

SEARCHING FOR AN INVOICE ON PORTAL WORKBENCH

This guide will explain how to search for and locate your Invoices using the Ariba Workbench which is available to both Enterprise and Standard account suppliers.

PROCEDURE

Your search tiles will be displayed on the Ariba homepage as well as on the Workbench tab. If you are new to Ariba or have not customized any tiles, they will all display results with the 'Last 31 Day' filter applied.

	Overview	Getting started	Orders and Releases	→ All ci	ustomers	Exact mail	tch V Ord	ler number	٩			
Z	Pinned do	1 ocuments	8 Orders PNC POS - 365 Day	/5	299 Orders 2021 POs		Orders Last 31 days		3 Invoices Last 31 days	o o Mor	. 4	
Home	My widget	Opportunities	Workbench	Orders ~	Fulfillment ~	Invoices ~	∎ Payments ∽	Catalogs	More ~			Crea
Work	bench											የልት (
Pir	4		B Orders PNC POs - 365 Days		2999 Orders 2021 POs		Orders Last 31 days	F	3 Invoice Last 31 da	S 1ys	O Draft invoices Last 50 days	

If the invoice you are searching for does not fall in that date parameter, you can edit your filter to locate the invoice.

Click on **Edit Filter** to expand the search criteria options.



4	8	299	0	3 Invoices	
Pinned documents	Orders	Orders	Orders		
1	PNC POs - 365 Days	2021 POs	Last 31 days	Last 31 days	
Customers	Last 31 days		Reference	Invoice date	

You can enter the Invoice number into the Invoice Number field and select Exact Match to remove most of the other filters.

M164	×	Type selection
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You can also set filters by customer, invoice date range, status, and other criteria.

Customers		Invoice number		Reference		Invoice date		
Select or type selections	G	Type selection		Type input		Last 31 days	5	,
N		Partial match Exact match	atch		Ľ			
Nvoice type		Invoice status		Status change date		Routing status	5	
All	~	All	~	None	~	All		
xternal invoice number		From country		To country		Min amount	Max amount	Currency
Type input		Select or type selections	C	Select or type selections	C]
ayment net due date		Submitted by		View				
None		All	~	All	~			

Once you have found the Invoice you are looking for - you can click on the Invoice hyperlink to open the invoice detail to view additional information including the scheduled payment date.



Pin	Туре	Invoice Number	Payment net due date	Status change date	Customer
*	Standard Invoice	BM156		May 25, 2023	PNC Bank - TEST
Ŕ	Standard Invoice	CM135		May 25, 2023	PNC Bank - TEST
Ŕ	Standard Invoice	CM134		May 25, 2023	PNC Bank - TEST

Standard Invoice	6
Status	
Invoice:	Approved
Routing:	Acknowledged
Invoice Number:	BM156
Invoice Date:	Monday 22 May 2023 3:30 AM GMT-07:00
Original Purchase Order:	PO500539
Submission Method:	Paper Invoice
Origin:	Supplier
Source Document:	Order

Invoice: BM156

Create	Line-Item	Credit Memo	Copy This Invoi	Download		Export cXML
Detail	Schedu	led Payments	History			
Payment Pro	posal 1	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount
PAYBM156-4	4018	25 May 2023		22 May 2023	Other	\$100.00 USD