

Search Purchase Order & Customise the Workbench

Quick Reference Guide

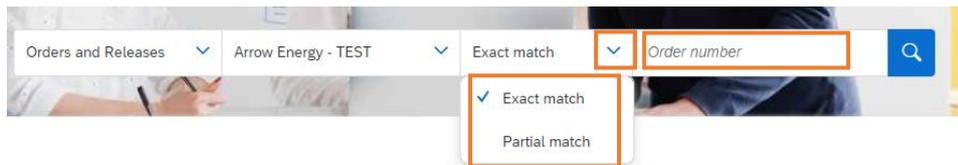
There are multiple ways to search for a purchase order (PO) in Ariba Network:

- From the Home Page
- From the Workbench
 - o Customise the Workbench

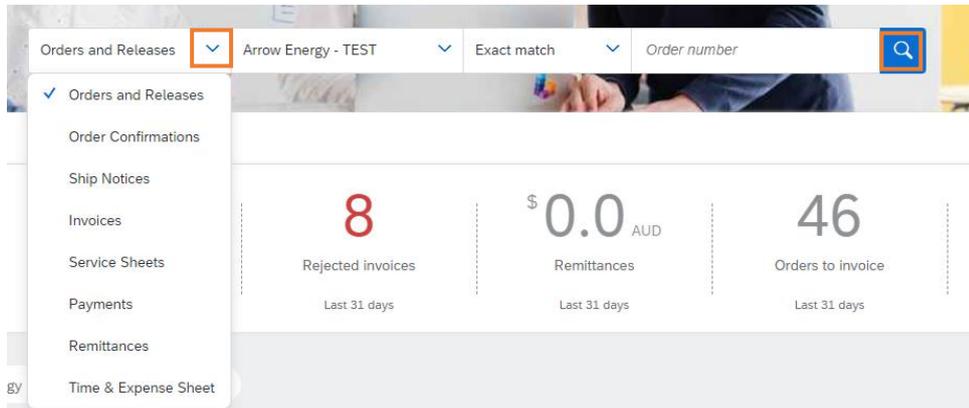
1. From the Home Page

Using this function if you **know the order number** (exactly or partially).

Step-1: Enter the order number and select 'Exact match' or 'Partial match':



Step-2: Apply the search criteria to narrow down the search range and click the search button. 'Orders and Releases' is selected as default:



2. From the Workbench

The Workbench allow you to narrow down the search result by select the categories (New orders, Orders etc.) at the top, combine with the search filters. Some frequently used tiles are listed, it can be customised by click 'Customize'. Please visit [customize the workbench](#) section.

Step-1: Click 'Workbench', then click on any tile to start. Here 'Orders' is selected as example to search all orders:

Note: The date range is set fault to 31 days.

The screenshot shows the Workbench interface with the following data and filters:

- Metrics:**
 - New orders: 52
 - Orders: 182** (highlighted)
 - Rejected Invoices: 6
 - Remittances: \$ 0.0 AUD
 - Orders to invoice: 46
 - Invoices: 82
 - Pinned documents: 0
- Filters:**
 - Customers: Select or type selections
 - Order numbers: Type selection
 - Creation date: Last 31 days
 - Order status: Include
 - Company codes: Select or type selections
- Match Type:** Partial match (selected), Exact match
- Buttons:** Show more (highlighted), Apply, Reset

Step-2: To refine the search result, apply the search filters. To see more filters, click 'Show more'. Once complete then click 'Apply':

The expanded filter options include:

- Customers: Select or type selections
- Order numbers: Type selection
- Creation date: Last 31 days
- Order status: Include
- Company codes: Select or type selections
- Match Type: Partial match (selected), Exact match
- Purchasing organizations: Select or type selections
- Customer locations: Type selection
- Order type: All
- Routing status: All
- Min amount: [Empty]
- Max amount: [Empty]
- Currency: AUD
- Visibility: Not hidden
- Orders with inquiry only:
- Buttons:** Show less, Apply (highlighted), Reset

Once the results are listed, you can use the Actions button as shortcut key to complete tasks:

Note: Depends on the PO status, the actions available may vary.

