How to set-up an overview of orders and invoices
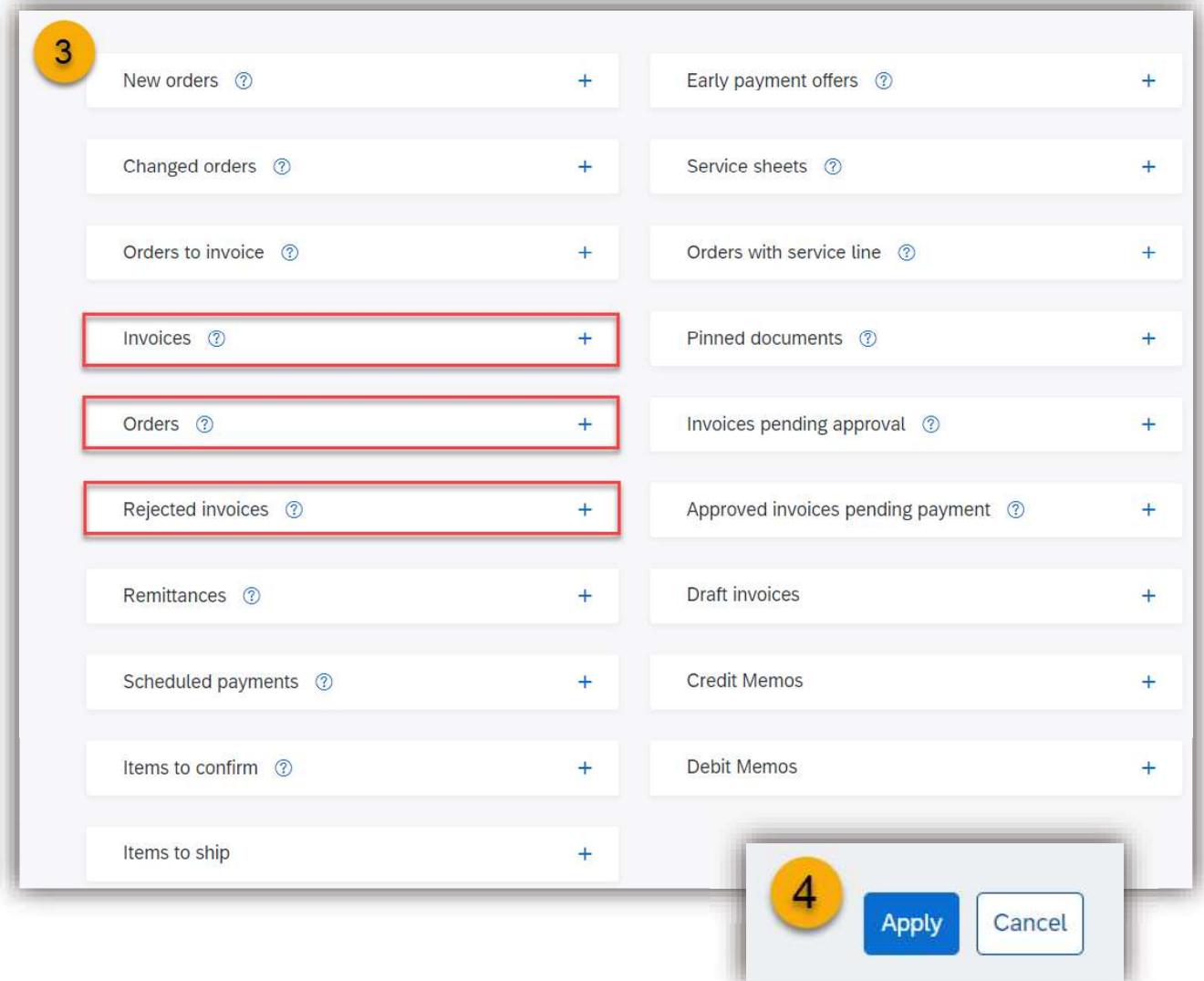
1) Click on **Workbench.**

2) Click on **"+".**

3) Choose tiles you wish to keep on your dashboard (workbench): remember to select **Orders**, **Invoices** and **Rejected Invoices.**

4) Click on **Apply.**

How to find all your orders on Ariba

1) In order to locate your orders, click on **Workbench.**

2) Click on **Orders.**

3) Choose **Edit filter.**

4) In Orders filter click on **Creation date** and choose preffered creation date range from drop-down menu (best option is 365 days).

