ORDER & INVOICE STATUS IN ARIBA

This guide is relevant if you need to check the status of your order or invoice in the Ariba portal

1. SUPPLIER ARIBA WORKBENCH

The easiest way to access your Ariba account is via [Ariba Network Supplier]

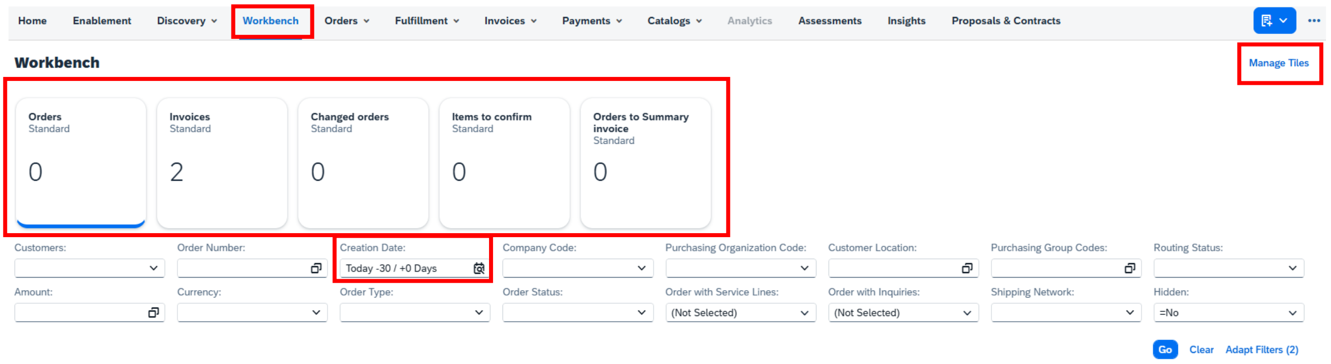
From your **Workbench,** click on each tile to see an overview of your Orders and Invoices by their status.

Note you can customise which tiles are visible by clicking "Manage Tiles" in the top right corner of the screen.

Note you can expand the search range from default of 30 days up to 365 days if preferred.

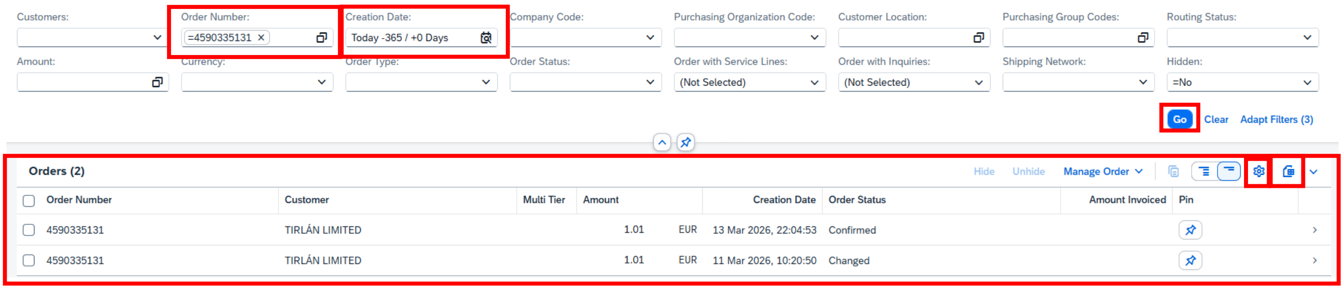
Useful categories you may want to view on your workbench;

- **Orders** – A list of all POs within your chosen date range
- **Orders to Summary Invoice** – A list of all open POs with **amounts remaining to be invoiced**
- **Changed Orders** – A list of all POs that have been amended or updated – invoices should always be submitted against the latest version of a PO
- **Items to confirm** – Orders remaining to confirm *(If Order Confirmations are required)*
- **Invoices** – A list of all invoices which have been submitted within your chosen date range



