

## 2.1. How to retrieve the PO? (Standard account)

# Supplier Login 1

User Name

Password

Login

- 1 Log in supplier.ariba.com
- 2 In the home page “select last 200 documents”
- 3 Look for your PO number
- 4 Select
- 5 Send me a copy to take action
- 6 Resend

Orders, Invoices and Payments

All Customers 2 Last 200 Documents ▾

4 New Purchase Orders   0 Orders that Need Attention   Error Invoices Rejected   0 Payments Received   0 Pinned Documents   More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4503024385	Proximus S.A. de droit public - TEST	New	6.00 EUR	12 May 2020	0.00 EUR	Select ▾ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>
4503024384	Proximus S.A. de droit public - TEST	New	8.00 EUR	12 May 2020	0.00 EUR	Send me a copy to take action <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>
4503024383	Proximus S.A. de droit public - TEST	New	3.00 EUR	12 May 2020	0.00 EUR	Select ▾
4503024370	Proximus S.A. de droit public - TEST	New	5.00 EUR	8 May 2020	0.00 EUR	Select ▾

**SEND ME A COPY TO TAKE ACTION**

Email the document to sarra.zarraa@proximus.com

You can change this email address in [My Account](#)

6 Resend Cancel

1. Check your inbox related to the E-mail address used as a login on Ariba Network.
2. Click on “Traiter la commande”.



Create Order Confirmation <sup>1</sup>

Create Ship Notice

Create Invoice <sup>1</sup>

Hide | Print <sup>2</sup> | Download PDF | Export cXML | Download CSV | Resend

Order Detail

Order History

- Standard Invoice <sup>3</sup>
- Line-Item Credit Memo
- Line-Item Debit Memo <sup>3</sup>



**From:**  
**Proximus SA / NV**  
 Bd Roi / Koning Albert II Ln, 27  
 1030 Brussel / Bruxelles  
 Belgium  
 Phone: +32 (2) 2054000

**To:**  
**AB INITIO SOFTWARE CORPORATION-TEST**  
 rue rivelaïne 16  
 1428 Lillois  
 Brabant wallon  
 Belgium  
 Phone:  
 Fax:  
 Email: [sarra.zarrraa@proximus.com](mailto:sarra.zarrraa@proximus.com)

**Purchase Order**  
 (New)  
**4503024385**  
 Amount: 6.00 EUR  
 Version: 1

**Payment Terms** ⓘ  
 NET 60

Routing Status: Sent <sup>2</sup>  
**Draft Invoices: Invoice: 12345**

**Comments**  
 Comment Type: Terms and Conditions  
 Body: [https://www.proximus-cdn.com/dam/jcr:bffb4aab-6757-4520-8fc6-83171fd78904/General\\_Terms\\_and\\_Conditions\\_en.pdf](https://www.proximus-cdn.com/dam/jcr:bffb4aab-6757-4520-8fc6-83171fd78904/General_Terms_and_Conditions_en.pdf)

**Other Information**  
 VAT Number: BE0202239951  
 Company Code: BELG  
 Purchasing Unit Name: BELG