**HOW TO RUN REPORTS ON THE TUNGSTEN NETWORK PORTAL**

1. Please login in at www.tungsten-network.com/login
2. Once you have logged in click on Reports on the left hand side of the page. To run a report on the purchase orders your have received please click on POs Received
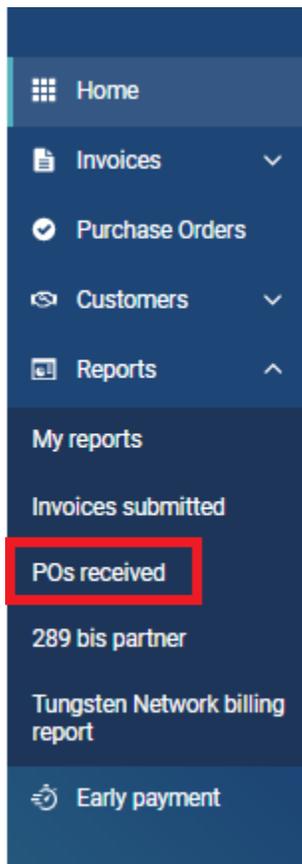
3. You can now enter your search Criteria and click Run
   Your results will appear in the Report Results Section

4. You can Export the results in csv or excel format by clicking export and selecting your preferred file format
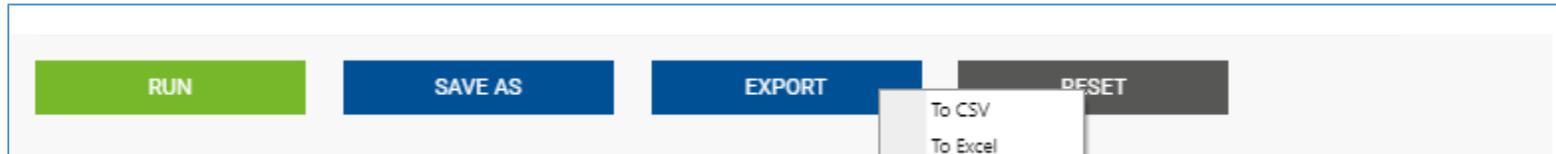
5. Your can save the report criteria so you can easily rerun this report in future by clicking on Save As and then entering the Name of your Report
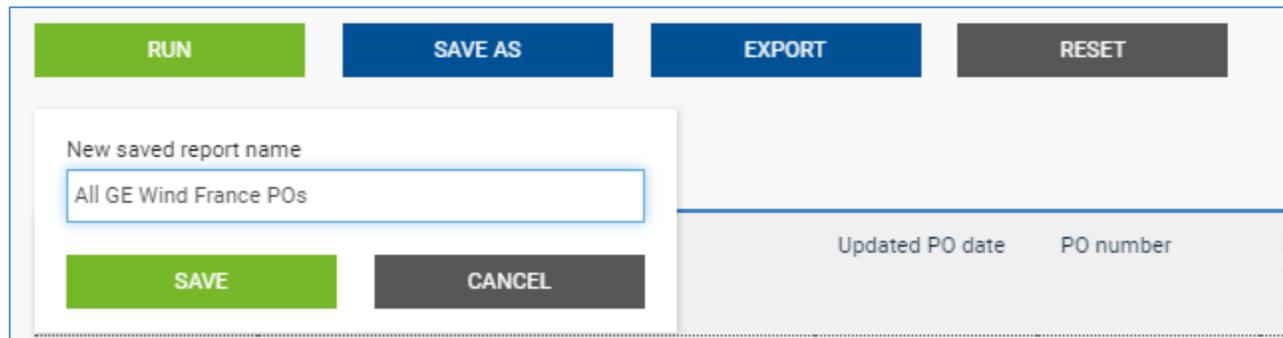
6. Your saved report will now be available on the right side of the page
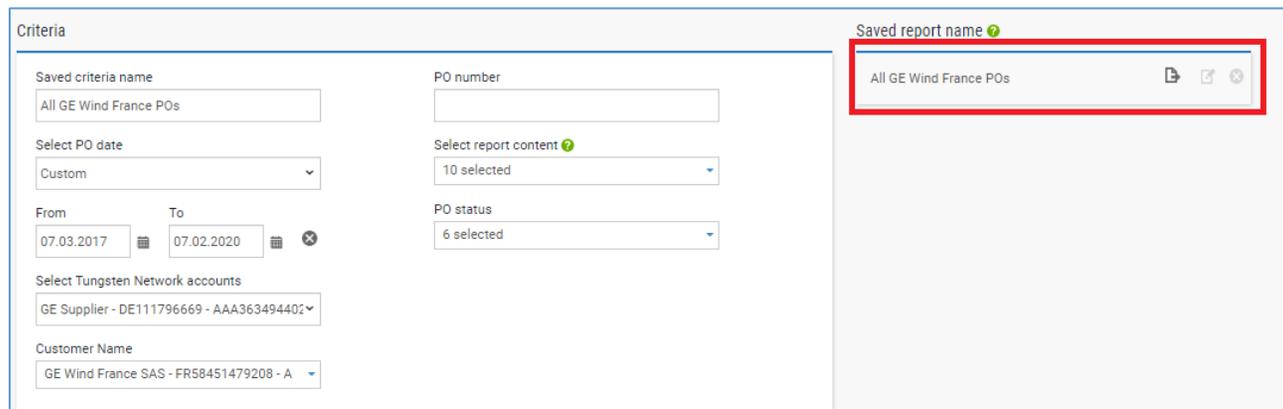
7. In future you can quickly export