2. LOCATING YOUR DOCUMENT IN THE WORKBENCH

- Select the relevant tile for the document type you are trying to locate (Orders / Invoices)
- In the 'Order Number'/'Invoice Number' field, enter the document number. Then click '**Go'**
- You have the option to expand your search date range by updating the **'Creation Date'** field
- You can export your search results to excel by clicking on 'Export
- You can also customize your search results view by clicking on 'settings' to include only columns that are relevant to you



3. PURCHASE ORDERS

Within the 'Orders' tile you may see POs with the below Order Status:

- **New** – PO is approved but **not yet receipted** (ie Goods Receipt Notice not yet booked/delivery of goods/services not confirmed)
- **Received** – PO has been receipted / GRN booked – i.e. receipt of **delivery** of goods/services has been **confirmed** by the Tirlan PO requester
- **Partially Received** – PO has been partially receipted / GRN booked – i.e. receipt of delivery of some of the goods/services included on this PO have been confirmed by the Tirlan PO requester
- **Invoiced** – PO is fully invoiced – **no further invoices can be submitted**
- **Changed –** PO has been amended, please refer to the **Changed Orders tile** to submit your invoice against the latest version of the PO
- **Cancelled –** PO has been cancelled and is not available to invoice against

Orders (7)

Hide | Unhide | Manage Order

Order Number	Customer	Multi Tier	Amount		Creation Date	Order Status	Amount Invoiced	Pin
4590335131	TIRLÁN LIMITED		1.01	EUR	11 Mar 2026, 10:20:50	Changed		
4590335074	TIRLÁN LIMITED		1.01	EUR	4 Mar 2026, 16:37:47	New		
4900245256	TIRLÁN LIMITED		1.00	EUR	3 Mar 2026, 16:22:00	Received		

4. INVOICE STATUS

Within the 'Invoices' tile you may see Invoices with the below Status:

- **Sent** – Invoices which have been submitted and sent for processing, but are not yet approved for payment
- **Approved** – Invoices which have been approved for payment on your vendor account. These will be paid in line with your agreed payment terms
- **Paid** – Invoices which you have received payment for
- **Rejected** – Invoices which have failed due to an error ,or been rejected by the Business Approver

Invoice (7)

Supplier	Customer	Invoice Number	Invoiced date	Type	Invoice status	Status change date	Routing Status
Genesis Test Supplier	TIRLÁN LIMITED	Penny Test Invoice_020326	2 Mar 2026, 10:58:07	Standard Invoice	Paid	2 Mar 2026, 11:07:14	Acknowledged
Genesis Test Supplier	TIRLÁN LIMITED	Inv2_020326	2 Mar 2026, 12:25:04	Standard Invoice	Rejected	2 Mar 2026, 12:31:34	Acknowledged
Genesis Test Supplier	TIRLÁN LIMITED	Inv1_030326	3 Mar 2026, 14:01:43	Standard Invoice	Approved	9 Mar 2026, 18:26:50	Acknowledged
Genesis Test Supplier	TIRLÁN LIMITED	testinv0603	4 Mar 2026, 16:37:52	Standard Invoice	Sent	9 Mar 2026, 18:26:51	Acknowledged

5. INVOICES PENDING APPROVAL

To see all invoices that are still awaiting approval, open the invoice tile, and in the 'Invoice status' filter, select 'Sent'. A status of 'Sent' on an invoice means either:

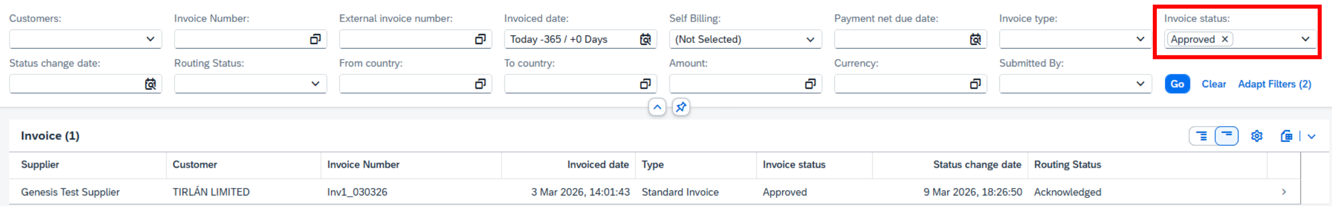
- For Standard POs the approval may be awaiting a Goods Receipt (GRN), or further information
- For Framework POs the approval may be pending with your Tirlán Business Approver

