

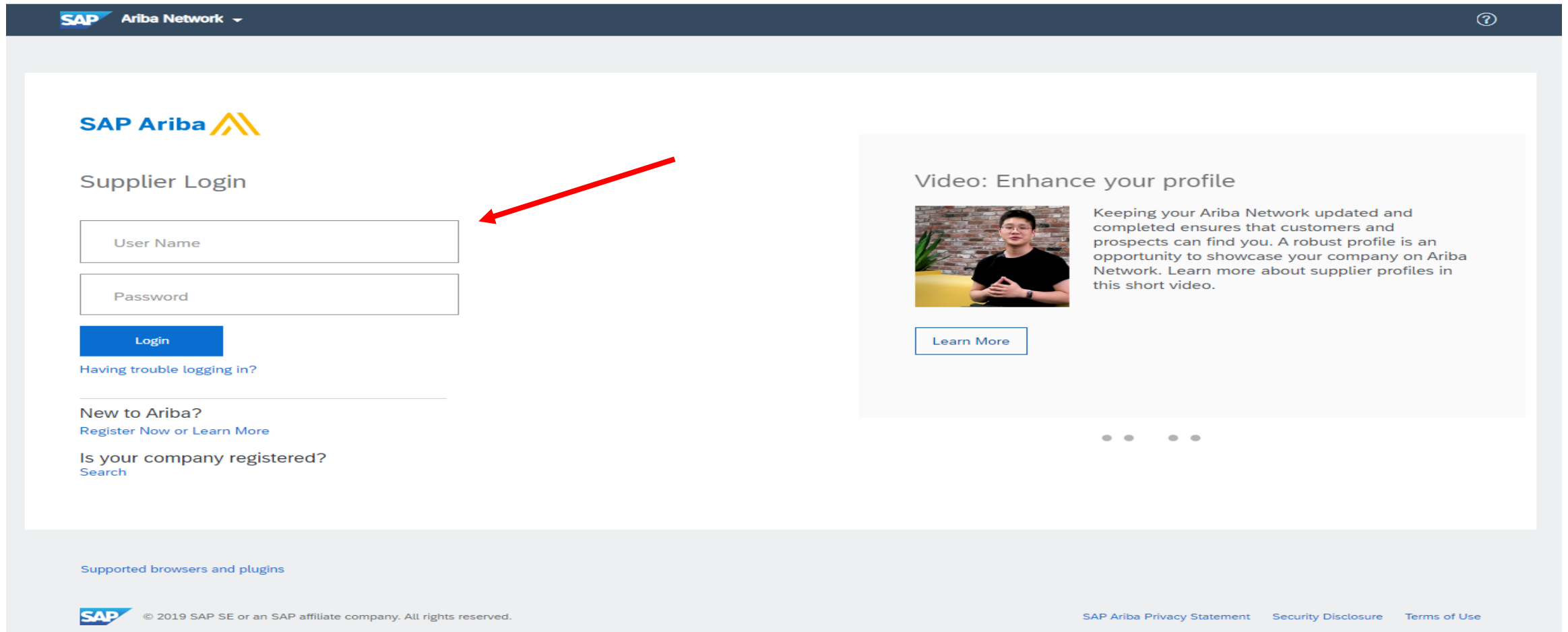
# How To Search for Purchase orders in your Enterprise Account

INTERNAL

# How to Search for Purchase orders in 8 quick steps

**Step 1:** Go to your internet browser and go to [supplier.ariba.com](https://supplier.ariba.com)

**Step 2:** Login to you your account with your username and password



The screenshot shows the SAP Ariba Network Supplier Login page. The header includes the SAP logo and 'Ariba Network' with a dropdown arrow. The main content area features the 'SAP Ariba' logo and the title 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. A red arrow points to the 'User Name' field. Below the fields is a blue 'Login' button. Links for 'Having trouble logging in?', 'New to Ariba? Register Now or Learn More', and 'Is your company registered? Search' are present. On the right, a video section titled 'Video: Enhance your profile' includes a video thumbnail and a 'Learn More' button. The footer contains 'Supported browsers and plugins', the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Ariba Network

SAP Ariba

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?  
[Register Now](#) or [Learn More](#)

Is your company registered?  
[Search](#)

Video: Enhance your profile

Keeping your Ariba Network updated and completed ensures that customers and prospects can find you. A robust profile is an opportunity to showcase your company on Ariba Network. Learn more about supplier profiles in this short video.

