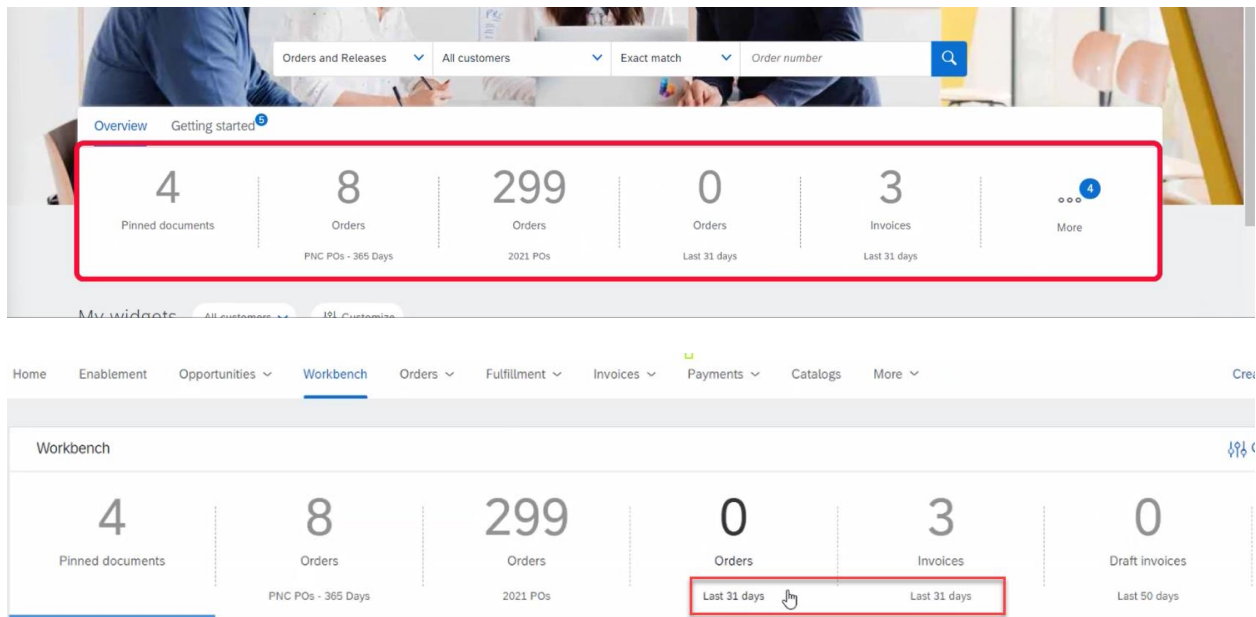


# SEARCHING FOR AN INVOICE ON PORTAL WORKBENCH

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.



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.

Workbench

4 Pinned documents	8 Orders PNC POs - 365 Days	299 Orders 2021 POs	0 Orders Last 31 days	3 Invoices Last 31 days
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**Invoices (3)**  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers <input type="text" value="Select or type selections"/>	Invoice number <input type="text" value="Type selection"/> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Reference <input type="text" value="Type input"/>	Invoice date <input type="text" value="Last 31 days"/>
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You can enter the Invoice number into the Invoice Number field and select Exact Match to remove most of the other filters.

Invoice number




Partial match  Exact match

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

**Invoices (3)**  
[Edit filter](#) | [Save filter](#)

Customers <input type="text" value="Select or type selections"/>	Invoice number <input type="text" value="Type selection"/> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Reference <input type="text" value="Type input"/>	Invoice date <input type="text" value="Last 31 days"/>
Invoice type <input type="text" value="All"/>	Invoice status <input type="text" value="All"/>	Status change date <input type="text" value="None"/>	Routing status <input type="text" value="All"/>
External invoice number <input type="text" value="Type input"/>	From country <input type="text" value="Select or type selections"/>	To country <input type="text" value="Select or type selections"/>	Min amount <input type="text"/> Max amount <input type="text"/> Currency <input type="text"/>
Payment net due date <input type="text" value="None"/>	Submitted by <input type="text" value="All"/>	View <input type="text" value="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	Type	Invoice Number	Payment net due date	Status change date	Customer
	Standard Invoice	<b>BM156</b>		May 25, 2023	PNC Bank - TEST
	Standard Invoice	CM135		May 25, 2023	PNC Bank - TEST
	Standard Invoice	CM134		May 25, 2023	PNC Bank - TEST

### Standard Invoice

**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 Invoice](#)
[Download PDF ▼](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount
<a href="#">PAYBM156-4018</a>	25 May 2023		22 May 2023	Other	\$100.00 USD