



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.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. Below the navigation, there are five summary cards: 12 New orders (Last 31 days), 65 Orders (Last 31 days), 29 Orders to Invoice (Last 31 days), 28 Invoices (Last 31 days), and 0 Firmed documents. Below these cards is a table of purchase orders with columns: Order Number, Customer, Amount, Date, and Order Status.

Order Number	Customer	Amount	Date	Order Status
4509942578	Micron Technology, Inc. - TEST	\$0.00 USD	May 26, 2021	Unknown
4509942579	Micron Technology, Inc. - TEST	\$0.00 USD	May 19, 2021	Changed
3500654360	Micron Technology, Inc. - TEST	\$66,150.00 USD	May 18, 2021	Invoiced
3500654334	Micron Technology, Inc. - TEST	\$1,323.00 USD	May 17, 2021	New
3500654335	Micron Technology, Inc. - TEST	\$2,500.00 USD	May 17, 2021	New
3500654333	Micron Technology, Inc. - TEST	\$17,500.00 USD	May 17, 2021	Invoiced
3500654332	Micron Technology, Inc. - TEST	\$9,261.00 USD	May 17, 2021	Invoiced

Purchase Order: PO72547

The screenshot shows the details of Purchase Order PO72547. At the top, there are action buttons: Create Order Confirmation, Create Ship Notice, Create Invoice, Hide, Print, Download PDF, Export cXML, Download CSV, and Resend. Below this is the 'Line Items' section with a table:

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	Material	10 (EA)	18 Nov 2015
2	GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)	Material	10 (BX)	18 Nov 2015

Below the table, there is metadata: Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00, Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00, and This Purchase Order was sent by Ariba, Inc. - TEST AND10115640756-T and delivered by Ariba Network. At the bottom, there are the same action buttons as in the previous screenshot.

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.

The screenshot shows a 'Save As' dialog box. The file name is '20150415_PO2.pdf' and the save as type is 'Adobe Acrobat Document (*.pdf)'. The dialog is open to the Desktop location. At the bottom, there are 'Save' and 'Cancel' buttons. Below the dialog, there is a prompt: 'Do you want to open or save 20150415_PO2.pdf from service.ariba.com?' with 'Open' and 'Save' buttons.