

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.

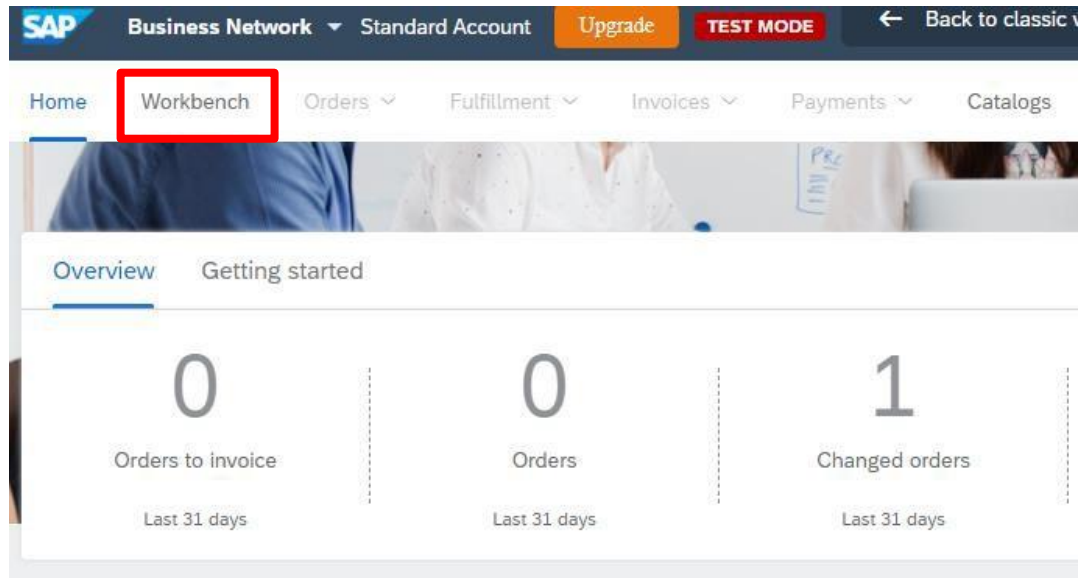
Note:

- 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.

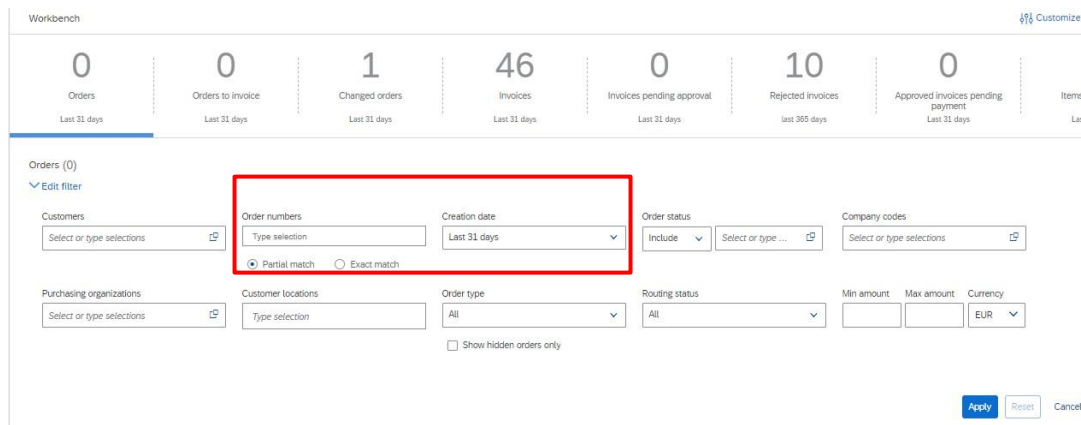
2. ACCESS YOUR ARIBA ACCOUNT

If you are unable to locate the PO email, you can resend this by logging into your Ariba account. Click [Here](#) to Login to Ariba. (supplier.ariba.com)

When you log into Ariba, you will land on your Workbench home page.



- Click on the Orders tile



- You can then search for the PO number you wish to locate, or search by different criteria (such as date range, value etc)
- Once you locate the PO you wish to receive, click the button on the right under **'Actions'** click **'Select'** and then select **'Send me a copy to take action'**

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4590008918	Glanbia Plc	€75.00 EUR	Nov 16, 2020	Changed		...

- This will resend the PO notification email to the designated email address.

If you are an **Enterprise Account** holder, you will be able to access POs directly in Ariba without locating/resending the email.

Click [Here](#) to Login to Ariba.

Enterprise Account users can use the Inbox tab to search for relevant POs by Customer, Date etc.

