

# Purchase Order Navigation in SAP Business Network

This job aid will show the steps to selecting your purchase order

Description	Screenshot
<p>Click on Inbox tab to manage your Purchase Orders/Scheduling Releases.</p> <p>Click Orders and Releases from dropdown menu</p> <p>Click the link on the Order Number column to view the purchase order details.</p> <p>Search filters allows you to search using multiple criteria.</p> <p>Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.</p> <p>Toggle the Table Options Menu to view ways of organizing your Inbox.</p>	

## Description

View the details of your order.  
The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking Resend button.

Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.

## Screenshot

Purchase Order: PO72547

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### Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

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