



# 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 

**Purchase Order**  
(New)  
4505955966  
Amount: \$34.50 USD


Phone:

Routing Status: Sent

Payment Terms 

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  
Supplier

Phone:

Fax: +

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

Line Items

Show 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	Details
Test							

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

Hide

Print

Export cXML

Download CSV

Resend

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

1

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	20 (EA)	\$40.00 AUD	\$800.00 AUD
	Wireless keyboard			
	Status			
	20 Unconfirmed			

Sub-total: \$ 800.00 AUD

Done

# Accessing a Purchase Order

- You will receive a Purchase Order via email from through the Ariba Network

Locate and open the email

1. Click on **Continue** to access the order or click on Process Order

Note: You cannot access the Purchase Order via the Ariba Network **ONLY** via the email

- Accessing the order will allow you to perform the required tasks, for example and Order Confirmation, a Ship Notice or Invoice

Wed 17/01/2018 10:35 AM

TEST" <ordersender-prod@ansmtp.ariba.com>  
TEST sent a new Purchase Order 4200957717

To |


If there are problems with how this message is displayed, click here to view it in a web browser.

4200957717.htm  
40 KB

**SAP Ariba**

- TEST sent a new order

Your customer sent you this order through Ariba Network.

 [Process order](#)

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:  
.  
.  
.  
Phone: +61  
Fax: +61 ( )

Contact Information  
**Supplier Address**  
Contact Name:: Speciality Supply Co.  
1 Somewhere Drive  
Delaware, DE 19808

To:  
**Speciality Supply Co-TEST**  
1 Somewhere Drive  
Delaware, DE 19808  
United States  
Phone: 65 6776 9682  
Fax: 65 6776 9690  
Email: [yend14t@gmail.com](mailto:yend14t@gmail.com)

Purchase Order  
**(New)**  
4200957717  
Amount: \$17,137.01 USD  
Version: 1

# Re-sending a Lost Purchase Order through the Ariba Network

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

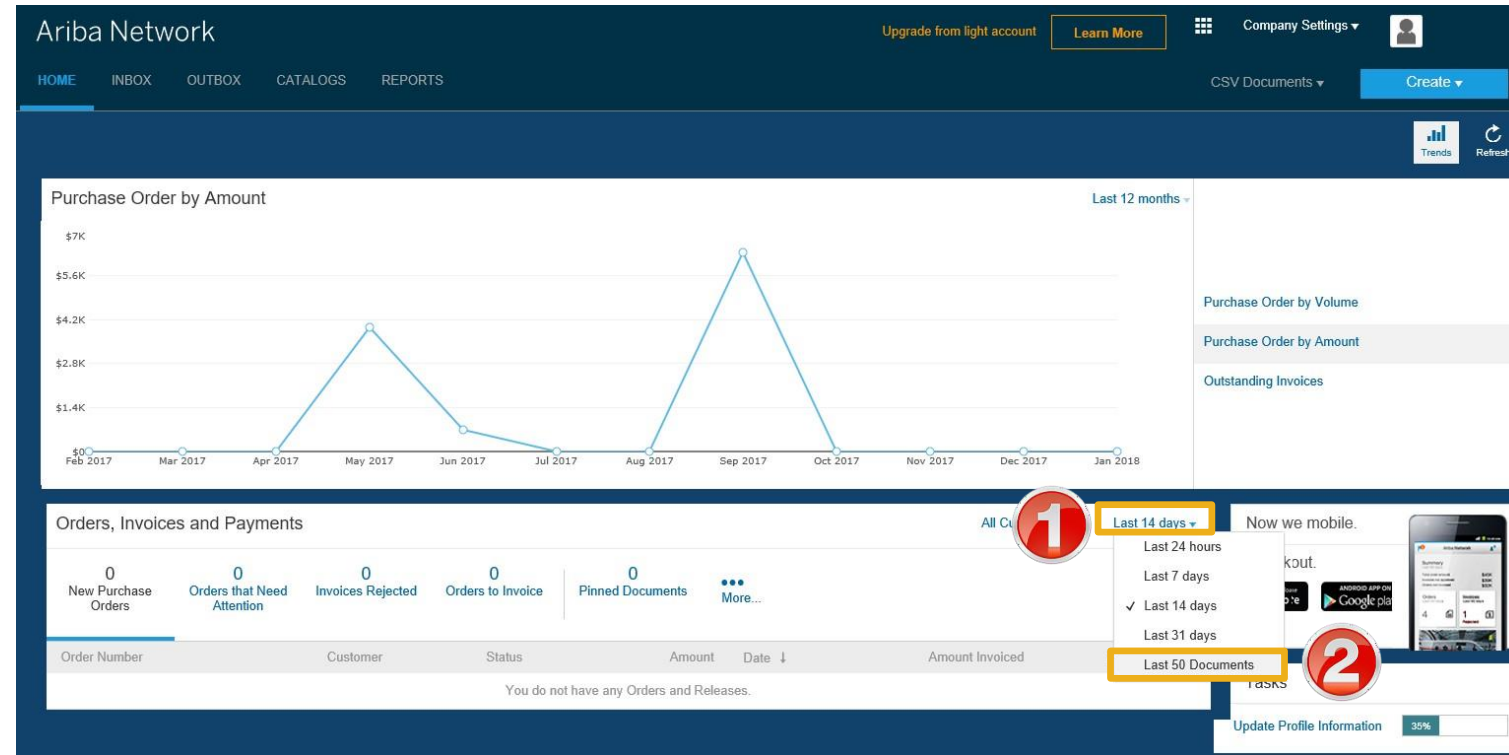
1. Click on the number of documents to display, select **Last 200 Documents**

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



The screenshot shows the 'Orders, Invoices and Payments' section of the Ariba Network dashboard. It features a table with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', and 'Action'. The table contains one row with the order number 4200957039, customer Name of Buyer, status New, amount \$468.80 AUD, date 2 Jun 2017, and amount invoiced \$0.00. A red circle with the number 3 highlights the 'Select' dropdown menu in the 'Action' column, and a red circle with the number 4 highlights the 'Send me a copy to take action' option. Above the table, there are counts for 'New Purchase Orders', 'Orders that Need Attention', 'Invoices Rejected', 'Orders to Invoice', and 'Pinned Documents'. The 'Orders that Need Attention' count is 2. A sidebar on the right shows 'Now we mobile' and 'Check it' with an Apple App Store logo.

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

# 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

