



# Downloadable Reports on the Partner Contract Management Platform (PCM)

## Quick Guide

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April 2026

Distributing Service Renewal Pipeline Reports via email will be discontinued.

- OpenScape Business
- OpenScape Large Enterprise

Service Renewal Pipeline Reports will be available in PCM as downloadable real-time reports (contracts which are expired up to 1 year are included).

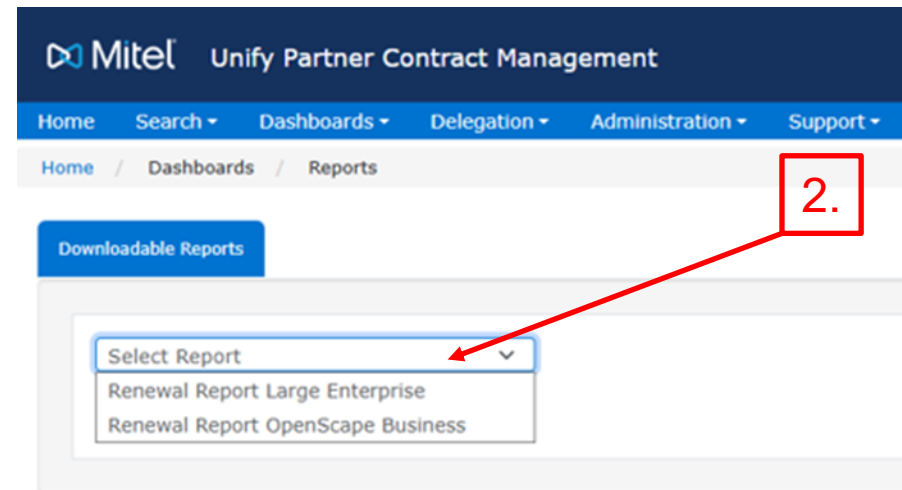
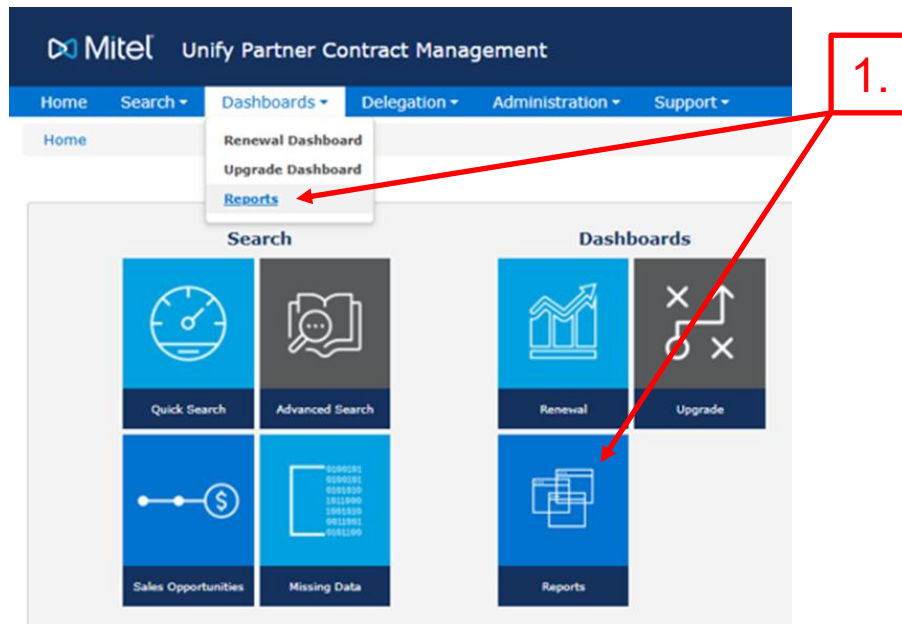
- OpenScape Business
- OpenScape Large Enterprise

For at least 3 months, both options will be available.

