# Drexel University

SAP Ariba Marketplace End-User Guide Managing Purchase Orders

*Accounts Payable & Procurement Services*

Managing Purchase Orders in Ariba System

This guide is essential for anyone managing purchase orders in the Ariba system as it provides a step-by-step approach to efficiently track and manage purchase orders after requisition approval. It consolidates vital information, such as PO details, supplier data, and order history, into a single location, simplifying the workflow. Additionally, it offers instructions for printing, modifying, or canceling orders, ensuring users can navigate the system confidently and effectively.
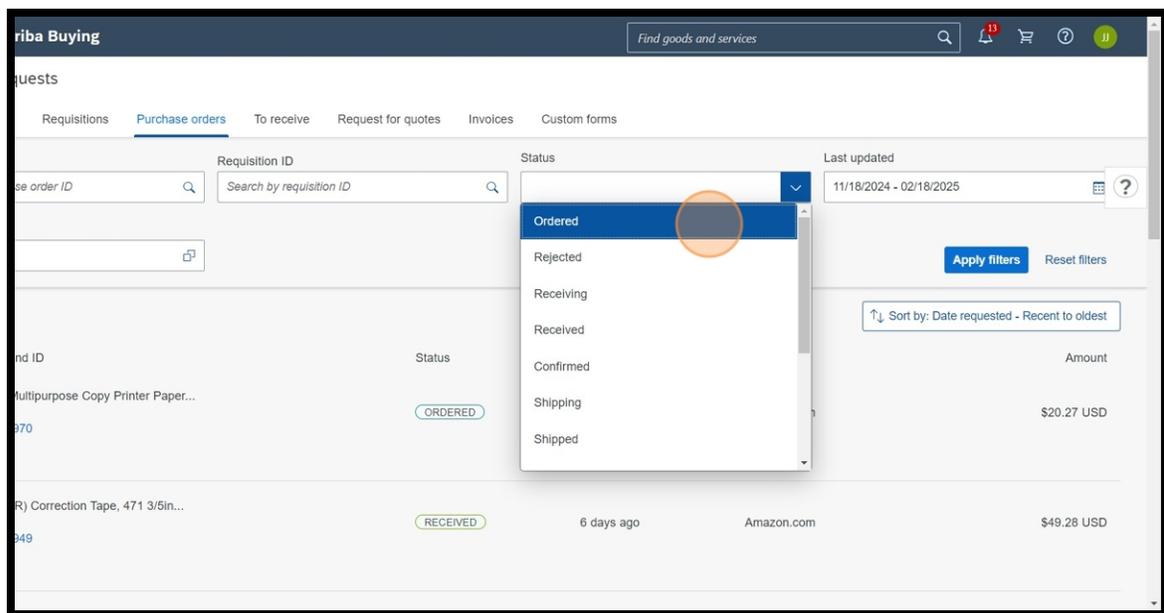
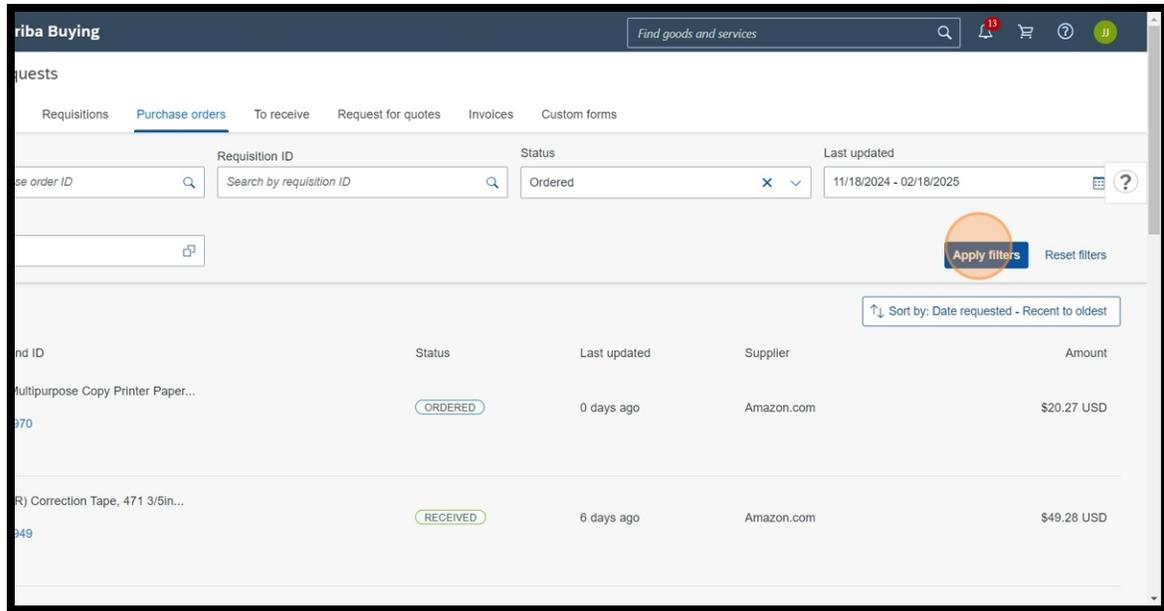1. Once a requisition is fully approved, Ariba will automatically generate a purchase order. Click "**Your requests**"
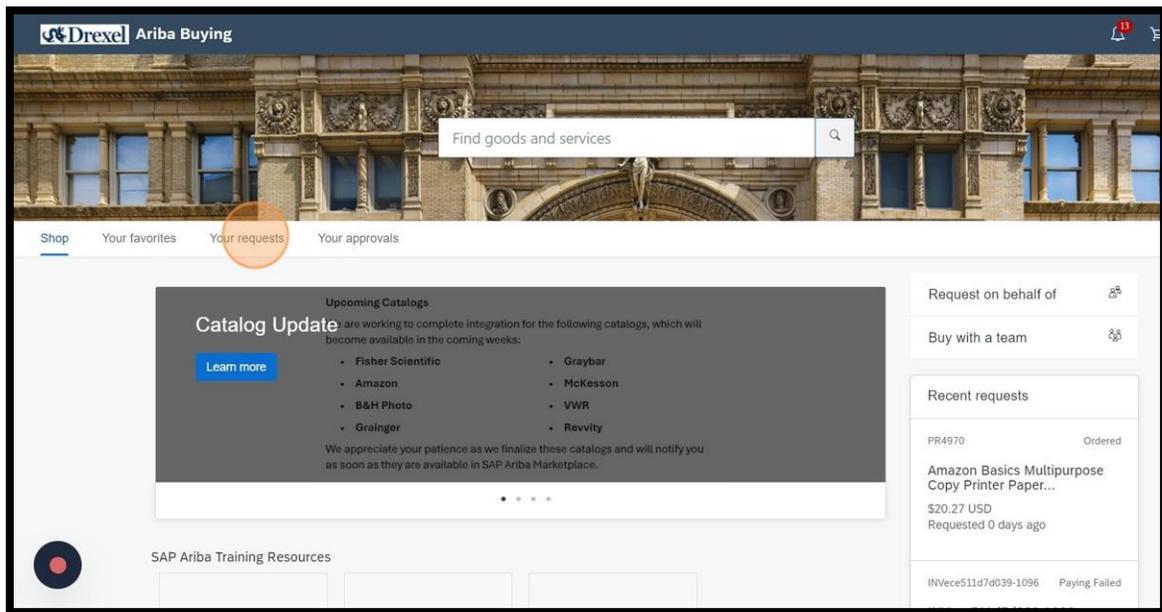
2. Click "**Purchase orders**"
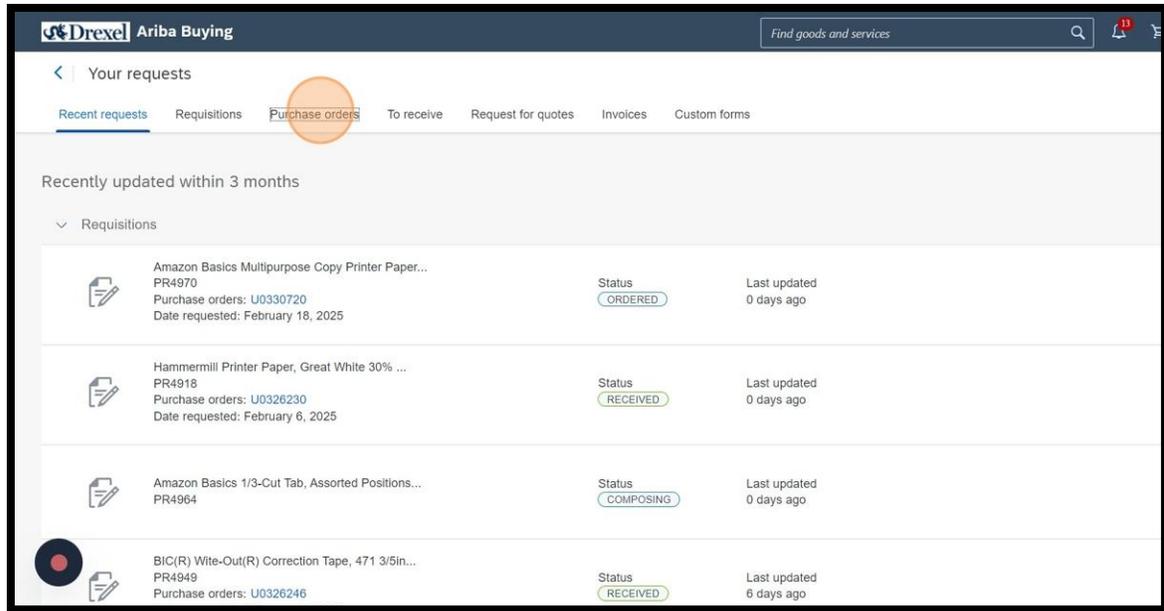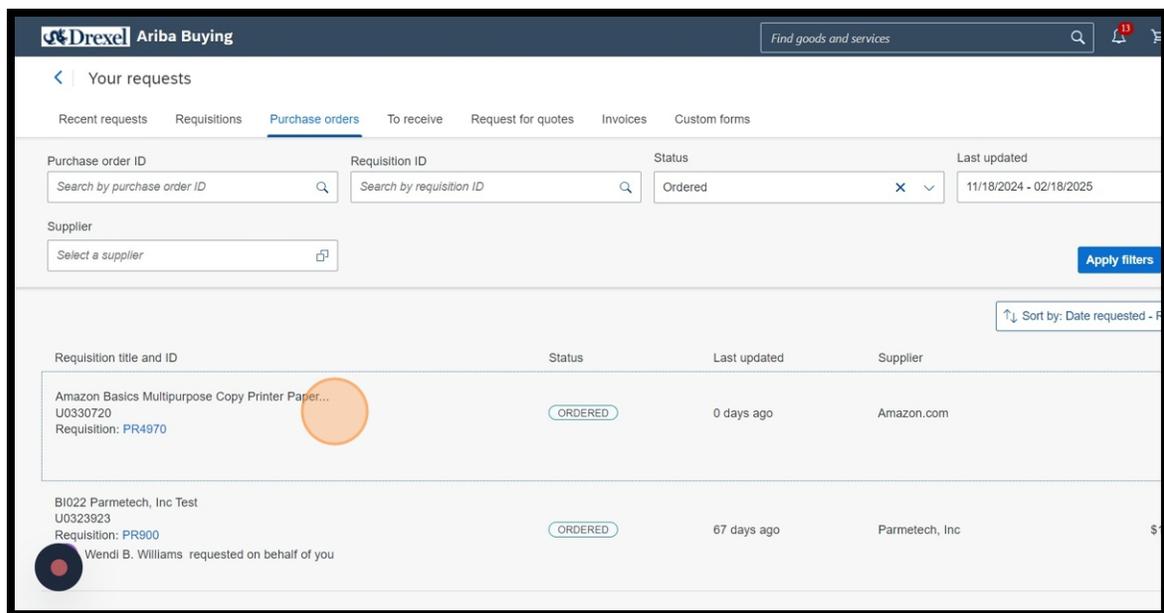
3. You may apply filters to your search.


4. Click "**Apply filters**"

5. Click on the purchase order.

6. The **Purchase Order (PO) page** displays details such as the PO number, PO status, quantity of items confirmed by the supplier, the number of items shipped, the quantity of items that you accepted so far, and the estimated delivery date. Additionally, it contains supplier information, requisition details, purchase order history, and related documents, offering a centralized view of all relevant PO-related data.
