



Spend Analytics – Reports

V1.0 – 04/22



Report Creation

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Accessing Spend Analytics - Xeeva Login Page (non SSO users)

Enter your email and password; click Login

idp.xeeva.com/newgen/prod/#/login

XEEVA

Email
Enter your email

Password
Enter password

Forgot Password

LOGIN

Unleash Greater Savings
Through Data-Driven
Spend Management

Notes:

URL: The website to access Xeeva will be specific to your company. All user login credentials will be shared directly with each user. If you do not have access to the sourcing instance, please contact your Xeeva CSM or log a support ticket (resultsdesk@xeeva.com) for assistance.

Forget Password: Use the "Forget Password" option if you need to reset your password. You will receive the 'Password reset link' on your mail ID. Click on the link and then create a new password. **Note – this only works for non-SSO users.**

Accessing Spend Analytics - Launch Page

Once you logged in from main page you will be taking to the main landing page. Click on the **Arrow Sign for Spend Analytics** to enter.

The screenshot shows the XEEVA main landing page. The header includes the XEEVA logo on the left and the user name 'Hq Comuser' on the right. The main content area features three large, light-blue rectangular buttons stacked vertically. Each button contains an icon, a title, a brief description, and a right-pointing arrow. The first button is for 'SPEND ANALYTICS', the second for 'PROCURE-TO-PAY', and the third for 'SOURCING'.

XEEVA Hq Comuser ▾

 **SPEND ANALYTICS**
Manage and monitor business spend including savings and price performance analytics and insights >

 **PROCURE-TO-PAY**
Procure-to-Pay suite including AI powered Spot-Buy that drives efficiency and compliance >

 **SOURCING**
Sourcing Application >

Setting up Filters – Home Page

Click **Filters** tab on the homepage and apply filters to customize your report.

The screenshot shows the XEEVA Spend Analytics interface. At the top left is the XEEVA logo and the text "Spend Analytics". Below this is a navigation bar with a home icon and "Home". The main dashboard area contains several summary cards: "Spend \$386.82M" with a line chart, "Supplier Family 4,096", "Items 127,026", and "Payment Term Compliance 0%". A "Filters" panel is open on the right side, showing a "Date Range" from 11/30/2020 to 11/30/2021. Below the date range, the "Region" filter is set to "North America", "Country" to "USA", and "Location" to "Jbs". Other filter categories like "Supplier Family", "Supplier Name", and "Contracted" are visible but not yet configured. The main content area is titled "Targeted Insights" and lists several items: "Purchase Price Variance" (1 opportunity), "Supplier Consolidation" (0 opportunities), "Optimize Freight Spend", and "Spot Buys to Contract" (0 opportunities). Below this is the "Industry Benchmark Insights" section.

Report Creation – Home Page

Go to right hand side upper corner on the Home Page, Click on the profile pic and then click on **Reports**

The screenshot shows the XEEVA Spend Analytics Home Page. The header includes the XEEVA logo and the text "Spend Analytics". A navigation bar shows "Home" with a dropdown arrow, a "Download Page" button, and a date selector set to "12/31/2020". The main content area features five summary cards: "Spend \$444.21M" with a line chart, "Supplier Family 1,628", "Items 51,227", "Payment Term Compliance 1.23%", and "Transactions 52,588". Below these is an "Intelligent Opportunities" section with a large XEEVA logo and an "Explore More" button. A user profile dropdown menu is open in the top right corner, showing the user name "UATTest (SA CXO)", a "Reports" link, and a "Logout" link. At the bottom of the menu, it displays "Refresh Date: July 16, 2021", "Last Spend Date: December 31, 2021", and "Application Version 101682". A hand cursor is pointing at the profile picture icon in the top right corner.

