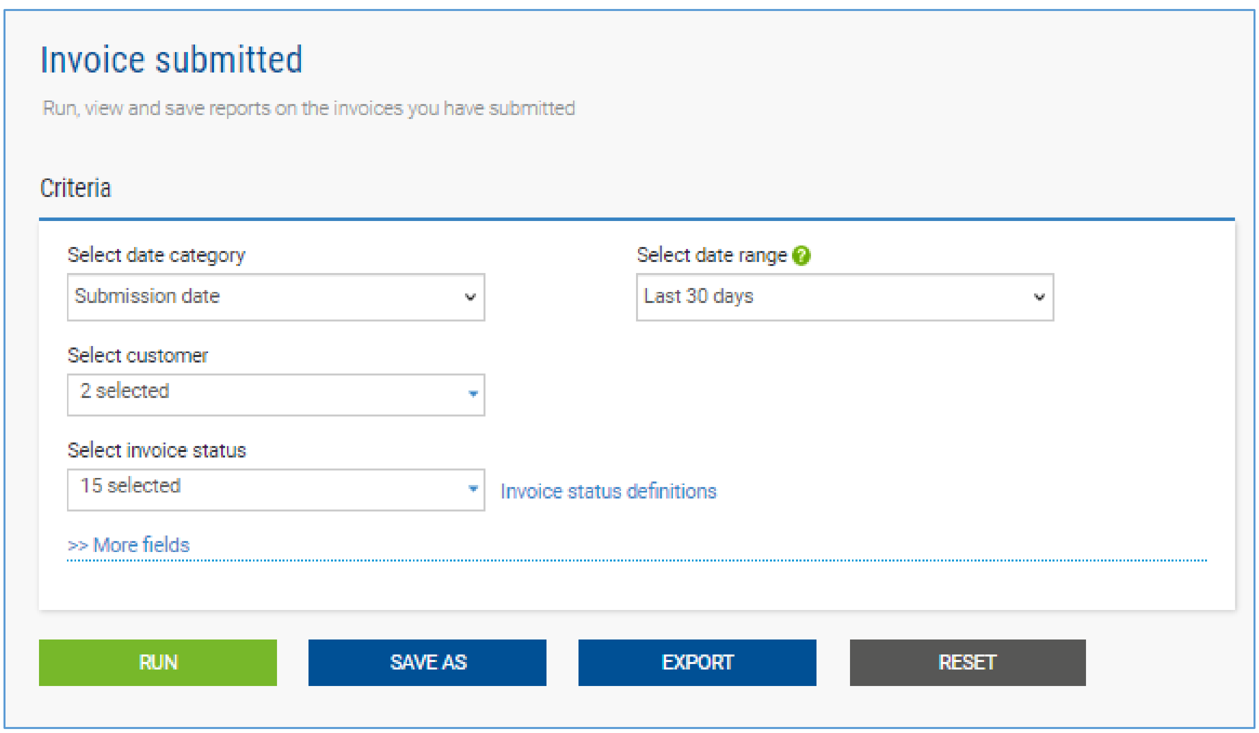
How to Run Invoice Reports on the Tungsten Network Portal

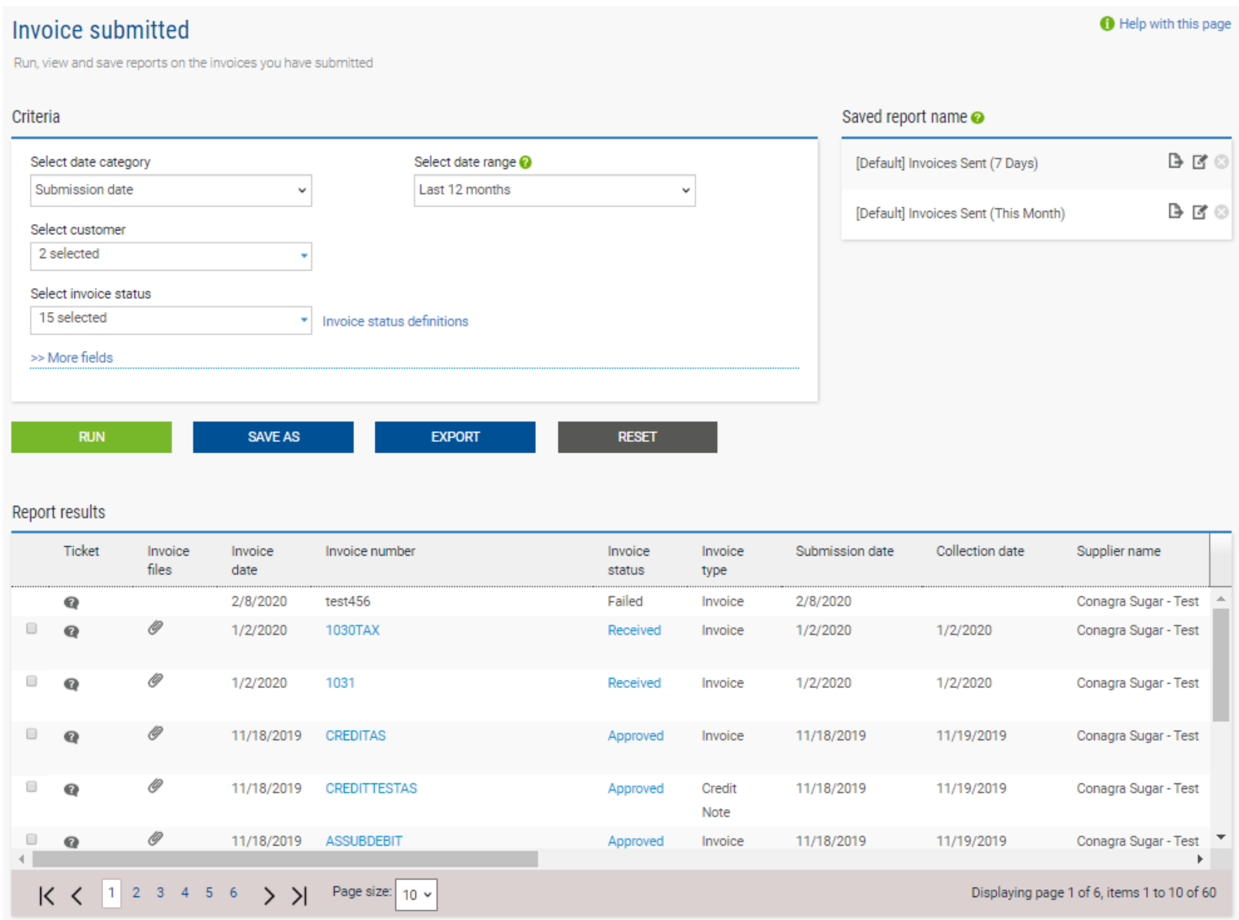
1. **Log on to your account at www.tungsten-network.com and click Reporting on the blue ribbon on the left side of the screen. Then select Invoices Submitted.**



