

## 2.2. How to retrieve the PO (Enterprise account)

SAP Ariba Network Enterprise Account TEST MODE

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

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