



# 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'. Below this is a summary dashboard 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 and the number 1. Below the dashboard, there's a section for 'Orders (4)' with an 'Edit filter' button (2). The filter section includes fields for 'Customers', 'Purchasing organizations', 'Visibility', 'Order numbers', 'Customer locations', 'Creation date', 'Order status', 'Company codes', and 'Routing status'. The 'Creation date' dropdown menu is open, showing options: 'Last 365 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days', and 'Custom date range'. The 'Last 365 days' option is selected and highlighted with a yellow circle and the number 3. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

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**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.