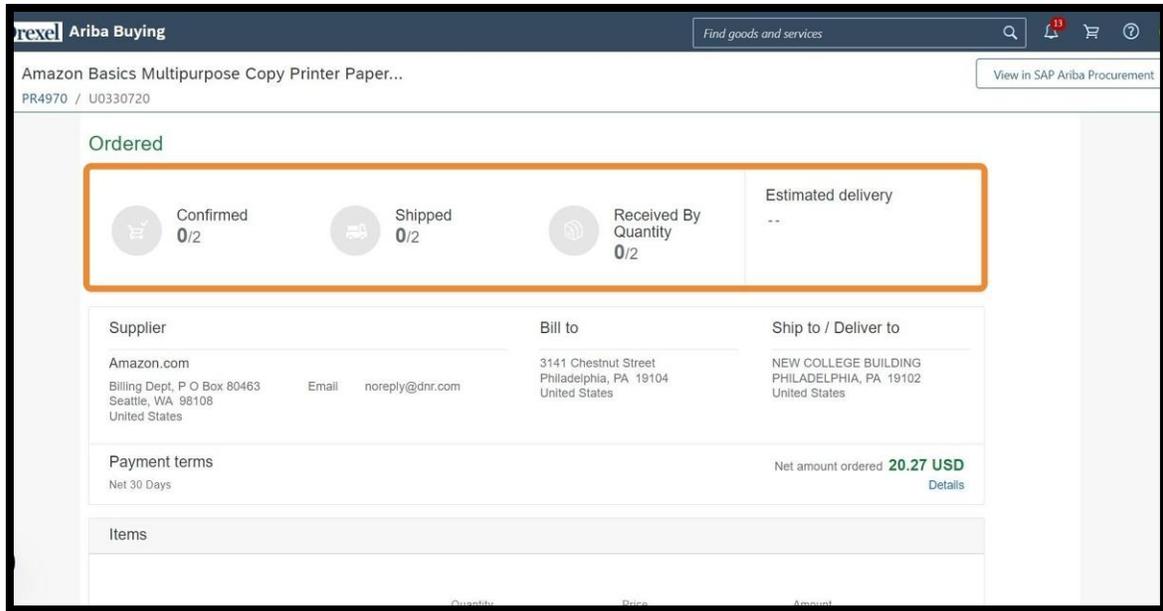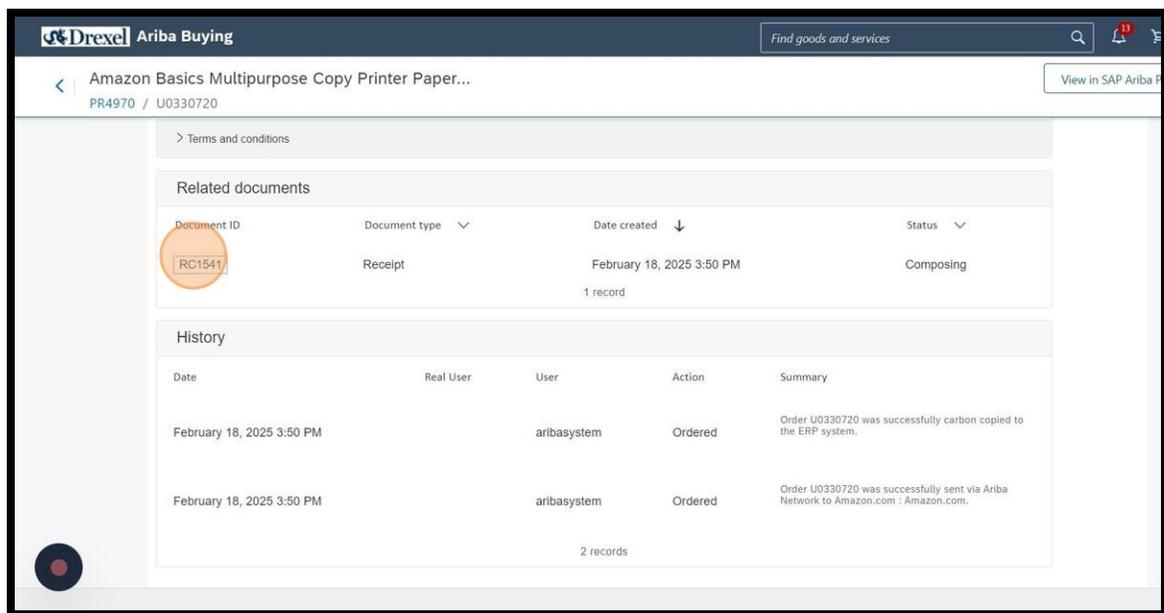
7. You may navigate to the approved