

Ariba Network Commerce Automation User Manual

Re-send PO

Objective

The goal of this user manual is to:

Understand the process of how supplier can re-send the PO to themself on Ariba Network

Target Audience:

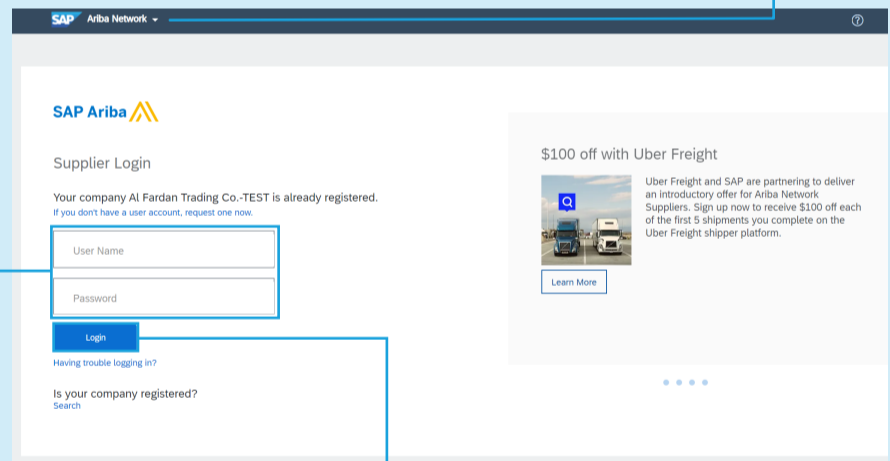
Supplier User



Resend PO

Go to supplier.ariba.com

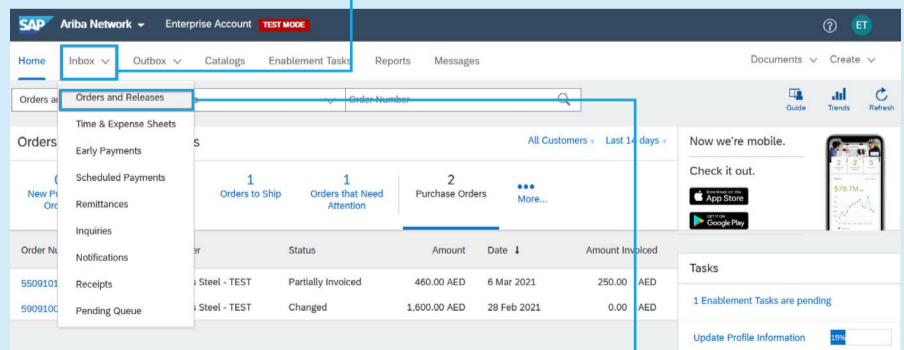
1. Enter your existing Username and Password



2. Click "Login" button

Resend PO (Enterprise Account)

3. Press on "Inbox"

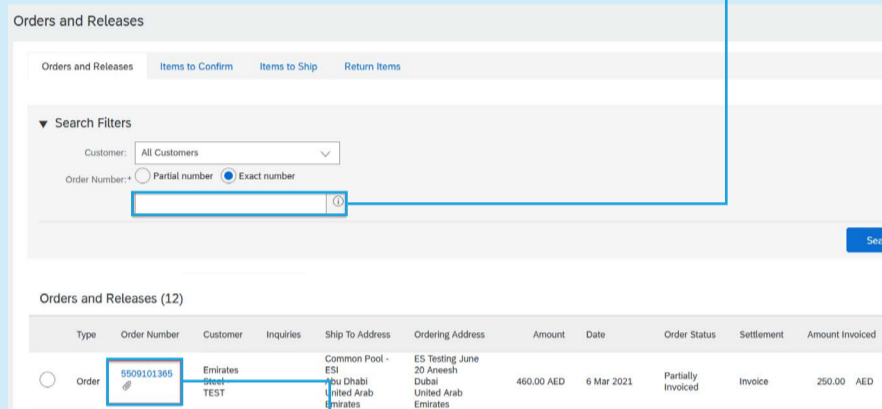


4. Click "Orders and Releases" button

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5. Search for PO that required to be Resend