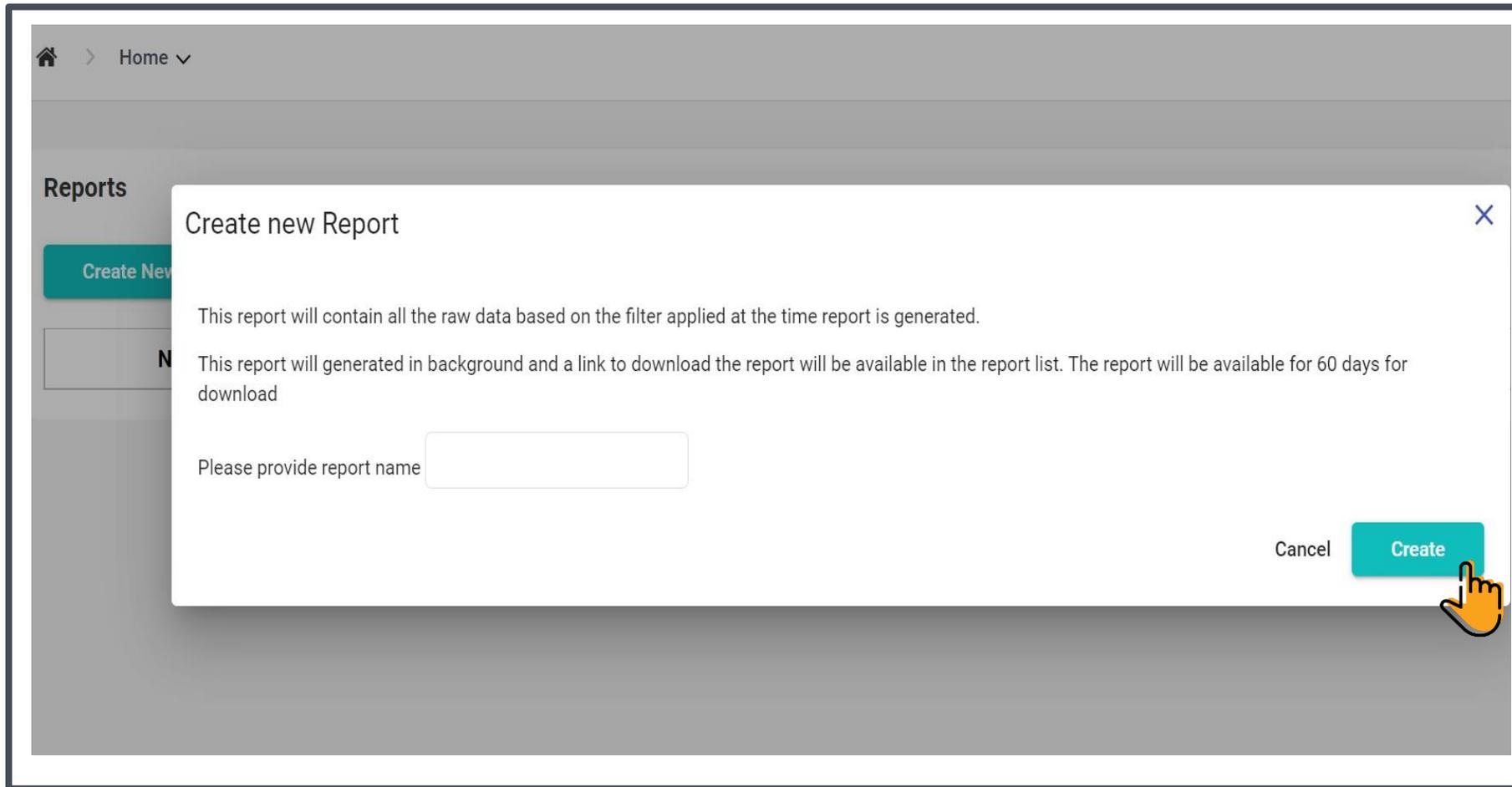
Report Creation – Landing Page

Click on **Create New Report**

The screenshot shows a web interface for report creation. At the top left, there is a home icon and a breadcrumb 'Home' with a dropdown arrow. Below this is a 'Reports' section containing two teal buttons: 'Create New Report' and 'Refresh'. A yellow hand cursor is pointing at the 'Create New Report' button. Below the buttons is a table with four columns: 'Name', 'Status', 'Download', and 'Requested Date'. The table is currently empty. At the bottom center of the page, there is a copyright notice: '©2022 Xeeva All rights reserved'.

