



SAP Ariba Network

Re-sending a PO (Supplier to retrieve PO)

Introduction

This document will guide Supplier through the process to retrieve their PO via email. This process involves the supplier re-sending the PO to themselves.

Purchase Order Arrival

This will show the Purchase Order email from the buyer to the supplier

1 View the email and process the purchase order

From: **Ariba Test**
210 Sixth Ave
Pittsburgh, PA 15222
United States

To: **Supplier Education Team – Standard-TEST**
271 North Shore Dr.
Pittsburgh, PA 15232
United States
Phone:
Fax:
Email: evan.koser@sap.com

Purchase Order
(New)
20004567
Amount: \$28,000.00 USD

Detailed instruction on how to process PASSHE purchase orders through the Ariba Network can be found on the [PASSHE Supplier Information Portal](#).

The **Standard Account Functionality Guide and Training Video** will walk supplier through the steps from the initial (first) PO and beyond.

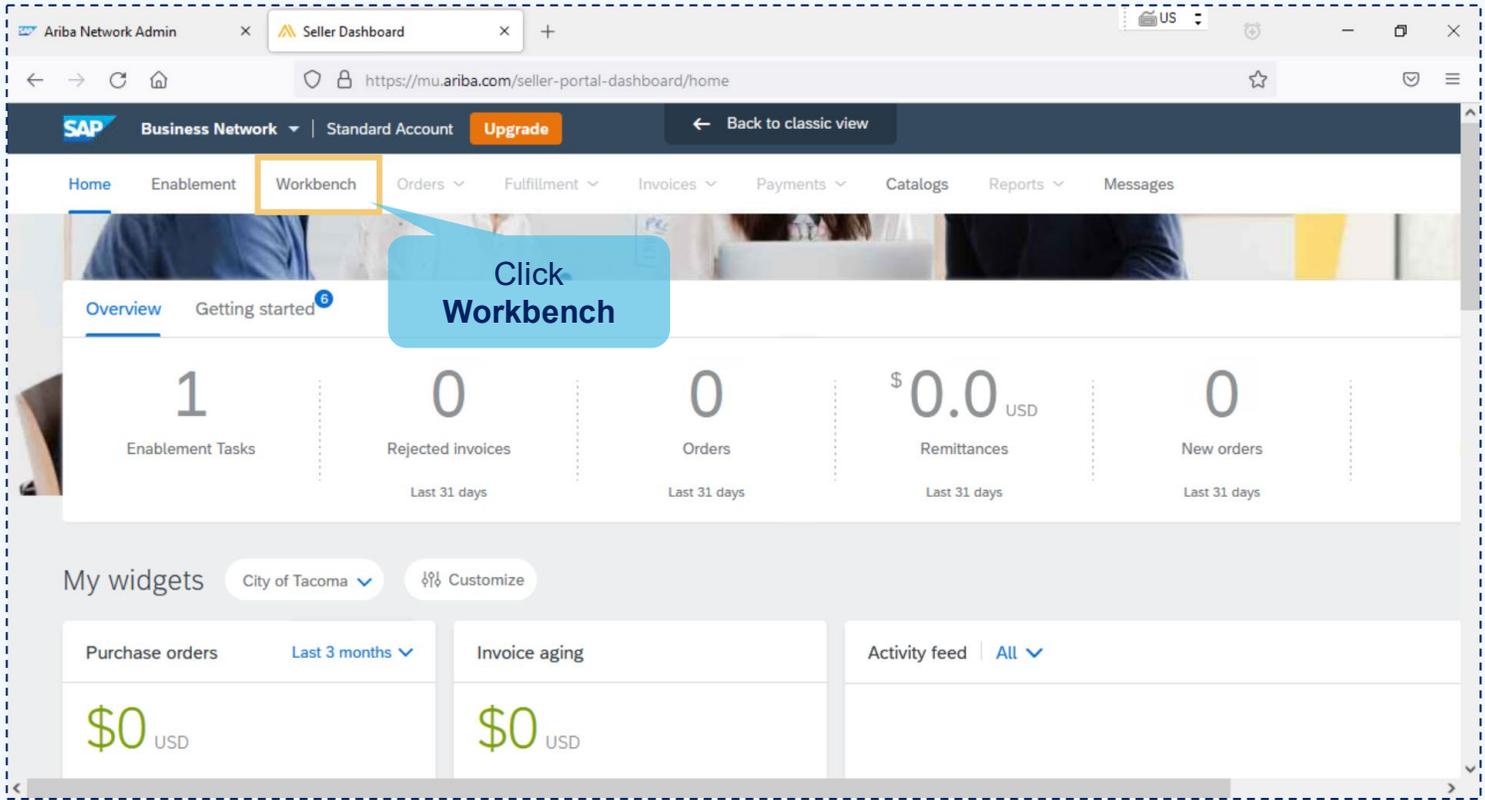
- Standard Account Information**
- [Standard Account Welcome Page](#)
- [Self-Help Portal](#)
- [Supplier Info Pack](#)
- [Standard Account Functionality Guide](#)
- [Standard Account Functional Training Video](#)

