

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

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

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

The screenshot displays the SAP Ariba Network Enterprise Account dashboard. The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'Back to classic view' link. The main navigation menu contains 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' dropdown menu is open, showing 'Purchase Orders' and 'Order Inquiries'. Below the navigation, the dashboard features a 'Getting started' section with a '1' for 'Enablement Tasks' and '0' for 'New orders', 'Changed orders', 'Orders to invoice', and 'Rejected invoices' (all for the last 31 days). A 'More' button with a '2' notification is also present. At the bottom, there is a 'My widgets' section with a 'Customize' button.

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

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with the SAP logo, 'Ariba Network', and 'Enterprise Account'. A 'Back to classic view' button is visible. Below the navigation bar, there are tabs for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' tab is selected. A 'Create' button is located on the right side of the navigation bar. The main content area is titled 'Purchase Orders'. Below this, there are tabs for '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, there is a 'Search Filters' button with a right-pointing triangle icon. A red arrow points to this button. Below the 'Search Filters' button, there is a section titled 'Purchase Orders (0)'. Below this section, there is a table with columns: Type, Order Number, Inquiries, Ship To Address, Ordering Address, Amount, Date (with a downward arrow), Order Status, External Document Type, Company Code, Purchasing Organization, Settlement, Amount Invoiced, Revision, and A. The table is currently empty, and the text 'None found in the date range' is displayed below it.

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.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and a 'Back to classic view' button. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Purchase Orders' section is active, with sub-tabs for '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 this is the 'Search Filters' section, which includes: 'Customer: All Customers', 'Order Number: Partial number (selected) and Exact number', 'Buyer Location Code', 'Invoice Number', 'Show orders by: Creation Date (selected) and Inquiry Date', 'Date Range: Last 14 days (22 Apr 2021 - 5 May 2021)', 'Order Status: All', 'View: All except hidden orders', and three checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only stock transport orders'. At the bottom right, there is a 'Number of Results: 100' dropdown and a 'Search' button. Two red arrows point from the 'Exact number' radio button to the 'Order Number' input field.

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.

The screenshot displays the SAP Ariba Network Enterprise Account interface. At the top, there is a navigation bar with 'SAP Ariba Network' and 'Enterprise Account' on the left, and a 'Back to classic view' button on the right. Below this is a main navigation menu with options: Home, Enablement, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, and Reports. The main content area is titled 'Purchase Orders' and includes sub-tabs for '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 is a 'Search Filters' section with a dropdown for 'Customer' set to 'All Customers', radio buttons for 'Order Number:*' (with 'Exact number' selected), and a text input field containing 'Exact purchase order Number HERE'. A blue 'Search' button is located at the bottom right of the search filters. A red arrow points from the top right towards the 'Search' button. Below the search filters, the results section is titled 'Purchase Orders (0)' and shows a table with columns: Type, Order Number, Inquiries, Ship To Address, Ordering Address, Amount, Date (with a downward arrow), Order Status, External Document Type, Company Code, Purchasing Organization, Settlement, Amount Invoiced, and Rev. The table is currently empty, displaying the message 'None found in the date range'.

Thank you.