Ariba Network Purchase Order Guide



View Purchase Orders

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

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

Click the link on the Order Number column to view the

purchase order details.

Search filters allows you to search using multiple criteria.

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

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Enablement Tasks »		Purchase Orders Order Confirmations Ship Notices Invoices Payments			Order Number:			New Supplier Newsletter — <u>Subscribe</u> Today! What's New in Ariba Network Release: 11s3ANAOD. <u>View Release</u>			
Profile Completeness 35% Enter a short	%										
description to reach 45% >		More			Exact Match	Search	Click	ck this icon for additional splay and Group-by options.			
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Purchase Order Detail



LINE I	TEMS						Hide Item Details	
Line #	Part ID	Quantity	Unit	Description	Need By	Price	Extended Price	Line Items section describes the ordered
1	19313421	1	EA	3 CABLE EXTENSION		\$118.81USD	\$118.81USD	items.
ST/	TUS							
1 U	nconfirmed							Each line describes a quantity of items
AC	OUNTING							Each inc describes a quantity of items
• F	ercentage:	100						Atmus wants to purchase.
• 1	D:	0005330000						
• I Cha	D: rge Amount:	0000030032 \$118.81USD						Set the status of each line item by
от	ER INFORMATION							conding order confirmations clicking
Rec	uester: No.:	Joan User PR465						sending order committations clicking
Add	itional Item ID:	EA						Create Order Confirmation.
							Sub-total: \$ 118.81 USD	At the bottom of the purchase order is
								the Cub total value
		Create Confirm	ation	Create Ship Notice Create Invoice	e • Hide in Inbox	U Print Export cX	IL Kesena	the Sub-total value.

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