There are three (3) reports in eProcurement for Exception Items:

- **Exceptions BPO Detail Report for BPO's only.**
  - The report output columns are:
    - Order Number (BPO)
    - Supplier Name
    - Date Approved
    - Exception Type
    - Exception Subtype
    - Budget Number
    - Account Code
    - Organization Code
  - It accepts search filters of:
    - Exception Type (multiple allowed)
    - Supplier (multiple allowed)
    - Contract Number (BPO Number)
    - Approved Date
    - Budget Number (multiple allowed)
    - Account Code (multiple allowed)
    - Organization Code (multiple allowed)

- **Exceptions Header Level Report that Searches across both PO's and BPO’s.**
  - The report output columns are:
    - Order Number (EI or BPO)
    - Supplier Name
    - Date Approved
    - Exception Type
    - Exception Subtype
  - It accepts search filters of:
    - Exception Type (multiple allowed)
    - Supplier (multiple allowed)
    - Order ID (EI or BPO Number)
    - Approved Date

- **Exceptions PO Detail Report for POs only.**
  - The report output columns are:
    - Order Number (EI)
    - Supplier Name
    - Date Approved
    - Exception Type
    - Exception Subtype
    - Budget Number
    - Account Code
    - Organization Code
  - It accepts search filters of:
    - Exception Type (multiple allowed)
    - Supplier (multiple allowed)
    - Order ID (EI Number)
    - Approved Date
    - Budget Number (multiple allowed)
    - Account Code (multiple allowed)
    - Organization Code (multiple allowed)

Continued on to the next page for an examples of running the Exceptions Header Level Report
1. From any eProcurement Dashboard, click on Manage in the blue command bar and select Reports from the drop-down menu:

2. A new page will open with a list of report categories. Select Exceptions from the list and click the Next button:

3. A new page will open with a list of the reports related to Exception Items. Select the Exceptions Header Level Report and click the Next button:
4. A new page will open where the search criteria will be established for the report. Using the drop-down menu in the field titled **Report Format**, select the desired report format from the following choices: HTML, Excel (recommended), or CSV:

5. After selecting the report format, enter the search criteria. In this example, we will search for all POs and BPOs for the **Blood, Blood Serum and Platelets** Exception Item. Click the select link for the **Exception Type** field:
6. A list of Exception Type choices appears. You can select one or more by clicking on the checkbox next to the item. In this example, click the checkbox for Blood, Blood Serum and Platelets and then click the **Done** button:

![Choose Values for Exception Type](image)

**Click the checkbox to select the Exception Type**

**Click Done**

7. Click the **Run** button to run the report:

![Run Report](image)

**Click Run**
8. Below is an example of HTML output for this report:

![Exceptions Header Level Report](image)

If you would like a general overview about running reports in Ariba, you can review the [Ariba Reports Tutorial](https://f2.washington.edu/fm/ps/training-events/independent-study/ariba-reports) on the Procurement Services Independent Study Page at: