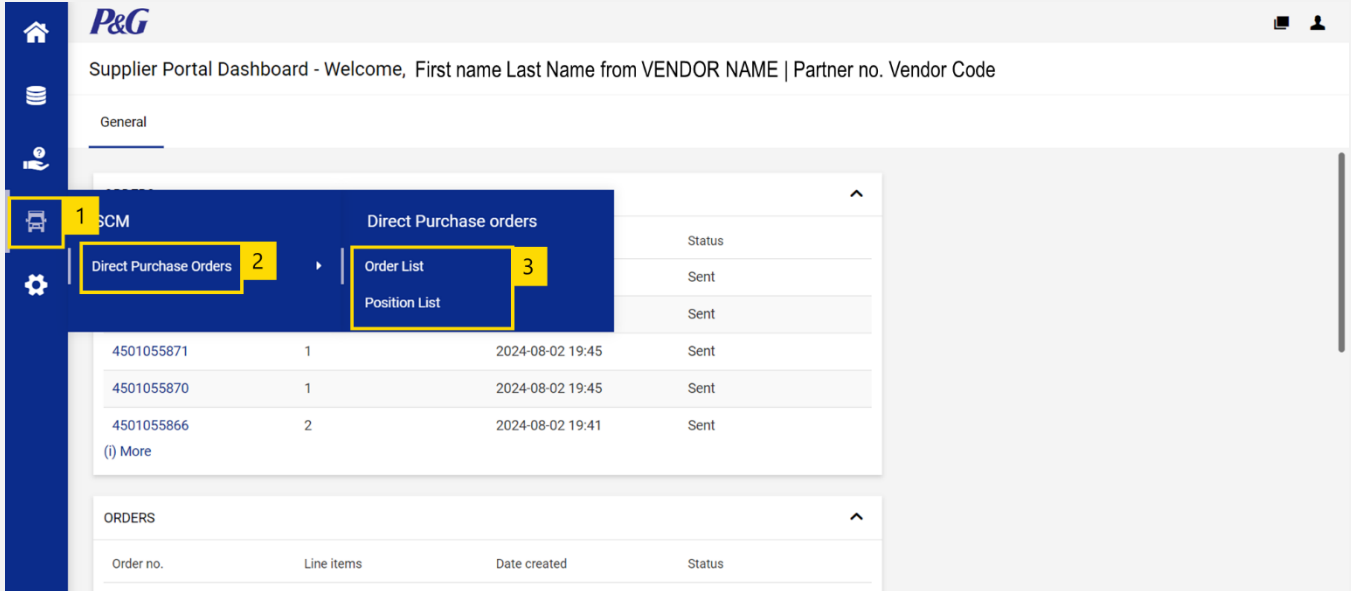




Step 1: Login to <https://app12.jaggaer.com/portals/pg2>.

Step 2: Click > Direct Purchase Orders > Order List or Position List

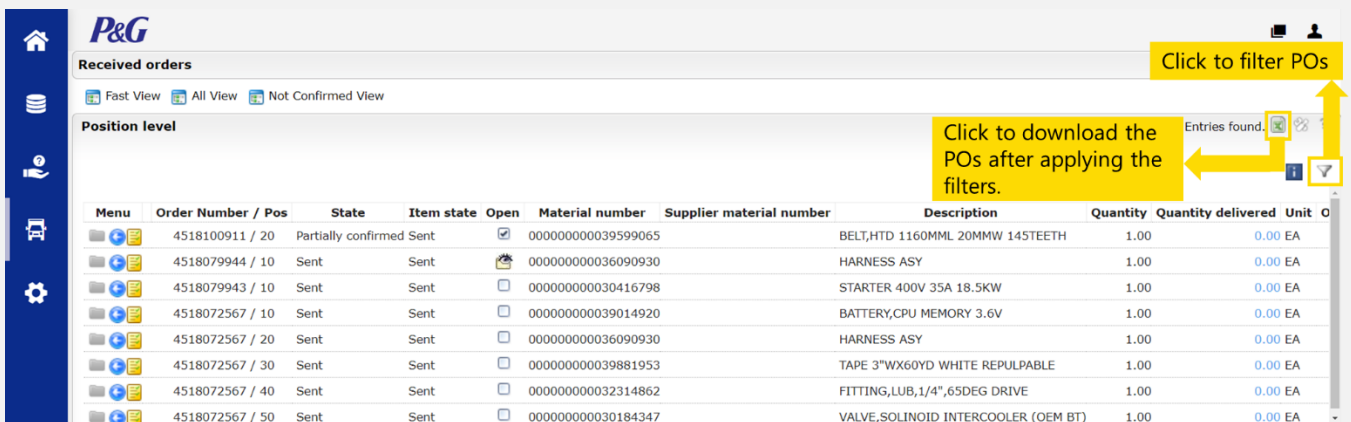
- Order List : Choose this if you want to download POs at header level (PO number, PO date, etc.)
- Position List : Choose this if you want to download POs at item level (material, quantity, price, etc.)



Step 3: Choose your view.

- Fast View** – Recent orders
- All View** – All orders
- Not Confirmed View** (default) – Orders sent to you but not yet opened and confirmed.
- Not Complete Confirmed View** – Partially confirmed and unconfirmed orders.

Step 4: Filter the report further by clicking the . Once done, click to export.



For any technical issues encountered, follow the links below.

Jaggaer support for suppliers - webform	https://jaggaer.my.site.com/SupplierSupportRequest/s/
Jaggaer supplier support portal	https://www.jaggaer.com/supplier-support

Jaggaer Support Global Phone numbers	https://www.jaggaer.com/support/support-phone-numbers
Any issues or questions on PO	P&G contact on purchase order