Show more Apply Reset

Resend Failed Orders 🔍 🔗

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	External Document Type	Actions
4580000031	Arrow Energy - TEST	\$100 AUD	Aug 6, 2023	New		Subcontracting PO	Confirm entire order
4580000030	Arrow Energy - TEST	\$200 AUD	Aug 7, 2023	Confirmed		Subcontracting PO	Update line items
4580000029	Arrow Energy - TEST	\$200 AUD	Aug 7, 2023	New		Subcontracting PO	Reject entire order
4580000028	Arrow Energy - TEST	\$100 AUD	Aug 7, 2023	Confirmed		Subcontracting PO	Create ship notice
4580000027	Arrow Energy - TEST	\$100 AUD	Aug 7, 2023	New		Subcontracting PO	Create service sheet
4580000026	Arrow Energy - TEST	\$100 AUD	Aug 7, 2023	New		Subcontracting PO	Standard Invoice
4580000025	Arrow Energy - TEST	\$100 AUD	Aug 7, 2023	New		Subcontracting PO	Create credit memo
4580000024	Arrow Energy - TEST	\$100 AUD	Aug 7, 2023	New		Subcontracting PO	Create line-item credit memo
4580000023	Arrow Energy - TEST	\$100 AUD	Aug 3, 2023	Received		Subcontracting PO	Create line-item debit memo
4580000023	Arrow Energy - TEST	\$100 AUD	Aug 2, 2023	Received		Subcontracting PO	Hide

Workbench Customise

Step-1: Click 'Customize':

The screenshot shows the SAP Workbench dashboard with various metrics: 69 New orders, 141 Orders, 2 Rejected invoices, \$0.0 AUD Remittances, 19 Orders to invoice, 22 Invoices, and 0 Pinned documents. A 'Customize' button is highlighted in the top right corner.

Step-2: To delete an existing tile, click the 'x' at top right. To add new tile, click the '+':

The 'Customize Workbench' dialog box shows a grid of tiles corresponding to the dashboard metrics. Each tile has a small 'x' icon in the top right corner for deletion and a '+' icon for adding a new tile. The 'x' icon on the 'Pinned documents' tile and the '+' icon are highlighted with red boxes.

Step-3: Select the tile(s):

Select a tile ✕

✔ Tiles already selected

Order

<input checked="" type="checkbox"/> New orders ? +	Changed orders ? +	<input checked="" type="checkbox"/> Orders to invoice ? +
<input checked="" type="checkbox"/> Orders ? +	Items to confirm ? +	Items to ship ? +
Orders with service line ? +	Order change requests ? +	

Invoice

<input checked="" type="checkbox"/> Invoices ? +	<input checked="" type="checkbox"/> Rejected invoices ? +	Overdue invoices - Not ap... ? +
Overdue invoices - Approv... ? +	Invoices pending approval ? +	Approved invoices pendin... ? +
Paid invoices ? +	Draft invoices ? +	Credit Memos ? +
Debit Memos ? +		

Payment

<input checked="" type="checkbox"/> Remittances ? +	Scheduled payments ? +	Early payment offers ? +
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Other

Service sheets ? +	<input checked="" type="checkbox"/> Pinned documents ? +	Return items ? +
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Step-4: Once completed, click 'Apply':

Customize Workbench Apply Cancel

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>69</p> <p>New orders</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>141</p> <p>Orders</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>2</p> <p>Rejected invoices</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>---</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>19</p> <p>Orders to invoice</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>22</p> <p>Invoices</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>0</p> <p>Pinned documents</p> <p>-----</p> <p>Last 31 days</p> </div>	<div style="background-color: #f0f0f0; padding: 5px; border-radius: 5px;"> <p>Service sheets</p> <p>-----</p> <p>Last 31 days</p> </div>	+
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You'll see the actual count on the Workbench page.