# Partner View (I)

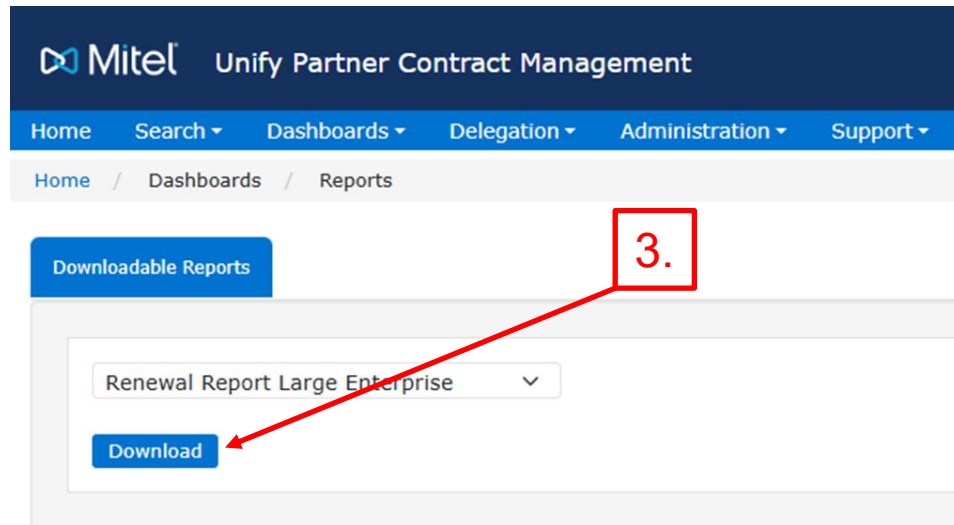
How Partners can access and download the renewal reports in PCM:

1. Select „Reports“ in drop-down menu or click on tile
2. Select desired report (LE/OS Biz)



# Partner View (II)

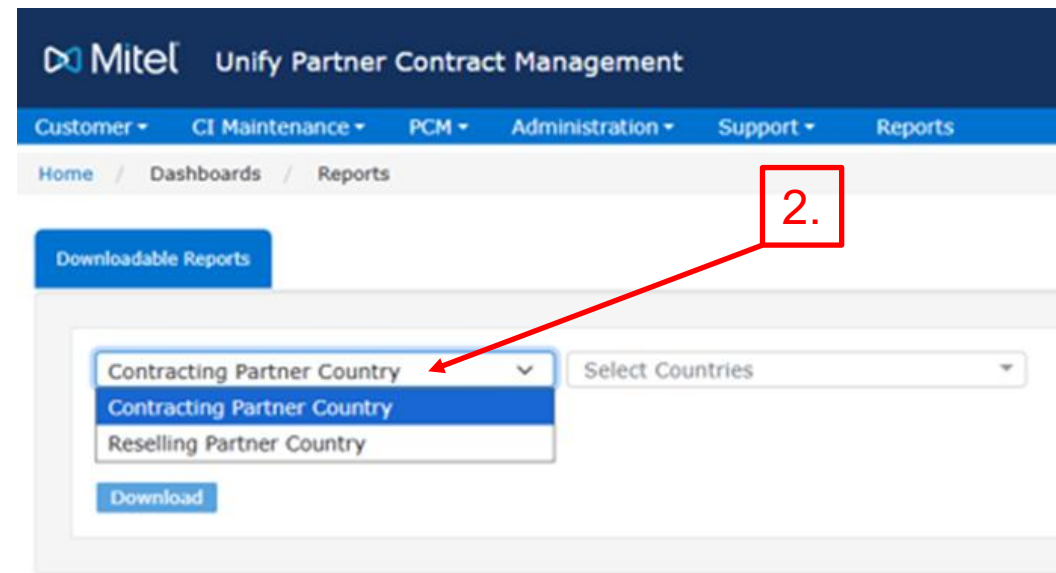
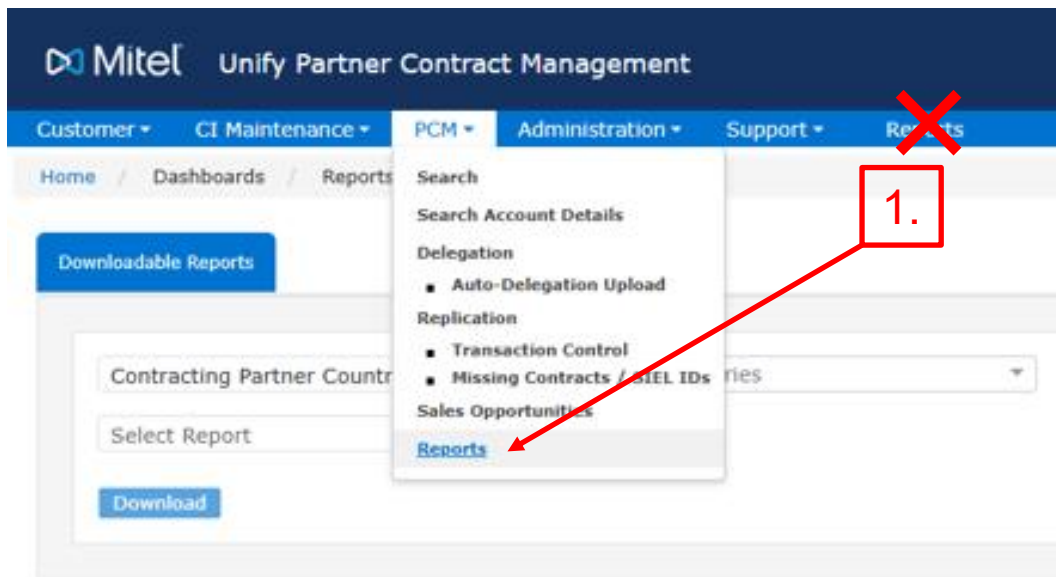
## 3. Download report