RE-sending a lost PO

This process will guide the supplier through re-sending themselves the PO through the Ariba Network

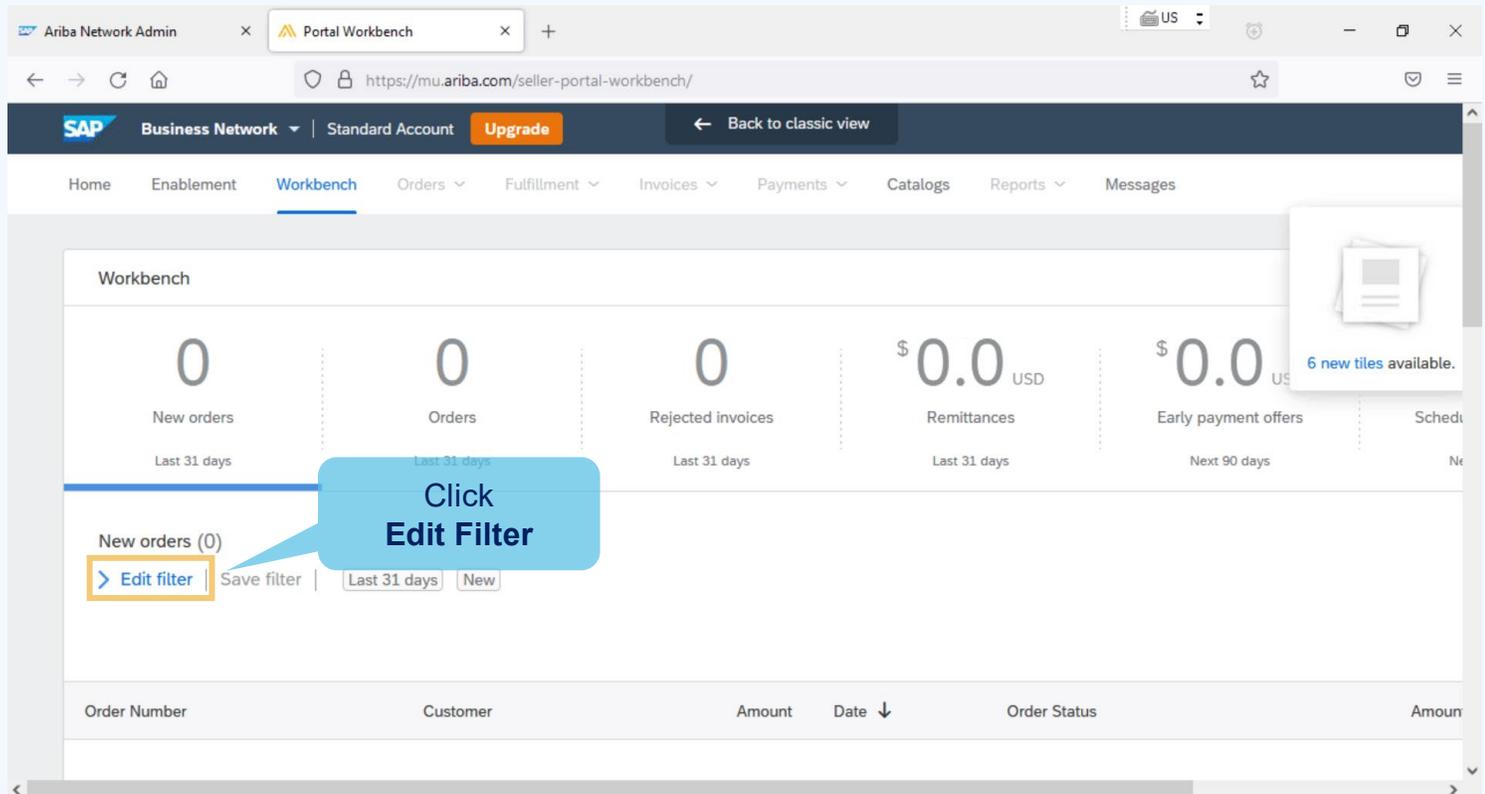
1

Log in to the Ariba Network Account and click on the Workbench.



2

Click on Edit Filter.



continued on next page



3 Locate the Purchase Order

Workbench

New orders (0)

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include New

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Order numbers: 12345 x Type selection

Partial match Exact match

Apply Reset Cancel

4 Locate the Purchase Order

Items to confirm: 0

Orders: 1

Orders to invoice: 1

Invoices: 1

Pinned documents: 0

filter | Last 31 days

Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Pennsylvania State System of Higher Education	\$6,100.00 USD	Dec 16, 2021	New		Send me a copy to take... Confirm entire order Update line items



For questions, comments, or concerns please reach out to the **PASSHE Supplier Enablement Team** (supplierhelp@passhe.edu).