

Quick Reference Guide

Search for a PO

Contents

Overview

This quick reference guide will help you navigate through the process of searching for a PO in Ariba Network.

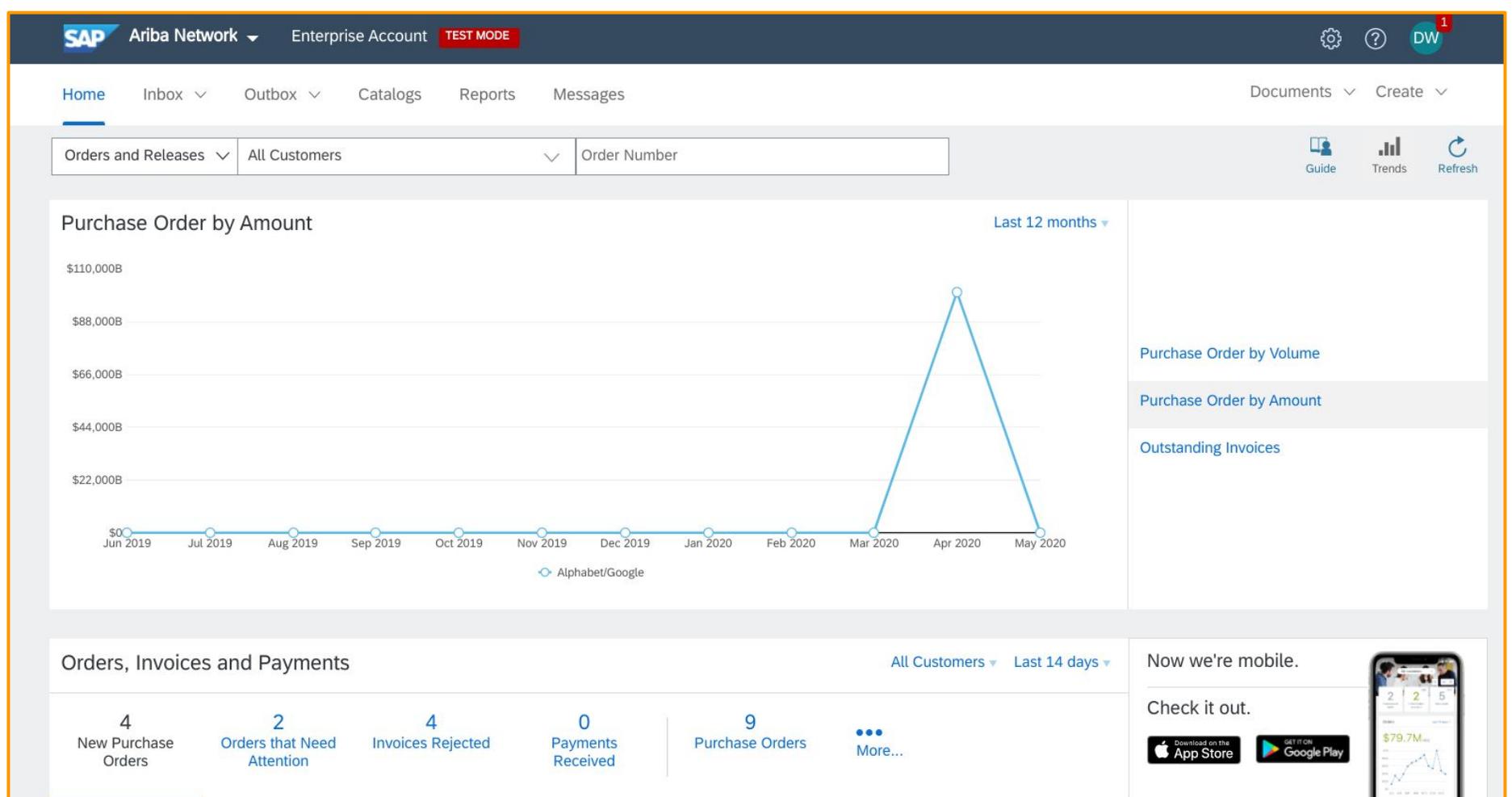
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Search for a PO

Search for a PO

Follow the steps below to search for a PO in Ariba Network:

