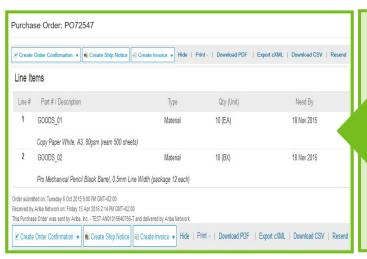# Managing your POs on the SAP Business Network
How to view, update, and export Purchase Orders on the SAP Business Network

View Purchase Orders

1. Click on **Orders** square from the **Workbench**, or Orders and Releases, to manage your POs.
2. **Orders** is presented as a list of the Purchase Orders received from Micron.
3. Click the link on the **Order Number** column to view the purchase order details.
4. Search filters allows you to search using multiple criteria.
5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. Toggle the **Customize Menu** to view ways of organizing your Workbench.

Purchase Order Detail

1. The order header includes the order date and info about the buying organization and supplier
2. You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button.
3. Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.
4. The **Line Items section** describes the ordered items that Micron wants to purchase
5. Set status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the PO.

Create PDF of PO

1. Select "Download PDF" as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore, the detail is not included in the PDF generated.

Please contact **Micron Supplier Enablement Team** or **SAP Business Network Enablement Assistance Help Desk** for more help