

# HOW TO FIND A SUBMITTED INVOICE



1 Click on the **Process order** link that you find on the Purchase order interactive email and access the platform using your credentials.

SAP Ariba

## Ariba Inc - Excellence Programs - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

**1** [Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:**  
**Headquarters**  
 1450 Global Parkway  
 Sacramento, CA 95802  
 United States  
 Phone: +1 (916) 4657890  
 Fax: +1 (916) 4657699

**To:**  
**Standard Account Demo-TEST**  
 271 North Shore Drive  
 Pittsburgh, PA 15212  
 United States  
 Phone: +1 (111) 1111111  
 Fax:  
 Email:

Payment Terms  
 NET 30

Purchase Order  
**(New)**  
 PO16  
 Amount: \$100.00 USD  
 Version: 1

2 Click on the **Outbox** menu button.

3 Select **Invoices**.

Home | Inbox | **Outbox** | Catalogs | Reports

Orders and Releases | **Invoices** | Order Number

Orders, Invoices and Ship Notices

10 New Purchase Orders | 0 that Need Attention | 18 Invoices | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4513484003	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961071	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961049	Solvay Group - TEST	New	500.00 EUR	13 Aug 2020	0.00 EUR	Select
4513483940	Solvay Group - TEST	New	400.00 EUR	6 Aug 2020	0.00 EUR	Select
4513483939	Solvay Group - TEST	New	2,802.86 EUR	6 Aug 2020	0.00 EUR	Select
4513483938	Solvay Group - TEST	New	1,405.00 EUR	6 Aug 2020	0.00 EUR	Select

4 Click on the arrow to open the **Search Filters** menu.

4.a You can either, search by invoice **exact number**.

Home | Inbox | **Outbox** | Catalogs | Reports

Invoices

Search Filters

Customer: All Customers

Invoice Number: \*

Partial number  **Exact number** 4.a

[Search](#) [Reset](#)

Invoices (100+)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date ↓	Amount	Routing Status	Invoice Status
4513484004_inv	Solvay Group - TEST	4513484004	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
INV_4513484002	Solvay Group - TEST	4513484002	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
4503961072_inv	Solvay Group - TEST	4503961072	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Acknowledged	Approved

4.b Or, by order number, when selecting the **partial number** option and clicking **Search**.

Home | Inbox | **Outbox** | Catalogs | Reports

Invoices

Search Filters

Customer: All Customers

Invoice Number: \*

**Partial number**  Exact number 4.b

Order Number: \*

Date Range: Other

Start Date: 18 Aug 2020

End Date: 18 Aug 2020

Supplier Reference: \*

Min. Amount: \*

Max. Amount: \*

External Invoice Number: \*

Contractor: \*

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100

[Search](#) [Reset](#)

Invoices (100+)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date ↓	Amount	Routing Status	Invoice Status
4513484004_inv	Solvay Group - TEST	4513484004	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
INV_4513484002	Solvay Group - TEST	4513484002	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
4503961072_inv	Solvay Group - TEST	4503961072	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Acknowledged	Approved

5 In this column you can check the **invoice status**.