

# Ariba Network Purchase Order Guide



ARIBA®

An SAP Company

# View Purchase Orders

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

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

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 'Inbox' highlighted. Below it, there are sections for 'Pending Tasks', 'Profile Completeness' (35%), and 'Search' filters. The 'Search' section includes fields for Customer, Order Number, and Date Range. To the right, there's an 'Alerts and Messages' section. Below these, there's a 'Purchase Orders' section with a 'Search Filters' button. A table of purchase orders is displayed, with the first row highlighted. A callout box points to a small icon in the table header, indicating it's used for additional display and group-by options.

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision	Show / Hide Columns
<a href="#">PCO158</a>	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original	<input checked="" type="checkbox"/> Order Number <input checked="" type="checkbox"/> Ver <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Ship To Address <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Order Status <input checked="" type="checkbox"/> Settlement <input checked="" type="checkbox"/> Balance <input checked="" type="checkbox"/> Revision Group by Column Customer Ship To Address
<a href="#">4400035472</a>		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original	
<a href="#">PC1022502</a>	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original	
<a href="#">PC102250137</a>	1	EA Buyer	DEALER	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original	

# Purchase Order Detail

## View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

### Purchase Order:PCO158

**PURCHASE ORDER**                      **ROUTING STATUS**                      **ORDER STATUS**  
 PCO158                                      Sent                                      New

**Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.  
 Additional options:  
**Export cXML** to save a copy of the cXML source information  
**Order History** for diagnosing problems and for auditing

Line #	Part ID	Quantity	Unit	Description	Need By	Price	Extended Price
1	19313421	1	EA	3 CABLE EXTENSION		\$118.81USD	\$118.81USD

**STATUS**  
 1 Unconfirmed

**ACCOUNTING**  
 Percentage:  
 • Percentage: 100  
 GL Account:  
 • ID: 0005330000  
 Cost Center:  
 • ID: 0000030032  
 Charge Amount: \$118.81USD

**OTHER INFORMATION**  
 Requester: Joan User  
 PR No.: PR465  
 Additional Item ID: EA

Sub-total: \$ 118.81 USD

**Line Items** section describes the ordered items.

Each line describes a quantity of items Cummins wants to purchase.

Set the status of each line item by sending order confirmations clicking **Create Order Confirmation**.

At the bottom of the purchase order is the **Sub-total** value.