requisition by clicking "**PR4970**."
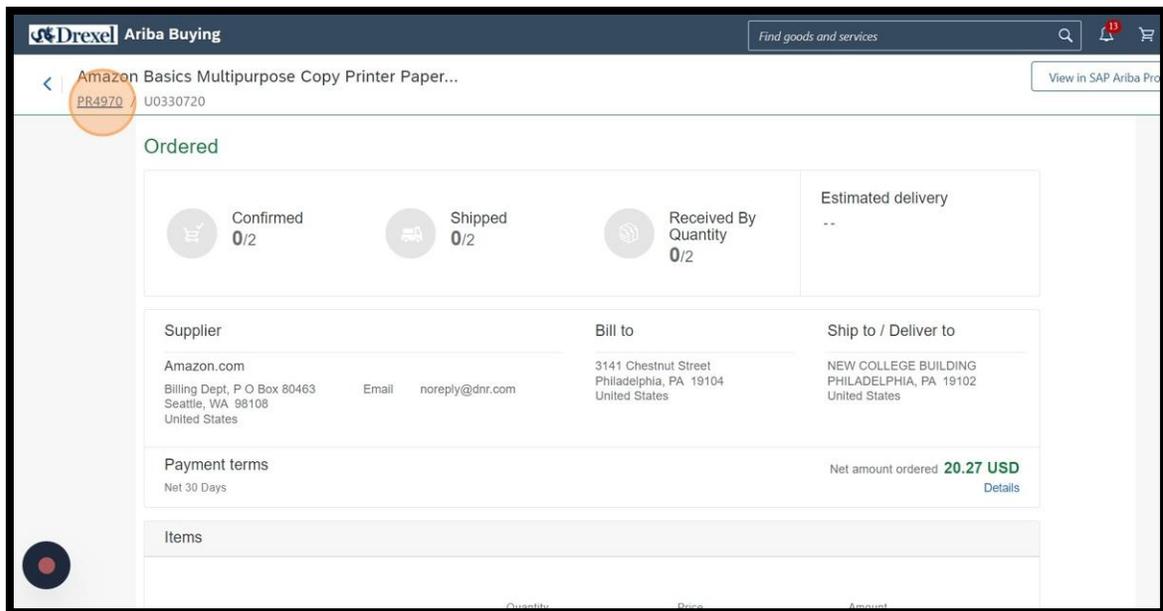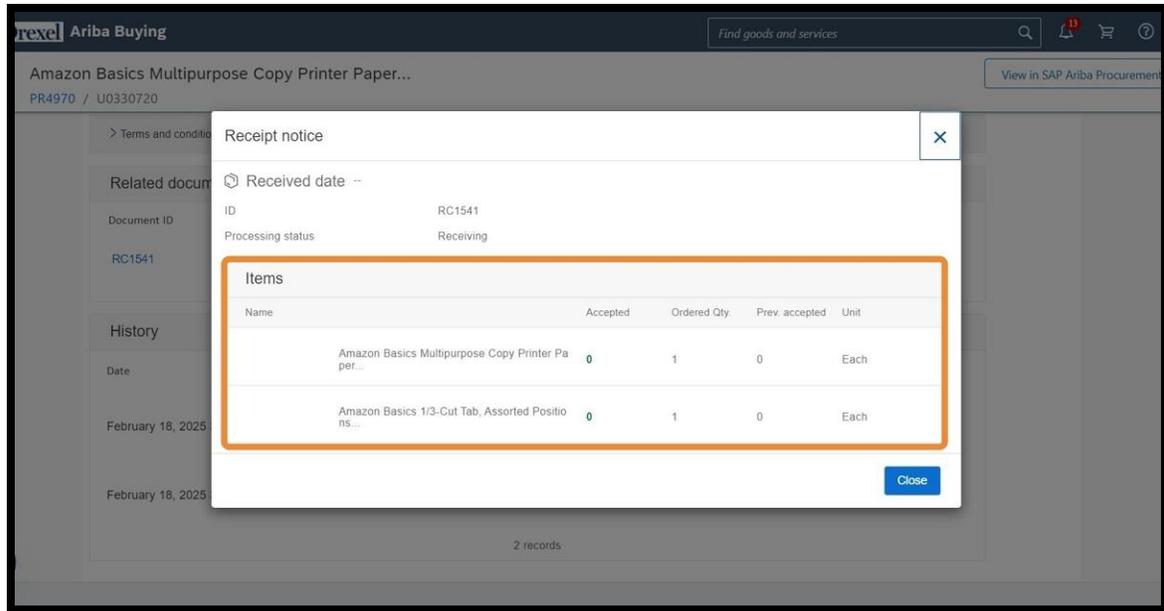

