

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 Ariba account users to access their Tirlán POs is by locating the email received with your Ariba Glanbia PO.

Note:

- The Purchase Order email from Ariba will have the subject: “ **TIRLÁN LIMITED sent a new Purchase Order**’ (it will include the PO number in the subject line)
- The email will appear from the sender: “ **TIRLÁN LIMITED " 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.

Below is an example of a purchase order email, for reference.

Every email will have a ‘Process Order’ button, which takes you directly to the Ariba login page, where you can view and action your order.

TIRLÁN LIMITED - TEST sent a new Purchase Order 4900225683



"TIRLÁN LIMITED - TEST" <ordersender-prod@ansmtp.ariba.com>

To ○ EMEA Ariba Suppliers Inbox



Follow up. Start by 06 November 2025. Due by 06 November 2025.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



4900225683.pdf
89 KB

WARNING: This message originated from outside the Glanbia network. Please verify the source of this email. Report any suspicious emails to Glanbia Security.



Tirlán

A new purchase order from TIRLÁN LIMITED - TEST is waiting for your response on SAP Business Network.

Hello NPP Packaging Systems Ltd-TEST,

TIRLÁN LIMITED - TEST would like to invite you to connect with us on SAP Business Network.

To access the purchase order, please click on process order and register on SAP Business Network for free account

Click Process order to register and connect

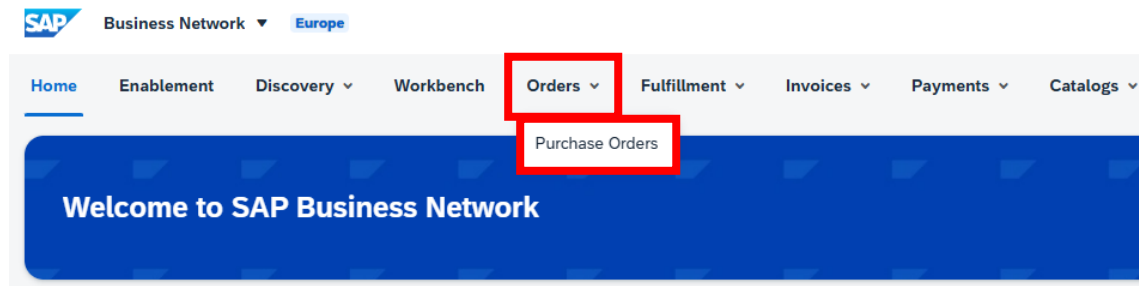
[Process order](#)

2. SEARCH YOUR ARIBA ACCOUNT

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

When you log into Ariba, you will land on your 'Home' page.

Click on the 'Orders' tile, then click 'Purchase Orders'.



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 action, click the Purchase Order from the row of results below the search filters.

Orders

Orders
22

Items to confirm
0

Items to ship
0

New orders
0

Changed orders
0

Orders to Summary Invoice
0

Items to service
0

Customers:

Order Number:

Creation Date:

Company Code:

Purchasing Organization Code:

Customer Location:

Purchasing Group Codes:

Routing Status:

Amount:

Currency:

Order Type:

Order Status:

Order with Service Lines:

Order with Inquiries:

Shipping Network:

Hidden:

Go Clear Adapt Filters (2)

Order Number	Customer	Multi Tier	Amount	Creation Date	Order Status	Amount Invoiced	Pin
☐ 4590335131	TIRLÁN LIMITED		1.01	EUR 13 Mar 2026, 22:04:53	New		
☐ 4590335176	TIRLÁN LIMITED		1.10	EUR 12 Mar 2026, 20:37:03	Received	0	
☐ 4590335174	TIRLÁN LIMITED		1.10	EUR 12 Mar 2026, 20:37:03	Received		
☐ 4590335180	TIRLÁN LIMITED		1.10	EUR 12 Mar 2026, 20:37:03	Received		
☐ 4590335171	TIRLÁN LIMITED		1.10	EUR 12 Mar 2026, 20:37:02	Received		
☐ 4590335178	TIRLÁN LIMITED		1.10	EUR 12 Mar 2026, 20:37:02	Received		