5) Click on **Apply** filter.
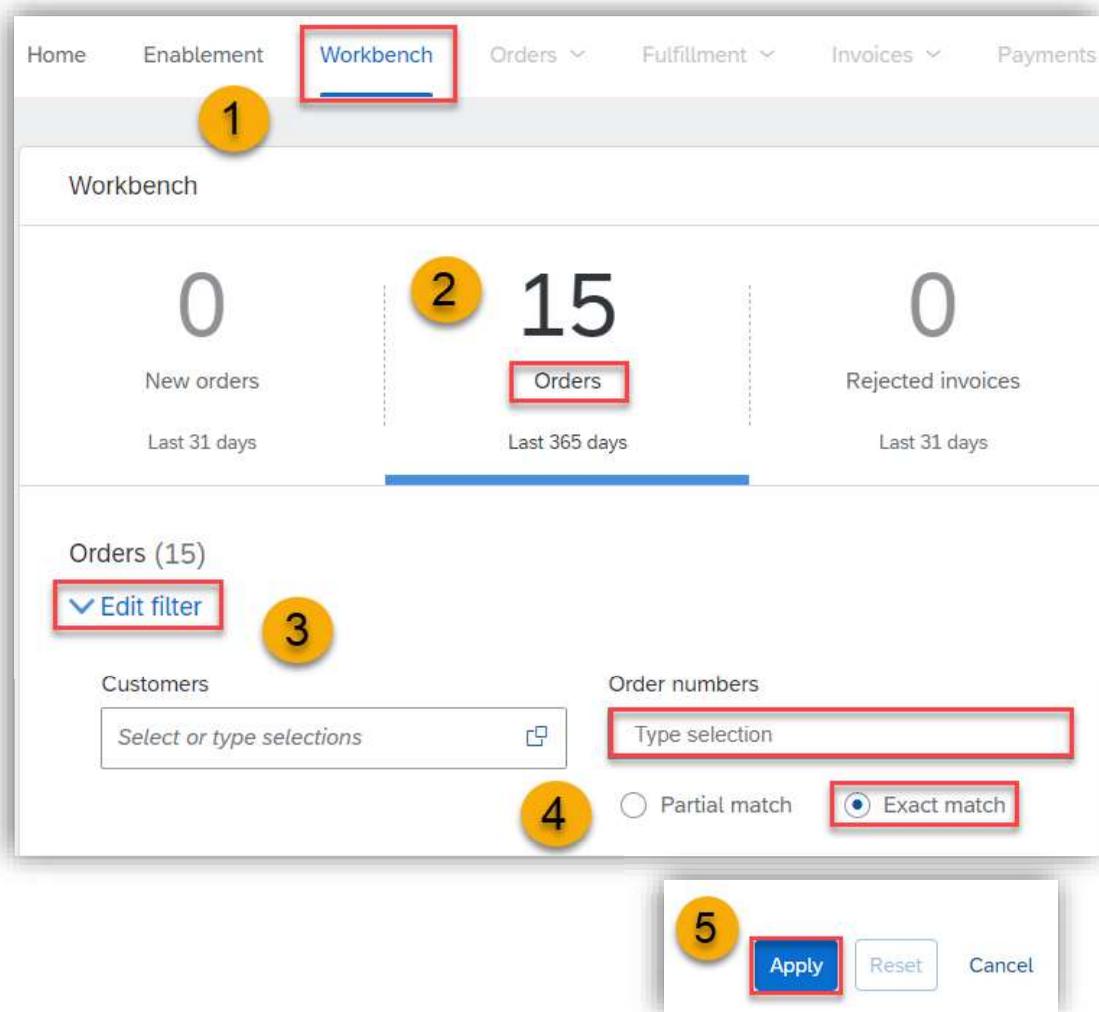
6) Click on **Save filter.**

7) Rename your filter.

8) Click on **Save.**

Note: In case you still miss any purchase order please reach out to contact.elink@novartis.com and provide the PO number and your ANID (Ariba Network ID).

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How to find exact PO number on Ariba

To find PO exact PO number on Ariba, please follow these steps:

1) Click on **Workbench**.

2) Click on **Orders**.

3) Click on **Edit filter**.

4) Type PO number and choose **Exact match**.

5) Click on **Apply**.

Please do not forget to put a prefix (C028-, C018- or C010-) before PO number for Swiss orders.

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