

Name Reporting Basics

Updated: Sept. 1, 2023

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.

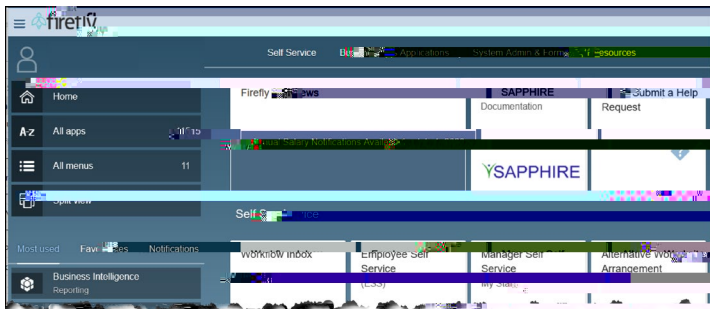
HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

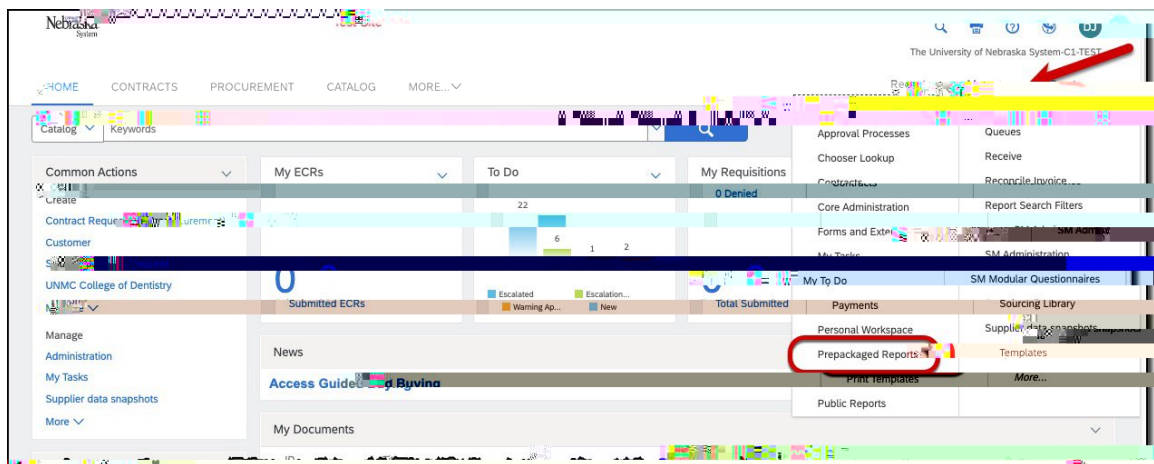
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

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.



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