



Supplier Guide

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Section 3: Purchase order Management



**View Purchase
Orders**



**Purchase Order
Detail**

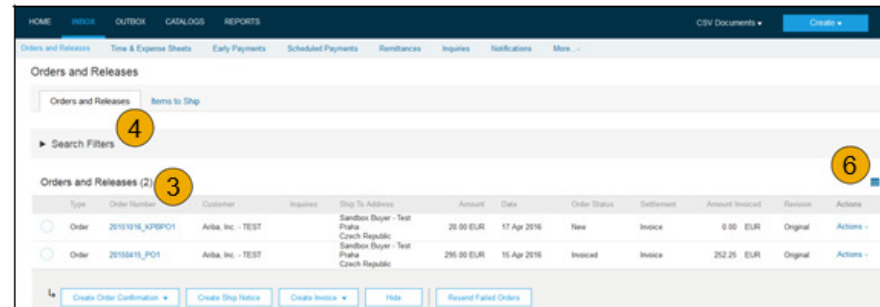
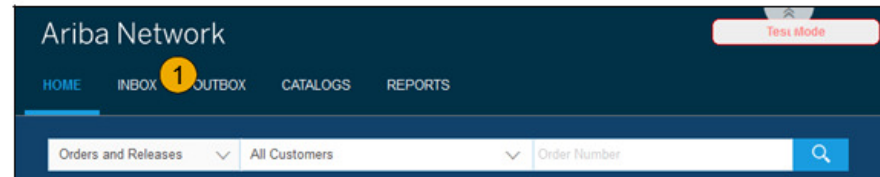


**Create PDF of
Purchase Order**

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.



▼ 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

4 Jan 2017 - 17 Jan 2017

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases

Search only pinned orders

Number of Results: 100

Show / Hide Columns

Type

Order Number

Ver

Customer



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 cXML** 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.

Purchase Order: PO72547 1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	Material	10 (EA)	18 Nov 2015
2	GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Arbia Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Arbia, Inc. - TEST AN01015642756-T and delivered by Arbia Network.

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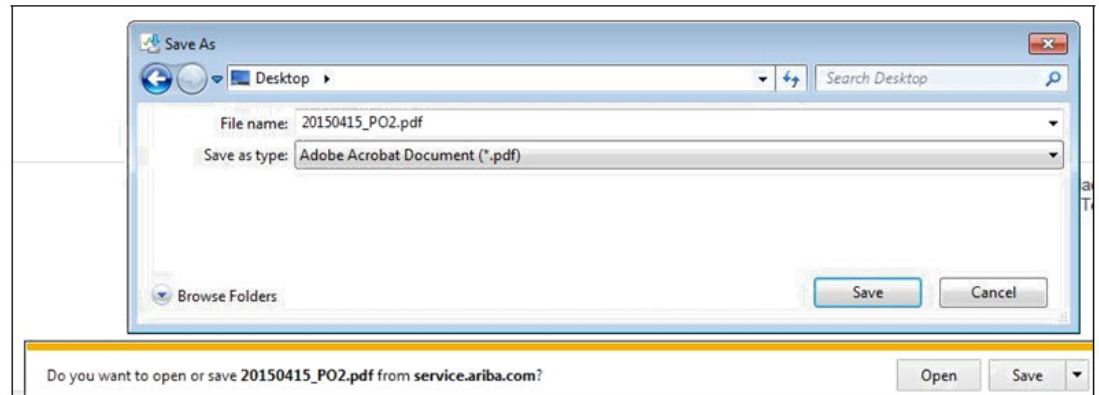
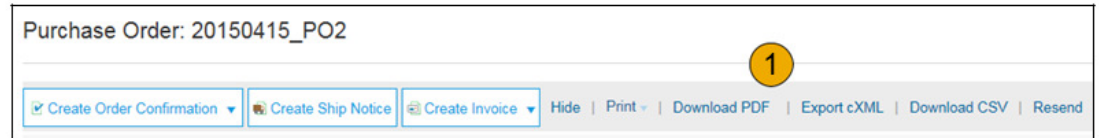
[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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.



Thank you.

