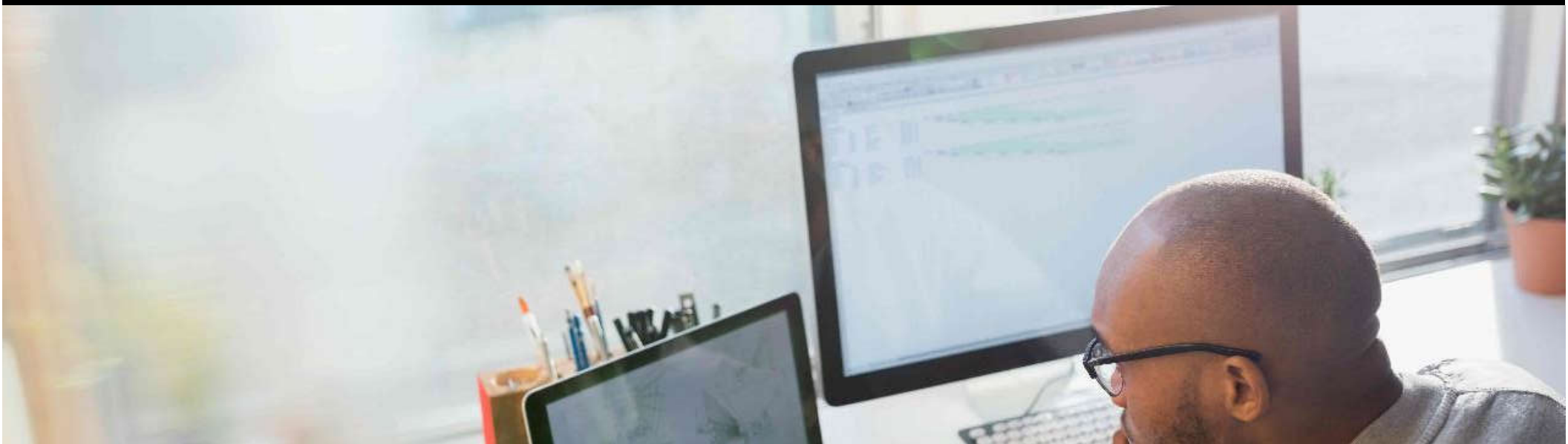


# Purchase Order Management



1. Standard welcome text

2. Attachments

- HTML Order
- PO pdf

3. SLB text and logo

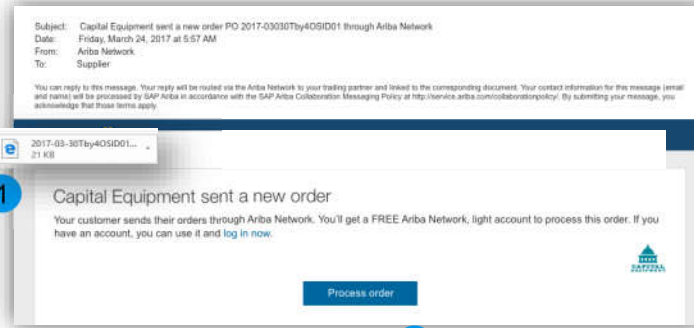
4. Process order Button

5. Order

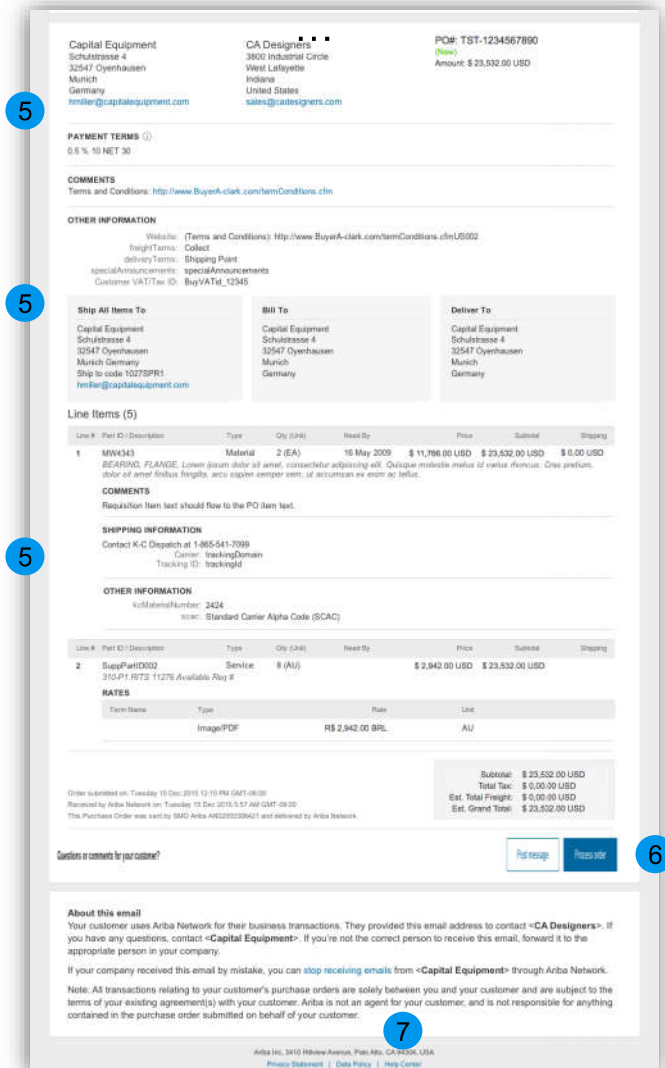
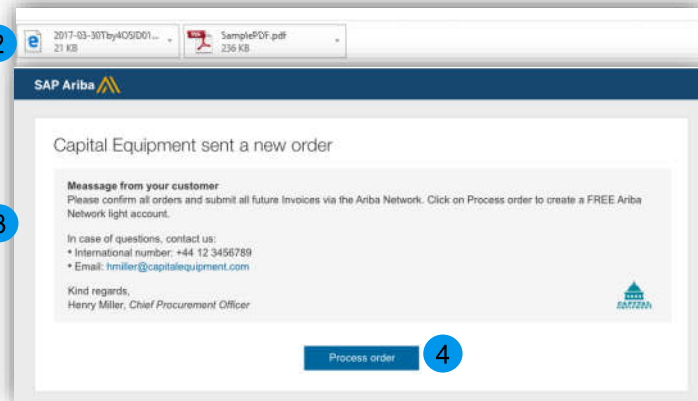
- Header
- Other Information
- Attachments
- Lines

6. Post Message

7. Help Center



Standard welcome text hidden if customer text was provided in letter language



1. To **View** the order, click on the process order button as shown in the previous slide. You will be directed to this page. The order header includes the order date and information about the buying organization and supplier.
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Schlumberger wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.
3. **Select “Download PDF”** as shown.
4. **Order History**

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

**1** Purchase Order: PO72547

**2** Line Items

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

Order submitted on: Tuesday 9 Oct 2015 9:05 PM GMT+02:00  
 Received by Arbia Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
 This Purchase Order was sent by Arbia, Inc. - TEST AN01015640756-T and delivered by Arbia Network.

Purchase Order: 20150415\_PO2

Save As

Desktop

File name: 20150415\_PO2.pdf

Save as type: Adobe Acrobat Document (\*.pdf)

Do you want to open or save 20150415\_PO2.pdf from service.ariba.com?

1. **Remember!** **Inbox** and **Outbox** along with **Catalogs** and **Reports** tabs are not active on standard accounts. Therefore, they are greyed out on your Home page.
2. You are only able to access your POs and any documents you created against them (order confirmations, ship notices, invoices, etc.) through the interactive emails (IE) with the **Process order** hyperlink on them. You cannot login to Ariba network account and create orders without your interactive email (IE)
3. If you lost your interactive email (IE), under Action select and choose to “send me a copy to take action”
4. Create an email folder in your Outlook to store and manage your interactive emails (IE) from SLB. Do not delete IE PO emails.
5. If you have a change PO, the old/original version will be appended on it at the header level.



Purchase Order by Amount

Last 12 months ▾

