

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**

The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'ARIBA NETWORK' and 'Test Supplier 1'. Below that, there are tabs for 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The 'Inbox' tab is highlighted. On the left, there are sections for 'Pending Tasks' and 'Profile Completeness' (35%). In the center, there's a search area for 'Purchase Orders' with fields for Customer, Order Number, Date Range, and a 'Search' button. On the right, there's an 'Alerts and Messages' section. Below the search area, there's a 'Purchase Orders' section with a 'Search Filters' dropdown. A table of purchase orders is displayed with columns: Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, and Revision. The first row is highlighted with a yellow box around the 'PCO158' link. A 'Show / Hide Columns' menu is open on the right side of the table, showing options like Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, Revision, and Group by Column (Customer, Ship To Address).

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
PCO158	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original
4400035472		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original
PC1022502	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original
PC102250137	1	EA Buyer	DEALER	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original

Click this icon for additional display and Group-by options.

