Introduction

This document will guide Supplier through the process to retrieve their PO via email. This process involves the supplier re-sending the PO to themselves.

Purchase Order Arrival

This will show the Purchase Order email from the buyer to the supplier.

1. View the email and process the purchase order

Detailed instruction on how to process PASSHE purchase orders through the Ariba Network can be found on the PASSHE Supplier Information Portal.

The Standard Account Functionality Guide and Training Video will walk supplier through the steps from the initial (first) PO and beyond.
RE-sending a lost PO

This process will guide the supplier through re-sending themselves the PO through the Ariba Network.

1. Log in to the Ariba Network Account and click on the Workbench.

2. Click on Edit Filter.
Locate the Purchase Order

Enter Purchase Order Number

Click Exact Match

Click Apply

Locate the Purchase Order

When you see the PO, you may click on the PO number to be directed to the Create Invoice Page

OR

Click on Actions, choose Send me a copy to take action. This option will resend the interactive email PO.

FAQs

For questions, comments, or concerns please reach out to the PASSHE Supplier Enablement Team (supplierhelp@passhe.edu).