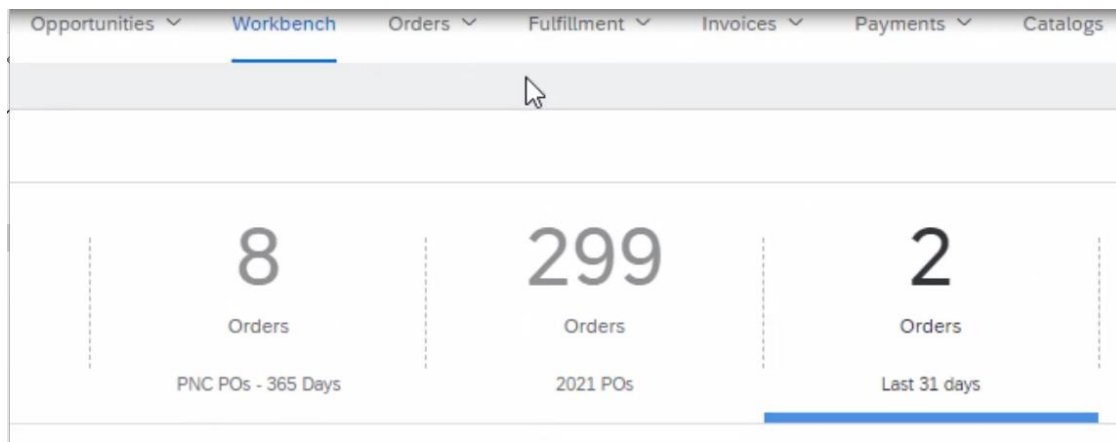


SEARCHING FOR A PO ON PORTAL WORKBENCH

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

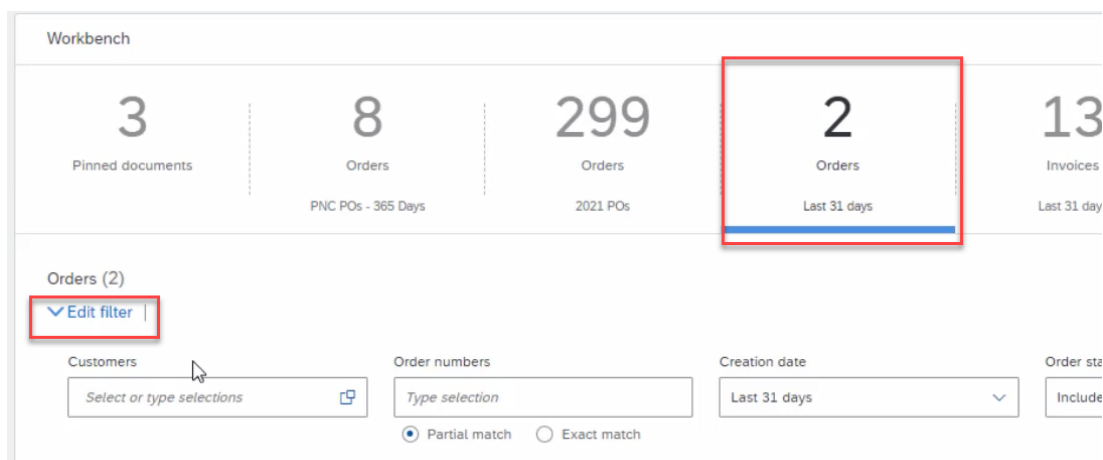
PROCEDURE

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 your order does not fall in that date parameter, you can edit your filter to locate the order

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



If you know your Purchase Order number, you can enter it into the Order Numbers field and select Exact Match to remove most of the other filters.

Order numbers

PO500833 X Type selection

Partial match Exact match

If your organization transacts with multiple customers through Ariba, you can specify the customer whose order you are searching for.

The creation date filter is set at Last 31 days by default but can be changed to display various date ranges as well as custom date parameters.

Lastly, if you are unsure of the PO number or when the PO was issued, you can use the amount range filter to narrow down your results.

Orders (2)

▼ Edit filter

Customers

PNC Bank - TEST X Select or type...

PNC Bank - TEST

PNC Bank Marketplace - TEST

Select or type selections

Order numbers

Type selection

Partial match Exact match

Creation date

Last 31 days

Order status

Include Select or type...

Purchasing organizations

Select or type selections

Customer locations

Type selection

Order type

All

Orders with inquiry only

Routing status

All

Min amount Max amount Currency

Visibility

Not hidden

Once you have found the Purchase Order you are looking for - you can click on the Purchase Order hyperlink to open the order detail to view additional information such as line items, attachments and comments and being invoicing.

Order Number	Customer	Amount	Date ↓	Order Status
PO500822	PNC Bank - TEST	\$10,000,000.00 USD	Oct 18, 2022	Partially Invoiced