1. Login to [Ariba Network](#) and you will be taken to the landing page.

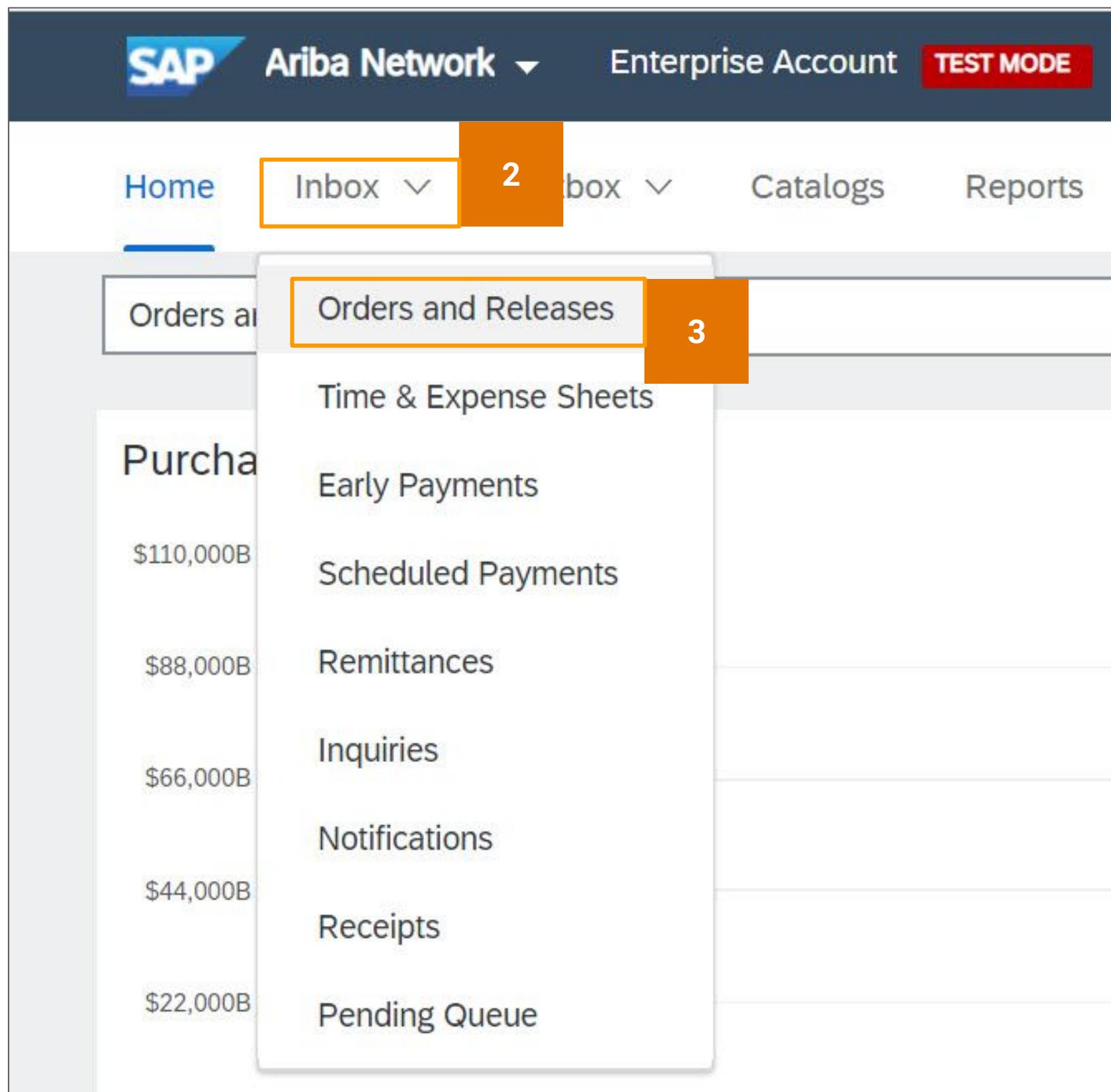


1

Search for a PO

Search for a PO (contd.)

2. Open the **Inbox** drop-down menu.
3. Select the **Orders and Releases** option.



Search for a PO

Search for a PO (contd.)

