Supplier Guide

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Section 3: Purchase order Management

**View Purchase Orders**

Purchase Order Detail

Create PDF of Purchase Order

Manage POs
View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.

2. **Inbox** is presented as a list of the Purchase Orders received by Atmus.

3. **Click** the link on the Order Number column to view the purchase order details.

4. **Search** filters allows you to search using multiple criteria.

5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.

6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.
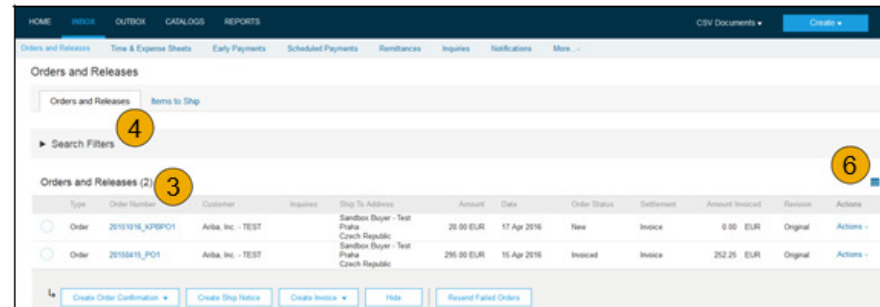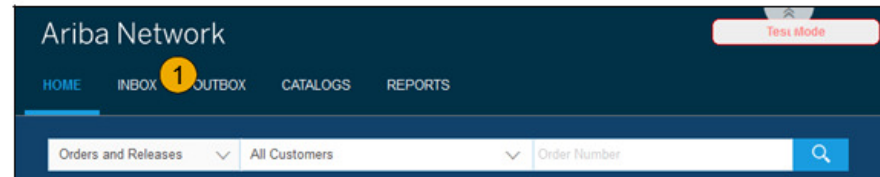
Manage POs
Purchase Order Detail

1. **View** the details of your order.
   The order header includes the order date and information about the buying organization and supplier.

   Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

   Additional options: **Export cXM**L to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Atmus wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Manage POs
Create PDF of PO

1. **Select "Download PDF"** as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

Purchase Order: 20150415_PO2

(1)

☑ Create Order Confirmation ▾ | 🔲 Create Ship Notice | 🔲 Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Save As

◀ ◯ ▾ 🖥 Desktop ▸   ▾ | ↯ | Search Desktop 🔍

File name: 20150415_PO2.pdf   ▾
Save as type: Adobe Acrobat Document (*.pdf)   ▾

▾ Browse Folders   Save   Cancel

Do you want to open or save **20150415_PO2.pdf** from **service.ariba.com**?   Open   Save ▾

SAP Ariba

Thank you.

THE BEST RUN **SAP**

Atmus™