[Learn More](#)

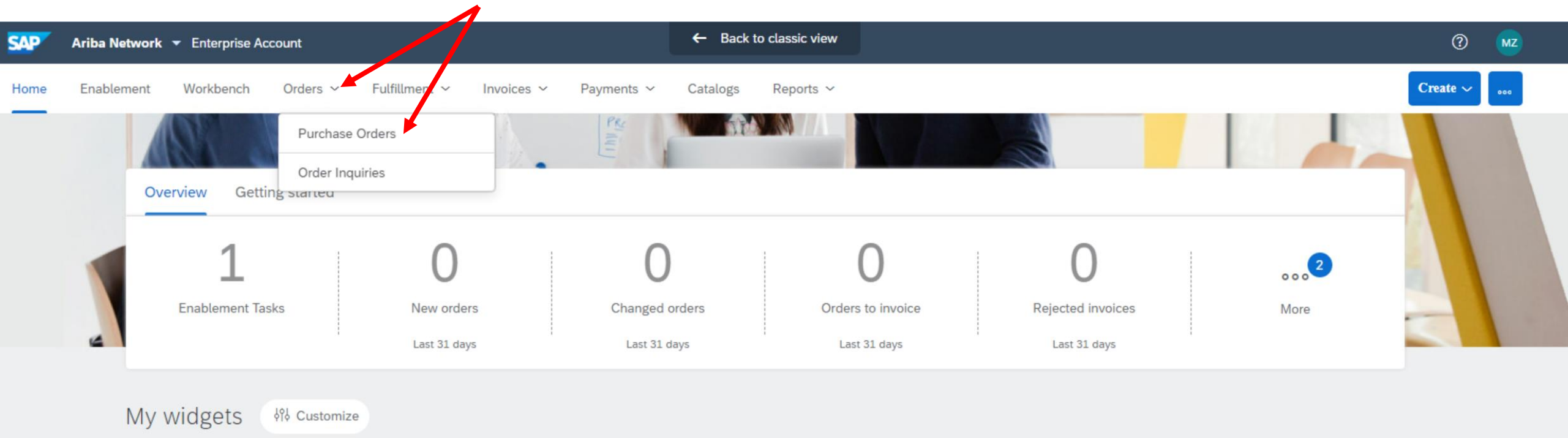
Supported browsers and plugins

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**Step 3:** Once into your account go to orders and click the dropdown

**Step 4:** Click on Purchase orders



## Step 5: click the button next to search filters to open the search section below

The screenshot displays the SAP Ariba Network 'Purchase Orders' page. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and a 'Back to classic view' button. Below this, a secondary navigation bar lists 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' menu is expanded, showing 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow warning banner states: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below the banner, a 'Search Filters' button is highlighted with a red arrow. The main content area shows 'Purchase Orders (0)' and a table with columns: Type, Order Number, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, Purchasing Organization, Settlement, Amount Invoiced, Revision, and A. The table is currently empty, with the message 'None found in the date range' displayed below it.

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench

► Search Filters

Purchase Orders (0)

Type	Order Number	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	External Document Type	Company Code	Purchasing Organization	Settlement	Amount Invoiced	Revision	A
None found in the date range														

**Step 6:** This will then refresh the page and give you the ability to search for specific purchase orders

**Step 7:** To search for a specific purchase order click the Exact number button and type in the exact Purchase order number you are looking for in the box.

**Purchase Orders**

⚠ This page will be replaced with our new Workbench concept soon. [Try the new Workbench](#)

▼ Search Filters

Customer: All Customers

Order Number: ☒ Partial number ☐ Exact number

Buyer Location Code:

Invoice Number:

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days  
22 Apr 2021 - 5 May 2021

Order Status: All

View: All except hidden orders

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases or scheduling agreements

☐ Search only stock transport orders

[Show Advanced Filters](#)

Number of Results: 100 [Search](#)

**Step 8:** Once you have typed in the Exact purchase order number then you can click Search on the right side of the page and the Purchase order will show up in the list below if the PO is in your account.

SAP Ariba Network Enterprise Account

← Back to classic view

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. [Try the new Workbench](#)

▼ Search Filters

Customer: All Customers

Order Number:\* ☐ Partial number ☒ Exact number

Exact purchase order Number HERE ⓘ

Search

Purchase Orders (0)

Type	Order Number	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	External Document Type	Company Code	Purchasing Organization	Settlement	Amount Invoiced	Re
None found in the date range													

# Thank you.