LOCATING PURCHASE ORDERS

This guide is relevant if you need to locate a Tirlán Purchase Order (PO) sent to you via Ariba.

1. SEARCH YOUR EMAIL

The easiest way for **Standard Ariba** account users to access their Tirlán POs is by locating the email received with your Ariba Tirlán PO. You will also require access to this email in order to create an invoice.

If you cannot locate the original email that was sent, the instructions on the next page will guide you on resending this email to yourself.

Note:

- The Purchase Order email from Ariba will have the subject: "Tirlán Ltd sent a new Purchase Order' (it will include the PO number in the subject line)
- The email will appear from the sender: "Tirlán Ltd" ordersender-prod@ansmtp.ariba.com
- You can search your inbox for this subject/ sender
- Make sure to check your spam folder if you still cannot locate the email.

2. ACCESS YOUR ARIBA ACCOUNT								
If you are unable to locate the PO email, you can resend this by logging into your Ariba account. Click <u>Here</u> to Login to Ariba. (<u>supplier.ariba.com</u>)								
When you lo	og into Ariba, y	rou will land or	n your Workbe	nch home pag	e.			
SAP	Business Netw	ork 🔻 Standard	d Account Up	grade TEST M	ODE ←	Back to class	sic v	
Home	Workbench	Orders ~	Fulfillment \sim	Invoices \sim	Payments ~	Catalog	s	
					PHI INI I	11		
Overv	iew Getting	started						
	Orders to invoice		0 Orders		1 Changed or	rders		
	Last 31 days	4	Last 31 days	3	Last 31 da	iys	8	
O CIIC Workbench O Orders Last 31 days	k on the Order	Larris title	46 Invoices Last 31 days	O Invoices pending approval Lant 31 days:	10 Rejected invoices Appro	O wed invoices pending payment Last 31 days	Customize Items 1 Last	
Orders (0) ✓ Edit filter Customers		umbers	Creation date	Order status	Company codes			
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Select or type s		selection	All Show hidden orders only	× All	×	EUR 🗸		
crite o Onc	eria (such as d ce you locate t	ate range, va he PO you wis	lue etc) sh to receive, o	vish to locate, click the buttor me a copy to	n on the right	under	Cancel	
Order Number	Customer		Amount Date V	Order Status		Amount Invoiced	Actions	
4590008918	Glanbia Plc		675.00 EUR Nov 16, 2020	Changed				
o Thi	s will resend tl	ne PO notifica	tion email to th	ne designated	email address	5.		

If you are an Enterprise Account holder, you will be able to access POs directly in Ariba without locating/resending the email.						
Click <u>Here</u> to Login to Ariba.						
Enterprise Account users can use the Inbox tab to search for relevant POs by Customer, Date etc.						
Ariba Network						
HOME INBOX OUTBOX CATALOGS REPORTS						
Orders and Releases V All Customers V Order Number Q						