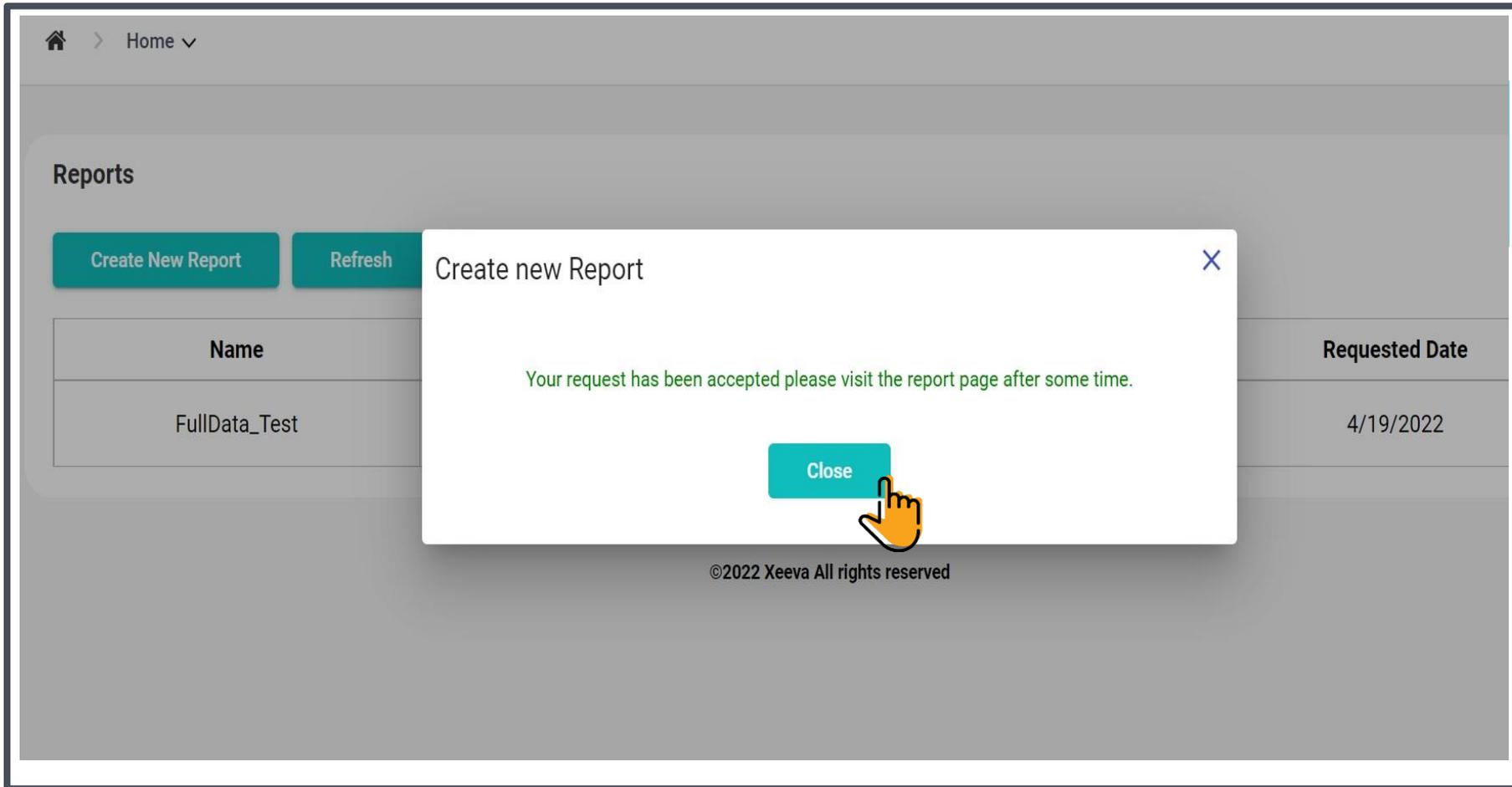
Report Creation – Creating New Report

A pop-up will appear. Provide a name to the report and click **Create**



Report Creation – Confirmation

You will receive a confirmation. Click **Close** to close the pop-up.



