



Quick Reference Guide

Suppliers Guide – How To Locate Purchase Orders

Audience: City of Ottawa –Suppliers

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How to Locate Purchase Orders

Your Ariba Workbench defaults to show Purchase orders that have been issued within the last 31 days.

Locate PO's issued in the past 365 days:

1 Workbench, Orders Tab

2 Select "Edit Filter"

3 Under Creation Date, select "Last 365 days" to view all PO's issued within the last year.

The screenshot shows the SAP Ariba Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is active. Below the navigation bar, there's a 'Workbench' section with several cards: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). The 'Orders' card is highlighted with a yellow circle 1. Below the cards, there's a section for 'Orders (4)' with an 'Edit filter' button highlighted with a yellow circle 2. The 'Edit filter' section contains various filters: 'Customers' (Select or type selections), 'Purchasing organizations' (Select or type selections), 'Visibility' (Not hidden), 'Order numbers' (Type selection), 'Customer locations' (Type selection), 'Creation date' (Last 365 days, Last 24 hours, Last 7 days, Last 14 days, Last 31 days, Last 90 days, Last 365 days, Custom date range), 'Order status' (Include, Select or type...), 'Company codes' (Select or type selections), 'Routing status' (All), 'Min amount', 'Max amount', and 'Currency' (CAD). The 'Creation date' dropdown menu is open, showing 'Last 365 days' selected with a yellow circle 3. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

The screenshot shows the SAP Ariba Workbench interface. At the top, there's a navigation bar with 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this is a menu bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' section displays a dashboard with various metrics: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). Below the dashboard, the 'Orders (4)' section is active, showing an 'Edit filter' button. Under 'Customers', there's a search box with the placeholder 'Select or type selections'. Under 'Order numbers', there's a search box with the placeholder 'Type selection' and two radio buttons: 'Partial match' and 'Exact match' (which is selected). At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

To locate PO's issued over 365 days ago:

- 1 Workbench, Orders Tab
- 2 Select "Edit Filter"
- 3 Under Order Numbers select Exact Match and enter your PO. Remember to include 00 at the beginning.