PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

# 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



#### View the email and process the purchase order

To • Koser, Eva	Dansmtp.ariba.com>	Ariba Network/ansmtp.a	ariba.com	→ Forward Wed 5/6/2020
20004567.htm 🗸 23 KB				
	Process	order		
This purchase order was delivered by Ari	ba Network. For more information about Ariba and Ariba I	Network, visit <u>http://www.ariba.com</u> .		N
This parenase order was derivered by Arr				12
From:	To:		Pur	rchase Order

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







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

1	riba Network Admin 🛛 🗙 🕺 Seller D	ashboard × +			<u> </u>	- 6
$\leftarrow$	$\rightarrow$ C $\textcircled{a}$ O E	https://mu.ariba.com/seller-port	al-dashboard/home		☆	
	SAP Business Network - Sta	ndard Account Upgrade	← Back to cl	assic view		
	Home Enablement Workbenc	h Orders 🗸 Fulfillment 🔊	Invoices ~ Payme	ents ~ Catalogs Reports ~ M	lessages	
		1 Contraction	Pie Carl			
		Click				
	Overview Getting started	workbend	n			
	1	0	0	\$ <b>O O</b>	0	
	±	U	0	U.U USD	0	
	Enablement Tasks	Rejected invoices	Orders	Remittances	New orders	
6		Last 31 days	Last 31 days	Last 31 days	Last 31 days	
	My widgets City of Tacoma	<ul> <li>ຢ່າງຢູ່ Customize</li> </ul>				
	Purchase orders Last 3 n	nonths V Invoice aging		Activity feed All 🗸		

#### Click on Edit Filter.

2

🖙 Ariba Network Admin 🛛 🗙 🕅 Por	rtal Workbench × +			≝US 🗧 💮	- 0	×
$\leftarrow \rightarrow$ C $\textcircled{o}$ O	https://mu.ariba.com/seller-portal-v	workbench/			0	≡
SAP Business Network 👻	Standard Account Upgrade	← Back to classic view				Â
Home Enablement Workb	ench Orders ~ Fulfillment ~	Invoices ~ Payments ~ Cata	logs Reports ~ M	essages		
Workbench						7
0	0	0	<b>0.0</b> USD	\$ <b>0.0</b> us	6 new tiles avai	lable.
New orders	Orders	Rejected invoices	Remittances	Early payment offers	1	Schedı
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90 days		Nŧ
New orders (0)	Edit Filter					
> Edit fitter	Last 31 days					
Order Number	Customer	Amount Date 🗸	Order Status		F	moun
<						, v