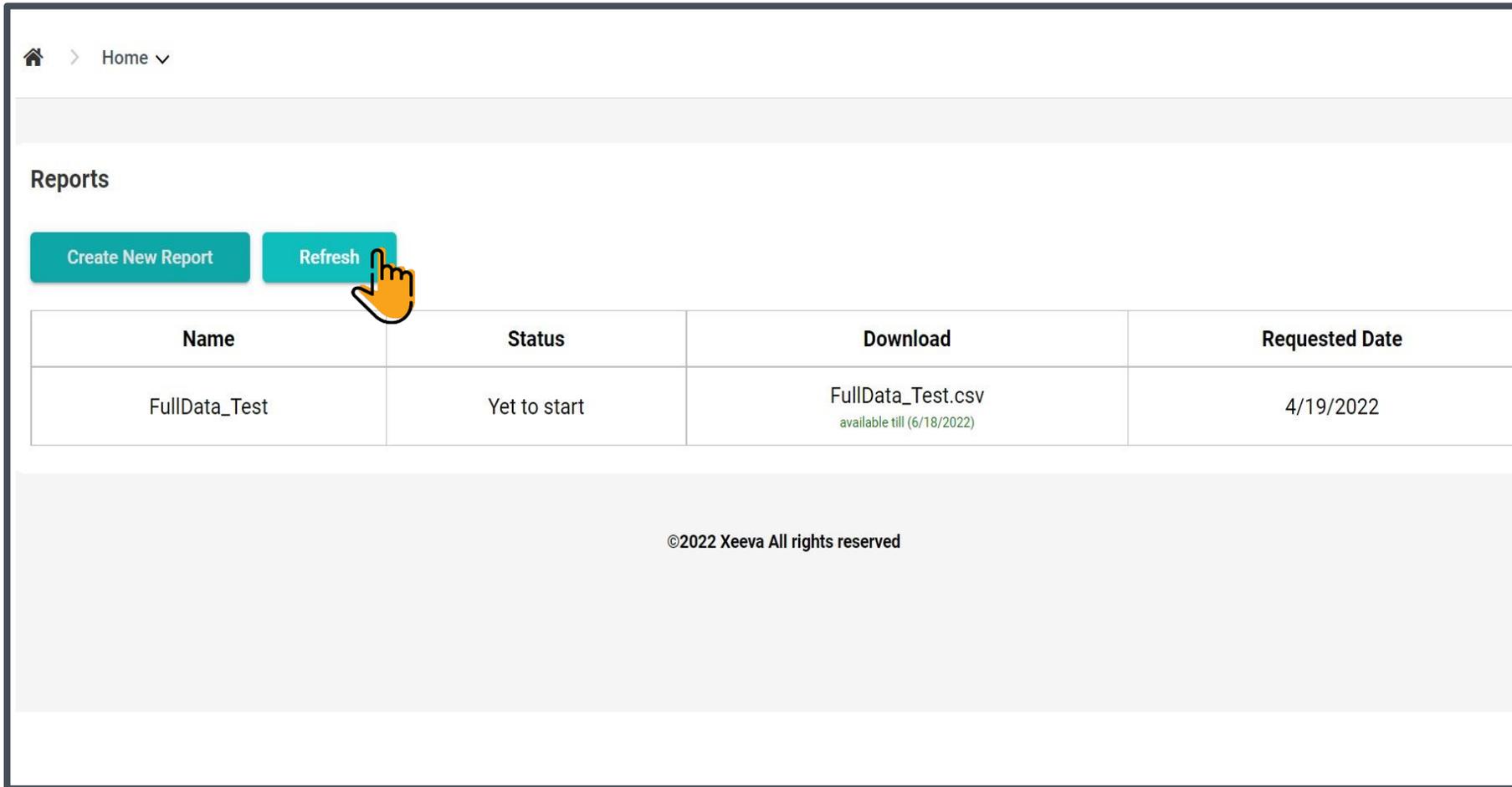
The screenshot displays a web application interface with a confirmation pop-up. The background shows a 'Home' navigation bar and a 'Reports' section with 'Create New Report' and 'Refresh' buttons. A table lists reports with columns for 'Name' and 'Requested Date'. A white pop-up window titled 'Create new Report' is centered, containing a green confirmation message and a 'Close' button. A hand cursor is pointing at the 'Close' button.

Name	Requested Date
FullData_Test	4/19/2022

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Report Creation – Refresh Status of the Report

Click on **Refresh** to update the **Status**.



The screenshot displays a web application interface. At the top left, there is a home icon and a breadcrumb navigation path: Home > Home. Below this, the section is titled "Reports". There are two teal buttons: "Create New Report" and "Refresh". A hand cursor is pointing at the "Refresh" button. Below the buttons is a table with the following data:

Name	Status	Download	Requested Date
FullData_Test	Yet to start	FullData_Test.csv <small>available till (6/18/2022)</small>	4/19/2022

At the bottom of the page, there is a copyright notice: ©2022 Xeeva All rights reserved.

Report Creation – Downloading the Report

Click on the **Report Name** under **Download** to download the report

Home ▾

Reports

Create New Report Refresh

Name	Status	Download	Requested Date
FullData_Test	Generated	FullData_Test.csv <small>Available till (6/18/2022)</small>	4/19/2022

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Notes:

The data points in the report are based on the date range and filters selected.