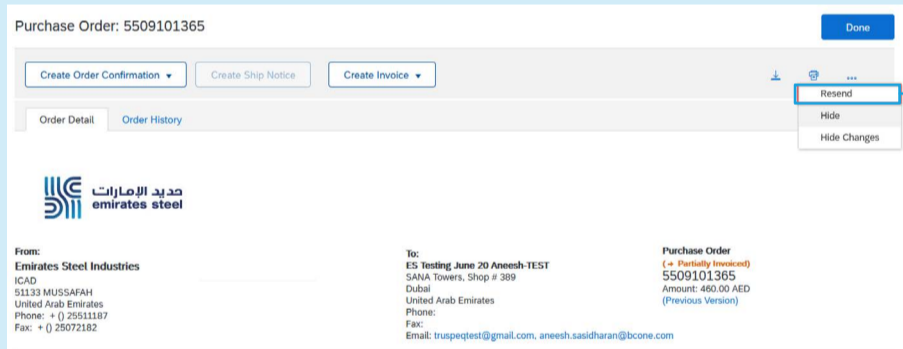


The screenshot shows the 'Orders and Releases' search interface. Under 'Search Filters', the 'Customer' is set to 'All Customers' and 'Order Number' is set to 'Exact number'. A search box contains the number '5509101365'. Below the filters, a table lists search results. The first result is highlighted with a blue box around its 'Order' type and 'Order Number' (5509101365).

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced
Order	5509101365	Emirates Steel - TEST		Common Pool - ESI Abu Dhabi United Arab Emirates	ES Testing June 20 Aneesh Dubai United Arab Emirates	460.00 AED	6 Mar 2021	Partially Invoiced	Invoice	250.00 AED

6. Click PO Number

In PO, press the 3 dots then press "Resend"



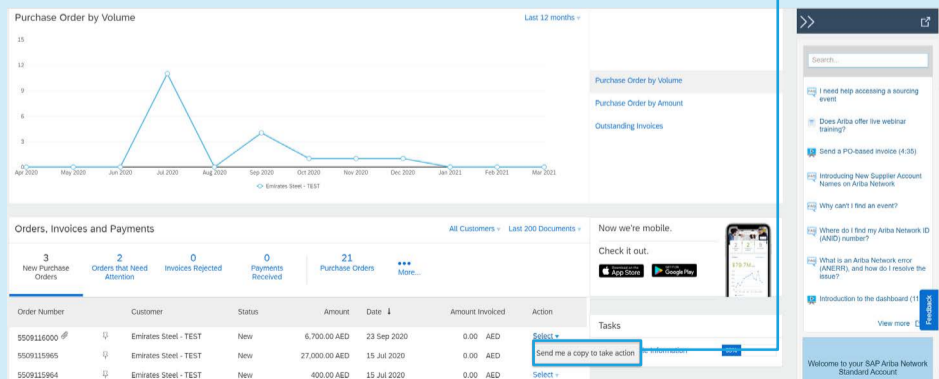
The screenshot shows the 'Purchase Order: 5509101365' detail page. At the top right, there is a 'Done' button and a three-dot menu. The menu is open, showing options: 'Resend', 'Hide', and 'Hide Changes'. The 'Resend' option is highlighted with a blue box.

From: Emirates Steel Industries
ICAD
51133 MUSSAFAH
United Arab Emirates
Phone: + () 29511187
Fax: + () 25072182

To: ES Testing June 20 Aneesh-TEST
SAHA Towers, Shop # 389
Dubai
United Arab Emirates
Phone:
Fax:
Email: truspeqt@gmail.com, aneesh.sasidharan@bcone.com

Purchase Order (Partially Invoiced)
5509101365
Amount: 460.00 AED
(Previous Version)

7. Press "Select" beside any order then press "Send me a copy to take action"



The screenshot shows the 'Purchase Order by Volume' page. It features a line chart showing volume over time. Below the chart, there are summary statistics: 3 New Purchase Orders, 2 Orders that Need Attention, 0 Invoices Rejected, 0 Payments Received, and 21 Purchase Orders. A table lists the orders, with the first row highlighted. The 'Action' column for the first row has a 'Select' button highlighted with a blue box. A dropdown menu is open below the 'Select' button, showing the option 'Send me a copy to take action' highlighted with a blue box.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5509116000	Emirates Steel - TEST	New	6,700.00 AED	23 Sep 2020	0.00 AED	Select
5509115965	Emirates Steel - TEST	Nrv	27,000.00 AED	15 Jul 2020	0.00 AED	Select
5509115964	Emirates Steel - TEST	New	400.00 AED	15 Jul 2020	0.00 AED	Select