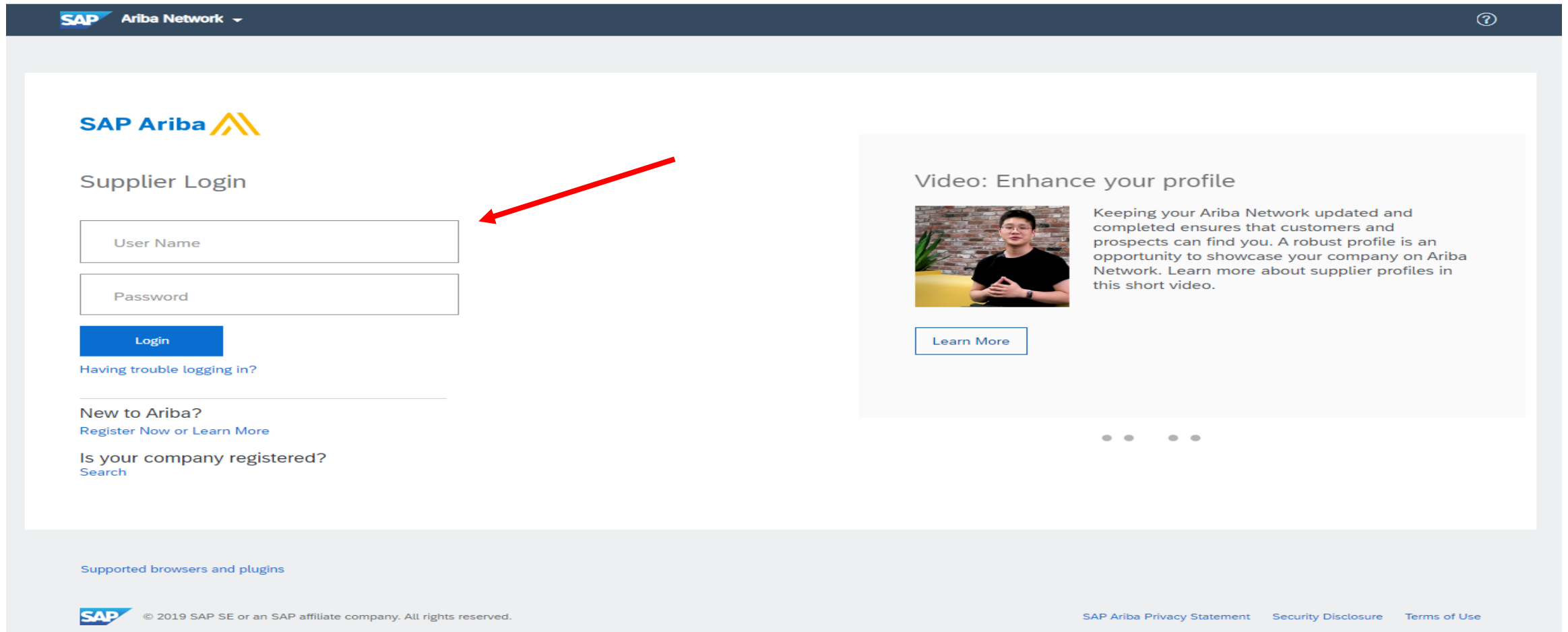# How To Search for Purchase orders in your Enterprise Account

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

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

Step 4: Click on Purchase orders
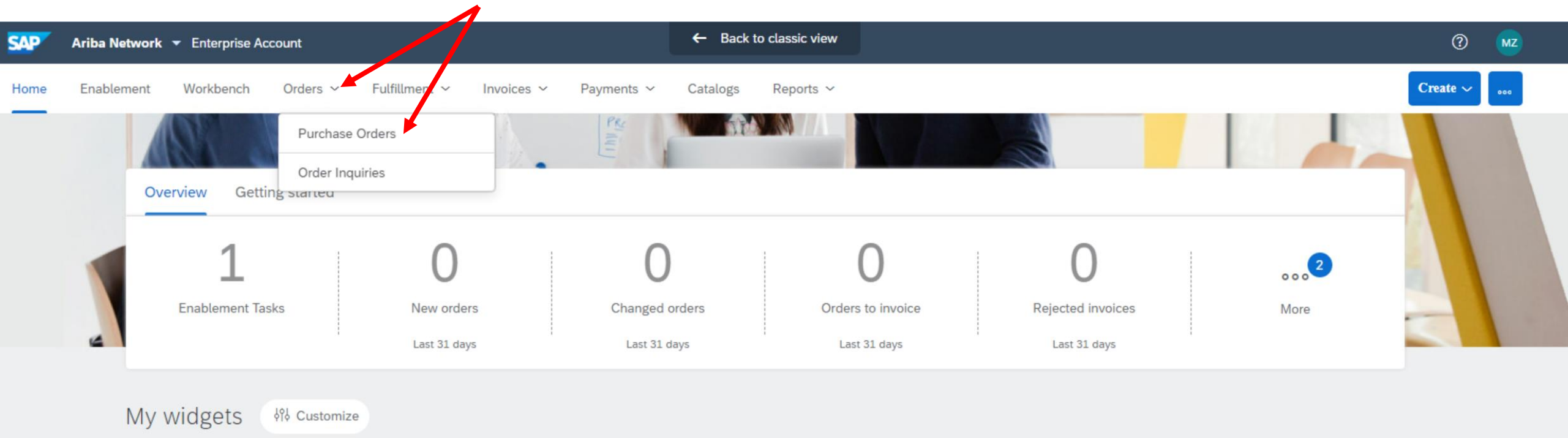
Step 5: click the button next to search filters to open the search section below

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.

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.

Thank you.