continued on next page



Locate the Purchase Order

Z Ariba Network Admin X 🕅 Portal	Workbench × +			🗃 US 🚦 🕣 🚽	٥
$\leftarrow \rightarrow$ C $\textcircled{a}$ O $\epsilon$	https://mu.ariba.com/seller-port	tal-workbench/		☆	$\bigtriangledown$
Workbench					
0	0	0	\$ <b>0.0</b> usd	\$ <b>0.0</b> USD	(H
New orders	Orders	Rejected invoices	Remittances	Early payment offers	S
Last 31 days	Last 31 days	nter <b>Purchase</b>	Last 31 days	Next 90 days	
New orders (0)	0	order Number			
✓ Edit filter					
Customers	Order numbers		Creation date	Order status	
Select or type selections	Type selection	n	Last 31 days	✓ Include ✓ New	×
	<ul> <li>Partial ma</li> </ul>	tch C Exact match			
Company codes	Purchasing orga	anizations	Customer locations	Order type	
Select or type selections	Select of type	Click Exact	Type selection		
Order numbers		Materi		Sbowchidden.orders o	only
12345 × T	ype selection		App	ly Reset Cancel	
O Partial mate	ch   Exact match				į –
			ICK		-
		Ap	ply		<u>'</u>
Locate the Purchase C	Drder	Ap	p <b>ly</b>		<u>'</u>
Locate the Purchase C	Order /orkbench × +	Ap	p <b>ly</b>	<u>≝us</u> ; ⊚ – Ø	×
Locate the Purchase C <sup>*</sup> Ariba Network Admin × へ Portal W キ → C 企 〇 日	Vorkbench × + https://mu.ariba.com/seller-portal-	workbench/	ick pply	≝us: i – o ☆ ♡	× =
Locate the Purchase C Ariba Network Admin × Admin × Portal W	Order /orkbench × + https://mu.ariba.com/seller-portal-	workbench/	ick pply	≝ <sup>US :</sup> ె – ౮ దు ల ∳గి¦ Customize	×
Locate the Purchase C	Order /orkbench × + https://mu.ariba.com/seller-portal-	workbench/	1 1 1	≣us : ে – ם ☆ ♡	×
Locate the Purchase C Ariba Network Admin × Portal W C @ O A	Order /orkbench × + https://mu.ariba.com/seller-portal-	workbench/	1 1 1	≣us : ে – ه ☆ © ۸۲۵ Customize	×
Locate the Purchase C Ariba Network Admin × Portal W C U Items to confirm Last 31 days	Corder /orkbench × + https://mu.ariba.com/seller-portal-	workbench/ Last 31 days	ICK oply 1 Invoices	Inned documents	×
Locate the Purchase C Ariba Network Admin × Portal W $\leftrightarrow$ $\rightarrow$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ Items to confirm Last 31 days hen you see the PO, you	Drder /orkbench × + https://mu.ariba.com/seller-portal- Drders Last 31 days	workbench/ Drders to invoice Last 31 days	ICK ply 1 Invoices Click on Actions		×
Locate the Purchase C Ariba Network Admin × Portal W → C @ A Items to confirm Last 31 days hen you see the PO, you PO number to be direct	Order /orkbench × + https://mu.ariba.com/seller-portal- lat 31 days ou may click on cted to the Create	workbench/ Orders to invoice Last 31 days	Last 31 days Click on Actions to take action.		× = the
Locate the Purchase C Ariba Network Admin × Portal W $\leftrightarrow$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\downarrow$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\downarrow$ $\bigcirc$	Order /orkbench × + https://mu.ariba.com/seller-portal- Urders Last 31 days ou may click on cted to the Create ge	workbench/ Urders to invoice Last 31 days	Last 31 days Click on Actions to take action. intera		× = the
Locate the Purchase C Ariba Network Admin × Portal W $\Rightarrow$ C $\textcircled{o}$ A U Items to confirm Last 31 days hen you see the PO, you PO number to be direct ter Last 31 days Invoice Page	Order /orkbench × + https://mu.ariba.com/seller-portal- Corders Last 31 days ou may click on cted to the Create ge	workbench/ Urders to invoice Last 31 days	Last 31 days Click on Actions to take action. intera	اساد می از	× = the
Locate the Purchase C Ariba Network Admin × Portal W → C @ A	Drder /orkbench × + https://mu.ariba.com/seller-portal- Uorders Last 31 days ou may click on cted to the Create ge	workbench/ Urders to invoice Last 31 days COR Mount Date ↓	ICK ply 1 Invoices Click on Actions to take action. intera		× = the
Locate the Purchase C Ariba Network Admin × Portal W C  Ariba Network Admin × Portal W C  Portal W C  Portal W C  Portal W C  Portal W C  Portal W C  Portal W Customer Pennsylvania State System of High	Drder /orkbench × + https://mu.ariba.com/seller-portal- Last 31.days ou may click on cted to the Create ge	workbench/ Urders to invoice Last 31 days COR mount Date ↓ DUSD Dec 16, 2021	ICK ply 1 1 Invoices 1 Invoices Click on Actions to take action. intera Order Status New Se		× = the
Locate the Purchase C	Drder /orkbench × + https://mu.ariba.com/seller-portal- Last 31 days ou may click on cted to the Create ge An ther Education	workbench/ USD Dec 16, 2021	ICK ply 1 1 1 1 1 1 1 1 1 1 1 1 1		× =



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