Purchase Order Navigation in SAP Business Network
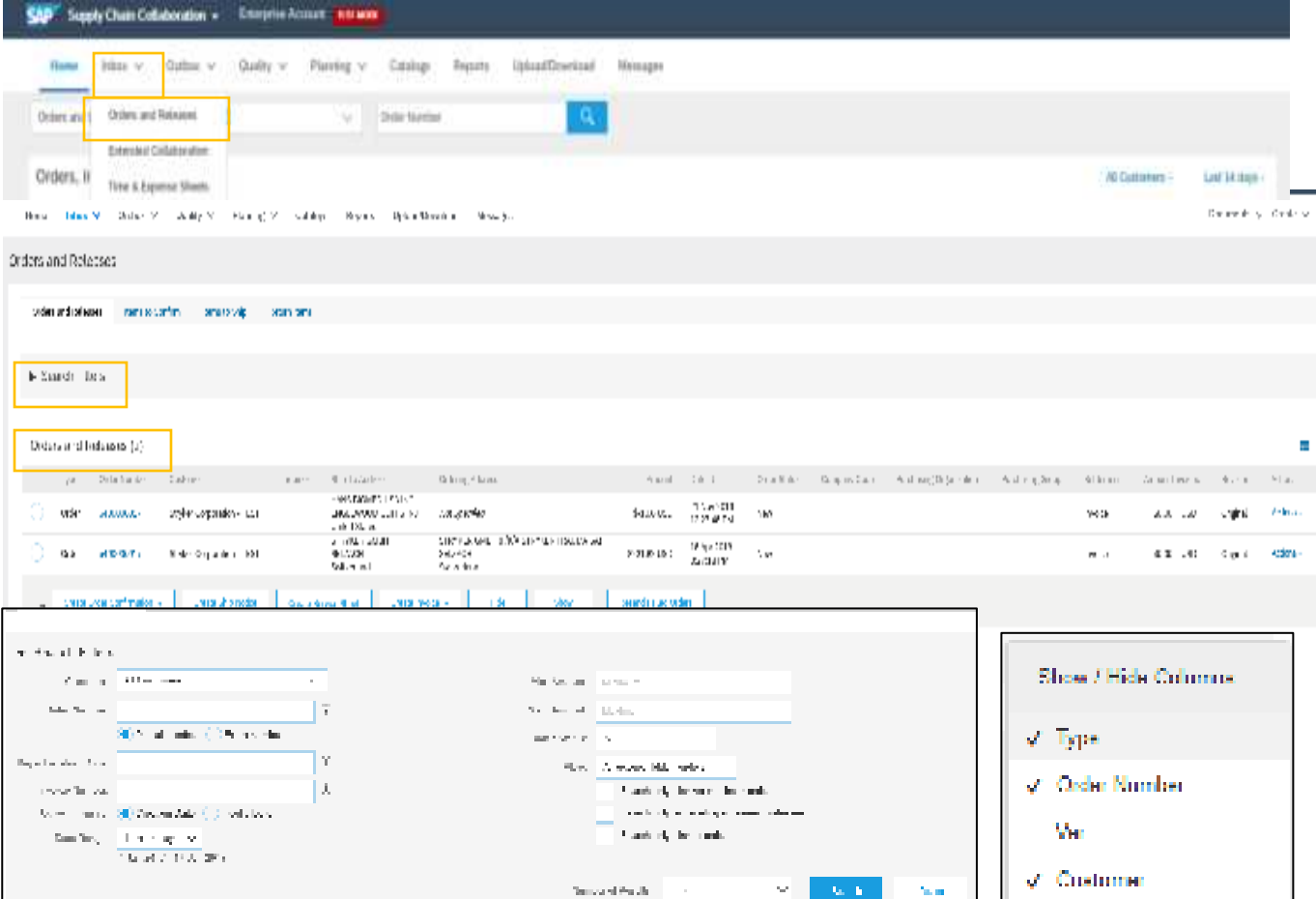
This job aid will show the steps to selecting your purchase order

Description	Screenshot
Click on Inbox tab to manage your Purchase Orders/Scheduling Releases. Click Orders and Releases from dropdown menu Click the link on the Order Number column to view the purchase order details. Search filters allows you to search using multiple criteria. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search. Toggle the Table Options Menu to view ways of organizing your Inbox.	

Description	Screenshot
View the details of your order. The order header includes the order date and information about the buying organization and supplier. Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button. Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.	Purchase Order: PO /2547 Line Items 	Line #	Part # / Description	Type	Qty (Unit)	Need By
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1	GOODS_01	Material	10 (EA)	19 Nov 2015
	Copy Paper White, A3, 80gsm (ream 500 sheets)			
2	GOODS_02	Material	10 (BX)	19 Nov 2015
	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)			| 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 This Purchase Order was sent by Ariba, Inc. – TEST AN01015540756-T and delivered by Ariba Network. Create Order Confirmation ▾	Create Ship Notice	Create Invoice ▾	Hide	Print ▾	Download PDF	Export cXML	Download CSV	Resend