4. Click **Search Filters** to expand the **Search** section.
5. Select the appropriate **Customer** group (**Alphabet/Google**) from the drop-down menu.
6. Enter the appropriate **Order Number**.
7. You may also choose to search by any of the additional criteria (**Invoice Number**, and **Date Range**).

4

▼ Search Filters

Customer: Alphabet/Google

5

Order Number: Partial number Exact number

6

1010104162

Buyer Location Code: ⓘ

Invoice Number: ⓘ

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days ▼

7

20 Apr 2020 - 20 May 2020

Show Advanced Filters

Search for a PO

Search for a PO (contd.)

8. View the displayed search results
9. Click the required order to view order details.

Orders and Releases (2)					8
Type	Order Number	Ver	Customer	Inquiries	
<input type="radio"/>	Order 1010104162	2	Alphabet/Google	9	
<input type="radio"/>	Order 1010104162	1	Alphabet/Google		

NOTE: You can view the detailed steps for the PO Flip process [here](#).

Search for a PO

Search for a PO - PO Overview

In the Ariba supplier network, the following PO details are displayed:

1. Purchase Order Number
2. Payment Terms
3. Supplier and Buyer Information

Google

From:
Google LLC
PO BOX 2050
Mountain View , CA 94042-2050
United States

To:
[Redacted]

Fax:
Email: [Redacted]

3

1

Purchase Order
(New)

Payment Terms ⓘ
NET 30

Comments
Note to Supplier:
Payment terms on the purchase [Redacted] ent business days
Other Comments:
This Purchase Order is subject to [Redacted] and incorporates by reference the attached Purchase Order Terms and Conditions (or, if none are attached, ... [View more >](#))

2

Search for a PO

Search for a PO - PO Overview (contd.)

- 4. Shipping Details
- 5. Line Item Details

Ship All Items To	Bill To	Deliver To
	Google LLC PO BOX 2050 Mountain View , CA 94042-2050 United States	

4

5

Line Items

Line #	Part # / Description	Type	Return	Qty (Unit)	N
1	Not Available Design Services	Material		9,170 (EA)	25
2	Not Available Project Management Services	Material		12,240 (EA)	3 A
3	Not Available Installation and Delivery Services	Material		15,000 (EA)	24
4	Not Available CH7 - Industry West - Verlaine Chair MS-800-AL- Orange - 20.5W X 22.5D X 35H, SH 18	Material		8 (EA)	31
5	Not Available CH7 - Industry West - Verlaine Chair MS-800-AL- MS- 800-AL-Aluminum - 20.5W X 22.5D X 35H, SH 18	Material		8 (EA)	31

Search for a PO

Search for a PO - PO Statuses

The status of a purchase order changes as it gets processed. Suppliers can see the **Order Status** in their **Inbox**. The table below indicates the **PO Statuses** and their respective **Descriptions**:

Orders and Releases (35)							Order Status
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Order Status
<input checked="" type="radio"/>	Order	1010120602	Alphabet/Google		GOOGLE LLC MOUNTAIN VIEW, CA United States	Not Specified	Changed
<input type="radio"/>	Order	1010120601	Alphabet/Google		GOOGLE LLC MOUNTAIN VIEW, CA United States	Not Specified	New
<input type="radio"/>	Order	1010120600	Alphabet/Google		GOOGLE LLC MOUNTAIN VIEW, CA United States	Not Specified	New
<input type="radio"/>	Order	1010120599	Alphabet/Google		GOOGLE LLC MOUNTAIN VIEW, CA	Not Specified	Obsoleted

PO Status	Description
<i>New</i>	Initial state of the purchase order
<i>Partially Received</i>	Denotes that some of the line items of the purchase order have been received by Google ERP system
<i>Received</i>	Denotes that all line items have been received by Google ERP system
<i>Partially Invoices</i>	The purchase order has been partly processed
<i>Invoiced</i>	The purchase order has been fully processed
<i>Changed</i>	Google updated the existing purchase order, including canceling PO lines, by sending a subsequent (changed) order
<i>Obsoleted</i>	The order has been cancelled or replaced by a subsequent (changed) order
<i>Cancelled</i>	PO cancelled in Google ERP system

Resources

Review supplier
information
[website](#)

Contact for
support [here](#)

Find FAQs [here](#)