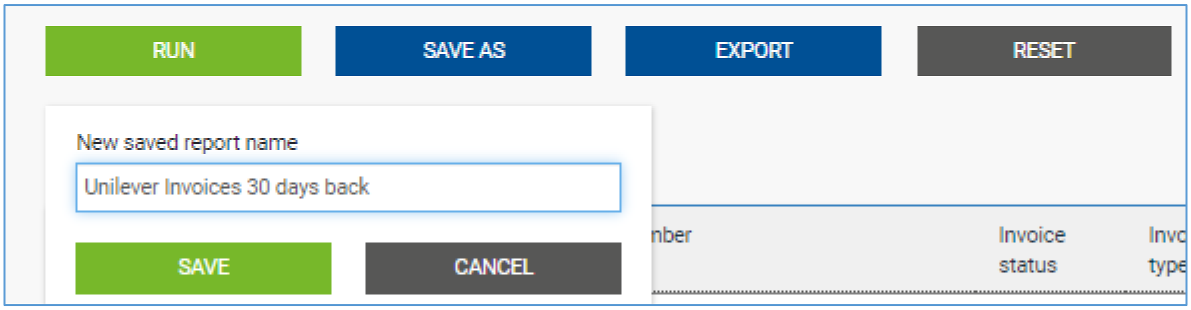
2. **You can select the report criteria from the available drop downs. If you wish to see more fields to select from Click on More Fields. Once you have made your selections click Run**



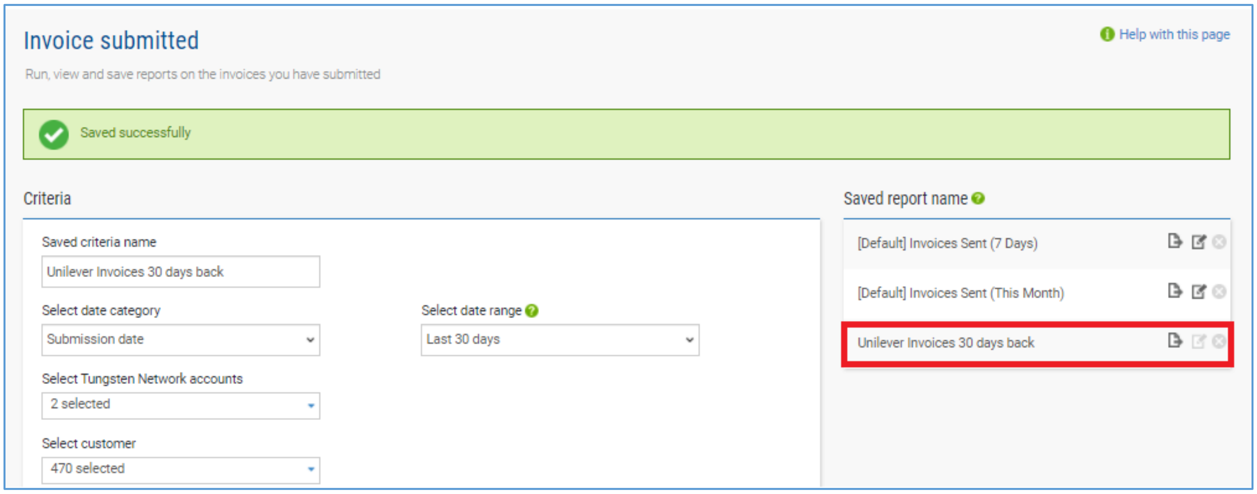
3. **The results will appear as a list below the criteria selection box.**
   You can download the report by clicking Export, and selecting whether you wish the report to download in Excel or CSV file type
   You can view a specific invoice and its attachments by clicking on the paper click image in the Invoice files column



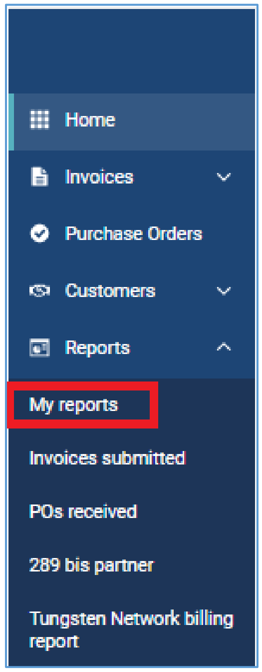
4. **If you wish to save these reporting parameters for future use click on Save As and Enter a report name**



5. **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**



6. **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

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/