# Admin View (I)

How Admins can access and download the renewal reports in PCM:

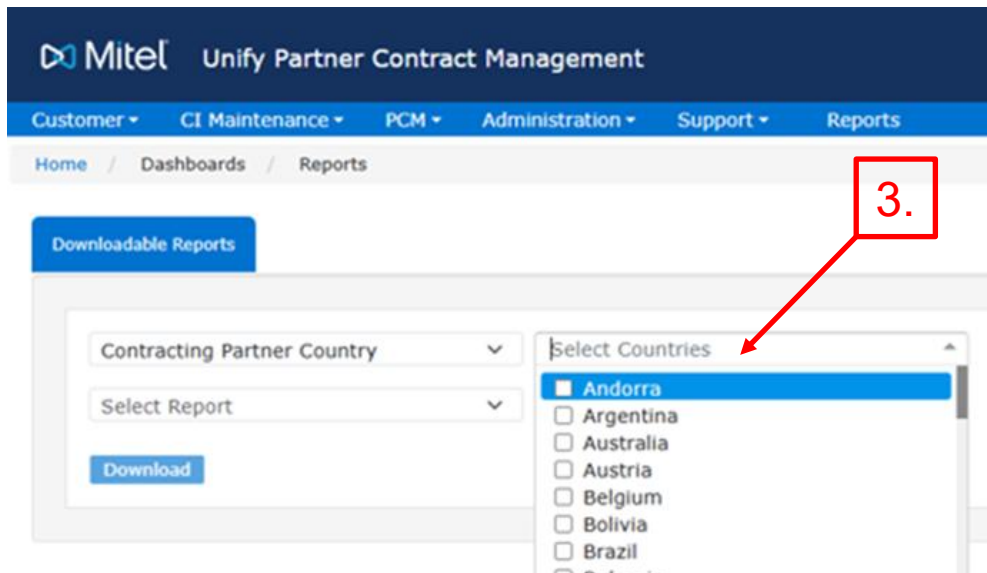
1. Select „Reports“ in drop-down menu (not in menu bar!)
2. Select Contracting or Reselling Partner





