



Purchase Order Overview

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO screen
- A PO is a commercial document issued by a Buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the Buyer. Receiving an Order from your Buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered
- A Standard Account Supplier will always receive their PO via email.
- If you misplace your Standard Account email you can resend from the Dashboard
- You Ariba Network will only display the last 200 documents, documents exceeding this will “drop” off the screen and can only be opened from the original email send from

View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number.
- 2) Order History.
- 3) Purchase Order Status (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) From and To information
- 5) Payment Terms
- 6) Supplier and Buyer contact information
- 7) Other Information
- 8) Ship To, Bill To and Deliver To details.
- 9) Done to close the Purchase Order

➤ Scroll down to Line Items

Purchase Order: 4505955966 

[Done](#) 

[Create Order Confirmation](#) [Create Service Sheet](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#) 

From:
Name and Address 
Details of the Buyer

To:
Name and Address 
Details of the Supplier
Receiving the Purchase
Order

Phone:

Payment Terms  Routing Status: Sent

Comments

Contact Information
Supplier Address 
Address Details of
the Supplier providing
the Goods

Buyer Headquarter Address
Buyer Corporate
Headquarters or
Head Office Address

Email: Contact Information of
Phone: Supplier
Fax: + Supplier 

Other Information 
[View more »](#)

Ship All Items To
Name of the Business and Address of
where the Material/s or Service/s are
to be shipped or provided to

Bill To
Name and Address of the
Buyer/Business being Billed for the
Material or Service being provided

Deliver To
Name and Business function within a Buyer
where the goods or services are to be
delivered or provided

View Purchase Order Details – Line Item Level

1) **Show Item Details**, to open further information on all line items at once

2) **Details**, to open further information for one line item at a time

3) Click **Done** to return to the Inbox

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

The screenshot displays a 'Line Items' table with the following data:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available	Material	50 (EA) ⓘ	6 Sep 2019	\$10.00 AUD	\$500.00 AUD	Details
	Test						

Order submitted on: Monday 5 Aug 2019 12:50 PM GMT+10:00

Sub-total: \$ 500.00 AUD

Buttons: Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Export cXML | Download CSV | Resend

Done

Callouts: 1 (Show Item Details), 2 (Details), 3 (Done)

View Purchase Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from your Buyer

- To see all Line Items details click on

[Show Item Details](#)

- To hide all line item details click on

[Hide Item Details](#)

- To see specific line item details, including amount invoiced against this line, click on

[Details](#)

- To hide specific line item details click on

[Summary](#)

Line Items

[Hide Item Details](#)

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available	Material	50 (EA) ⓘ	6 Sep 2019	\$10.00 AUD	\$500.00 AUD	Summary

Test

Status

50 Unconfirmed

Other Information

Req. Line No.: 1
Requester: Carl Ayers
PR No.: PR12177
Classification Domain: unspsc
Classification Code: 43191501

Order submitted on: Monday 5 Aug 2019 12:50 PM GMT+10:00

Sub-total: \$ 500.00 AUD

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Print ▾ | Export cXML | Download CSV | Resend

[Done](#)

Order History

Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: APO253

Done

Order Detail

Order History



Purchase Order: APO253
Order Status: New
Submitted On: 1 Sep 2017 10:45:01 PM GMT+10:00

From Customer:
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128558079	1 Sep 2017 10:45:12 PM
	Email order was sent to	ANPODispatcher-128579032	1 Sep 2017 10:45:57 PM
Sent	Email order was sent to	OrderDispatcher - Email	1 Sep 2017 10:45:57 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Price	Subtotal
1	2772882 Wireless keyboard	20 (EA)	\$40.00 AUD	\$800.00 AUD
	Status 20 Unconfirmed			

Sub-total: \$ 800.00 AUD

Done

Re-sending a Lost Purchase Order through the Ariba Network

➤ Log onto you Ariba Network Standard Account, from the Dashboard/Homepage

1. Click on the number of documents to display, select **Last 200 Documents**

2. Locate the required **Purchase Order**

3. Click on **Select**

4. Select **Send me a copy to take action**

➤ Screen displays a system confirmation message

Ariba Network

Upgrade from light account [Learn More](#) Company Settings CSV Documents [Create](#)

HOME INBOX OUTBOX CATALOGS REPORTS

Purchase Order by Amount Last 12 months

Purchase Order by Volume
Purchase Order by Amount
Outstanding Invoices

Orders, Invoices and Payments All Customers Last 14 days Now we mobile.

0 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 0 Orders to Invoice 0 Pinned Documents [More...](#)

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced
You do not have any Orders and Releases.					

Update Profile Information 35%

Orders, Invoices and Payments All Customers Last 50 Documents Now we mobile.

1 New Purchase Orders 2 Orders that Need Attention 0 Invoices Rejected 4 Orders to Invoice 0 Pinned Documents [More...](#)

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4200957039	Name of Buyer	New	\$468.80 AUD	2 Jun 2017	\$0.00	Select Send me a copy to take action

Tasks

Re-sending a Lost Purchase Order through the Ariba Network cont.

5. Click on **Resend**

- Screen displays the Dashboard/Homepage
- 6. Click on your **User Name**
- 7. Select **Logout**
- The Purchase Order will be sent to the email address/es entered into Order Routing

The screenshot shows the Ariba Network dashboard. A modal dialog box is open in the center with the title "SEND ME A COPY TO TAKE ACTION". The dialog contains the text "Email the document to" and "You can change this email address in My Account". There are three buttons: a red circle with the number "5", a blue "Resend" button, and a white "Cancel" button. The background shows a line chart for "Last 12 months" and a table with columns: Status, Amount, Date, Amount Invoiced, and Action. The table has one row for "(ia) Pty Ltd - TEST" with status "New", amount "\$468.80 AUD", date "2 Jun 2017", and amount invoiced "\$0.00 AUD".

The screenshot shows the Ariba Network navigation bar. The "Logout" button is highlighted with a yellow border and a red circle with the number "6". The "My Account" dropdown menu is open, showing "My Account" and "My Community Profile" options. A red circle with the number "7" is positioned over the "My Account" option.