How to retrieve your order

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You've set up your Ariba account and have added the VAT and bank account information: you are now ready to invoice. **The first step is always to retrieve the purchase order which you want to invoice** (If you did not yet set up your account, please contact: **purchasing@50hertz.com**)

1. Go to **https://supplier.ariba.com** and log in with your username and password

Supplier Login

User Name

Password

Login

Forgot Username or Password

2. Either click on "**Orders**" (in the middle of the screen) or on "**Workbench**" (on the top-left)

3. Now you see a list of all purchase orders which you've received via Ariba Network.

NB: A filter is likely still active!
It's best to click on '**Edit filter**' and change 'last 31 days' to 'last 365 days', then '**apply**' and '**save filter**'

Creation date
Last 31 days
- Last 24 hours
- Last 7 days
- Last 14 days
- Last 31 days
- Last 90 days
- Last 365 days
- Custom date range

Apply

Workbench

Orders (16)
Edit filter | Save filter | Last 31 days

Order Number	Amount	Date
0048155895	€10,202.47 EUR	Apr 6, 202_ PM
0048155897	€1,330.00 EUR	Apr 6, 202_ PM
0048155896	€0.00 EUR	Apr 1, 202_ PM
0048155893	€150,000.00 EUR	Mar 31, 20_ PM

Only see a big "+" in the "workbench"? Click on it, select "**orders**" and finally "**apply**"

+

Let's get some results - add tiles to personalize your Workbench

Orders ⑦ +   Apply

4. Finally, click on your **order number (in blue)** on the left of the workbench, to go to the document itself

Last 31 days
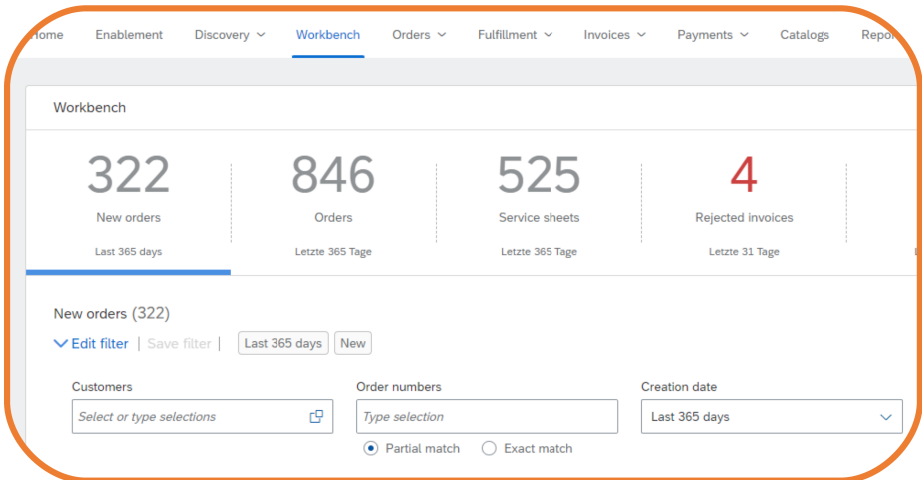
Orders (16)
Edit filter | Save f

Order Number
0048155895
0048155897
0048155896
0048155893

5. If you want to see a specific purchase order, or a PO older than a year, select "Exact Match" and enter the order number **with 2 leading zeros**.
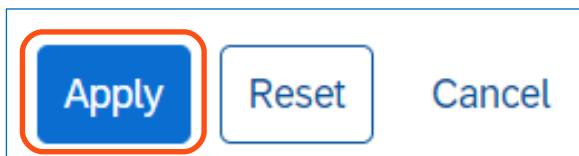
Click "Apply" to see the result of your selection.

Appendix: How to add a Tile on SAP Business Network

1. Once logged on to your SAP Business Network account and choose "Workbench". Then choose "Customize" on the right of your screen.

| Home | Enablement | Discovery ⌄ | **Workbench** | Orders ⌄ | Fulfillment ⌄ | Invoices ⌄ | Payments ⌄ | Catalogs | More ⌄ | | Create ⌄ ⋮ ⋯ |

