

# How to retrieve a PO with an ARIBA Enterprise account?

SAP Ariba Network Enterprise Account TEST MODE

Home **Inbox** Outbox Catalogs Enablement Tasks Reports Documents Create

Orders at **Orders and Releases** Order Number

Time & Expense Sheets  
Early Payments  
Scheduled Payments  
Remittances  
Inquiries

Last 12 months

Purchase Order by Volume

- 1 Click on "Inbox"
- 2 Select "Orders and Releases"
- 3 "Search Filters"
- 4 "Exact number"
- 5 "Search"

Home **Inbox** Outbox Catalogs Enablement Tasks Reports Documents Create

### Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship Return Items

**Search Filters**

Customer: All Customers

Order Number: \*  Partial number  **Exact number**

**5** **Search** Reset