# Admin View (II)

3. Select Country/Countries
4. Select desired report (LE/OS Biz)
5. Download report



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Downloadable Reports

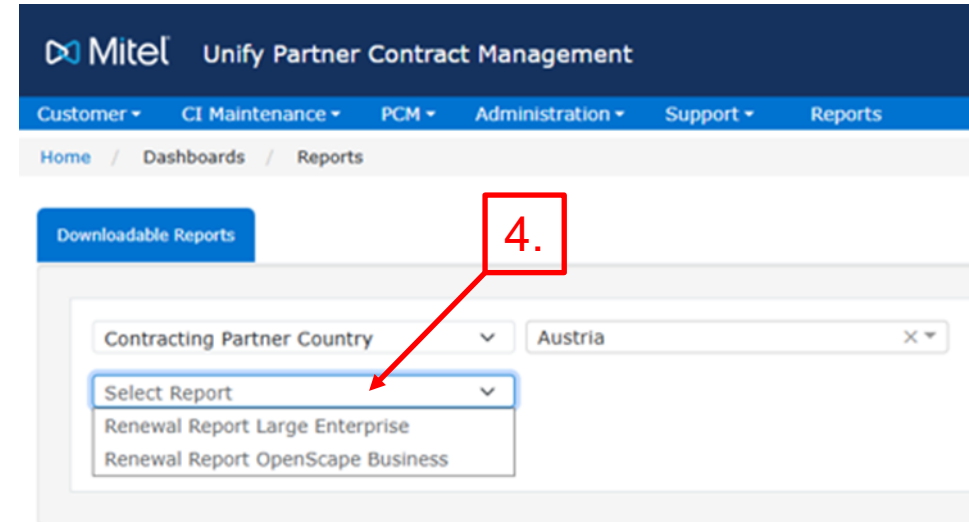
Contracting Partner Country ▾

Select Report ▾

Download

Select Countries

- ☒ Andorra
- ☐ Argentina
- ☐ Australia
- ☐ Austria
- ☐ Belgium
- ☐ Bolivia
- ☐ Brazil



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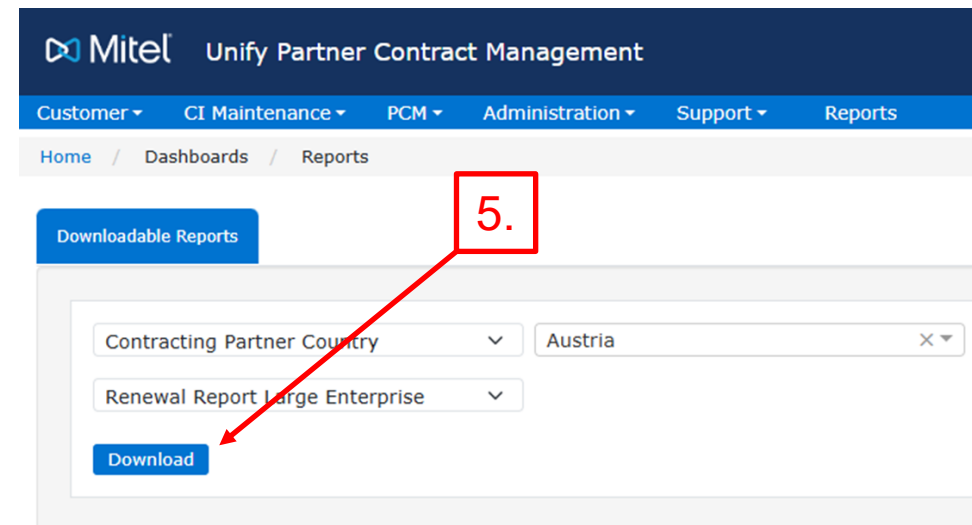
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Downloadable Reports

Contracting Partner Country ▾ Austria × ▾

Select Report ▾

- Renewal Report Large Enterprise
- Renewal Report OpenScope Business



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Renewal Report Large Enterprise ▾

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