Workbench   ⚙ Customize

2. Remove the tile you do not need and/or change the position by drag and drop.

Customize Workbench   Apply Canc

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.
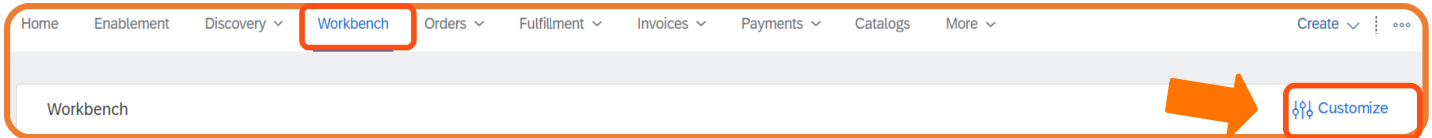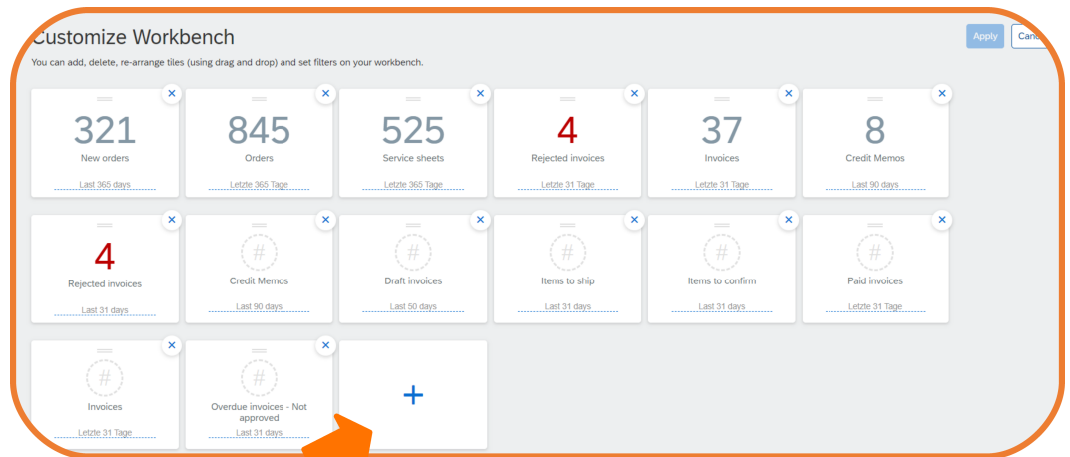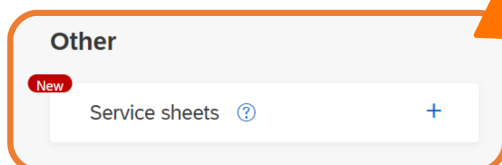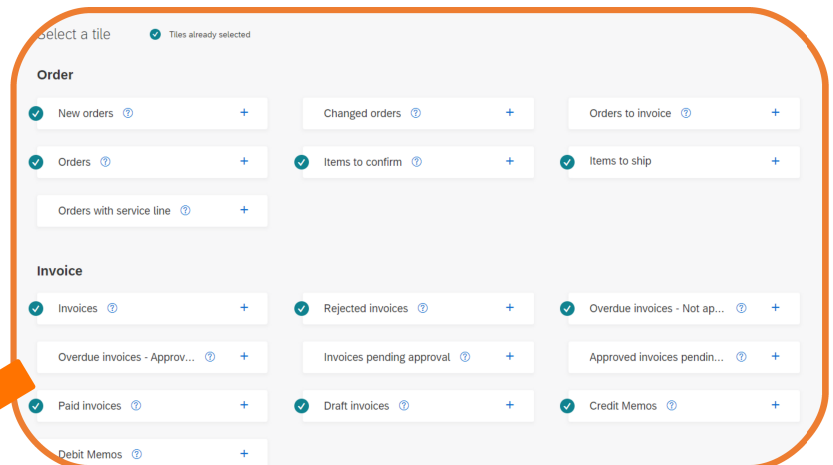
321	845	525	**4**	37	8
New orders	Orders	Service sheets	Rejected invoices	Invoices	Credit Memos
Last 365 days	Letzte 365 Tage	Letzte 365 Tage	Letzte 31 Tage	Letzte 31 Tage	Last 90 days

4	#	#	#	#	#
Rejected invoices	Credit Memos	Draft invoices	Items to ship	Items to confirm	Paid invoices
Last 31 days	Last 90 days	Last 50 days	Last 31 days	Last 31 days	Letzte 31 Tage

#	#	**+**
Invoices	Overdue invoices - Not approved	
Letzte 31 Tage	Last 31 days	

3. Add the tiles you need by clicking on **+**
The SES, for example, can be found at the bottom, in section "Other".

Select a tile   ✓ Tiles already selected

Order

✓ New orders ⑦	+	Changed orders ⑦	+	Orders to invoice ⑦	+
✓ Orders ⑦	+	✓ Items to confirm ⑦	+	✓ Items to ship	+
Orders with service line ⑦	+				

Invoice

✓ Invoices ⑦	+	✓ Rejected invoices ⑦	+	✓ Overdue invoices - Not ap... ⑦	+
Overdue invoices - Approv... ⑦	+	Invoices pending approval ⑦	+	Approved invoices pendin... ⑦	+
✓ Paid invoices ⑦	+	✓ Draft invoices ⑦	+	✓ Credit Memos ⑦	+
Debit Memos ⑦	+				

Other

New

Service sheets ⑦   **+**

4. If you are happy with your arrangement, choose

Apply