Customers:	Invoice Number:	External invoice number:	Invoiced date:	Self Billing:	Payment net due date:	Invoice type:	Invoice status:
			Today -365 / +0 Days	(Not Selected)			Sent
Status change date:	**Routing Status:**	**From country:**	**To country:**	**Amount:**	**Currency:**	**Submitted By:**	Go Clear Adapt Filters (2)

From here, the invoice status will automatically progress to 'Approved' or 'Rejected'

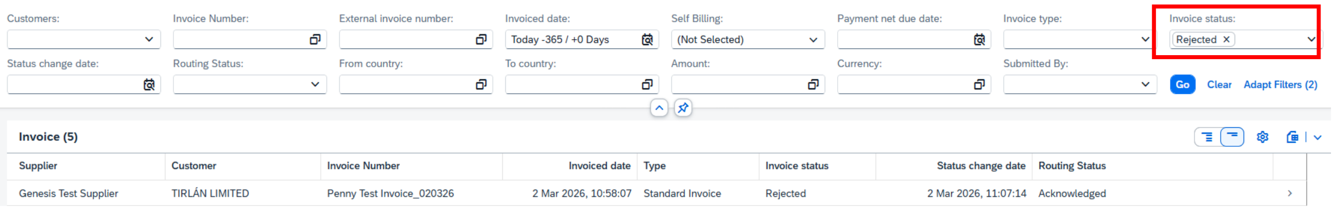
6. APPROVED INVOICES PENDING PAYMENT

Follow the same steps as above 'Invoices Pending Approval' step, only this time the Invoice status to 'Approved'.



7. REJECTED INVOICES

Follow the same steps as above 'Invoices Pending Approval' step, only this time set Invoice status to 'Rejected'.



Invoices in this section have either been rejected by the Ariba System due to a technical error or have been rejected by your Tirlán approver for a business reason.

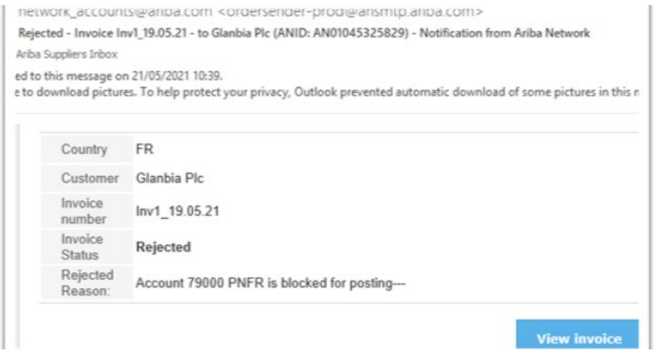
Reasons for System Rejection can include:

- Multiple VAT/ Tax rates submitted against a single PO line
- Incorrect VAT/ Tax application
- Other incorrect data entered

Reasons for Business Approver Rejection can include:

- Incorrect Framework Order Used
- Incorrect quantity/ value submitted

You should have received a Rejection Notification email for each Rejected Invoice which will look like this:



Once you have identified the reason for the Invoice Rejection, you can amend and resubmit this document by:

1. Locate the Rejection Notification email (as above)
2. Click 'View Invoice'
3. Click 'Edit and Resubmit'
4. Amend the required data and resubmit your invoice.

8. FAQ'S / USEFUL INFORMATION

You can find your payment terms on the original Purchase Order you received in the 'Payment Terms' section.

Remittance information for payments is not visible in Ariba, but will be emailed to your nominated email address. If you are not receiving these please contact purchasedata@tirlan.ie to request this be updated.