8. You may review the items ordered.
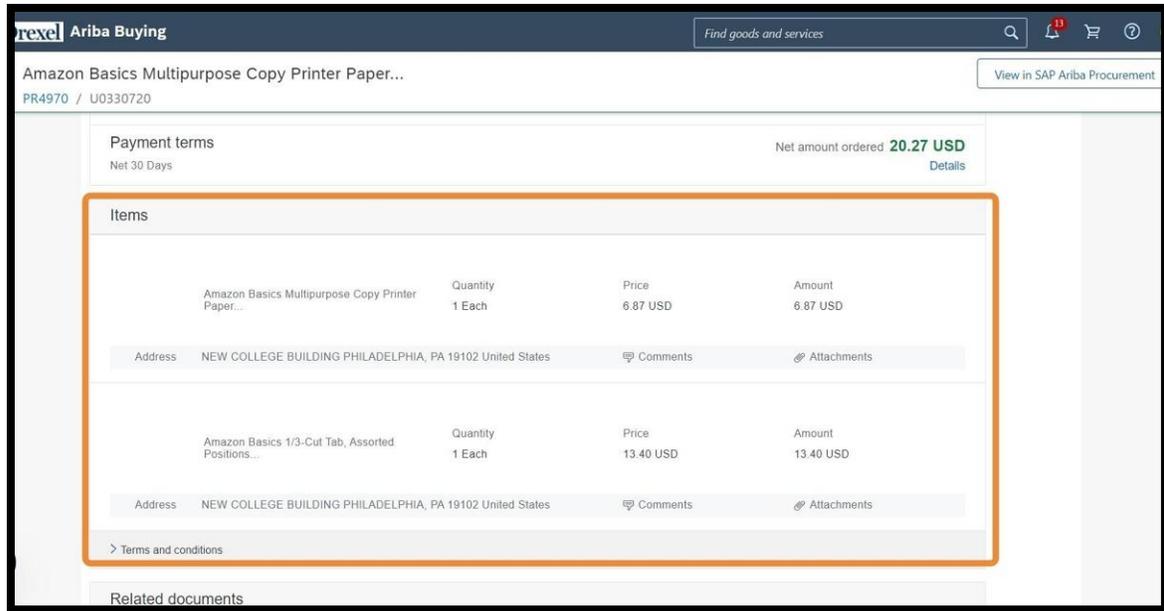
9. You may review related documents such as receipts and order confirmations.
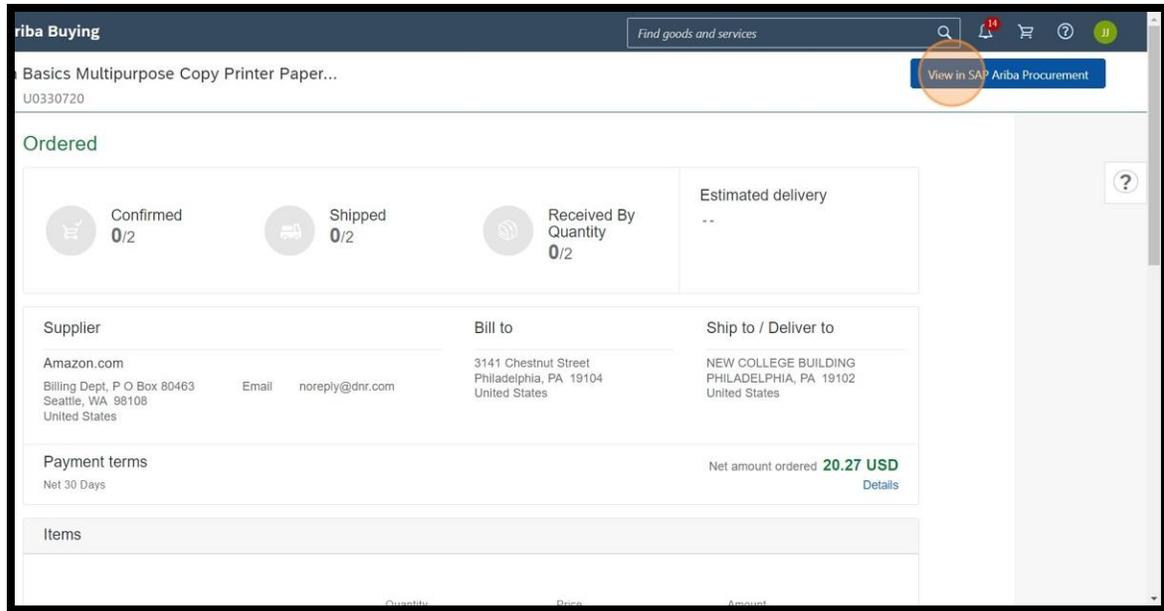

10. Receipt documents show the quantity ordered and the amount accepted so far. For instructions on how to confirm receipt/accept goods or services, please refer to the Receipting guide.
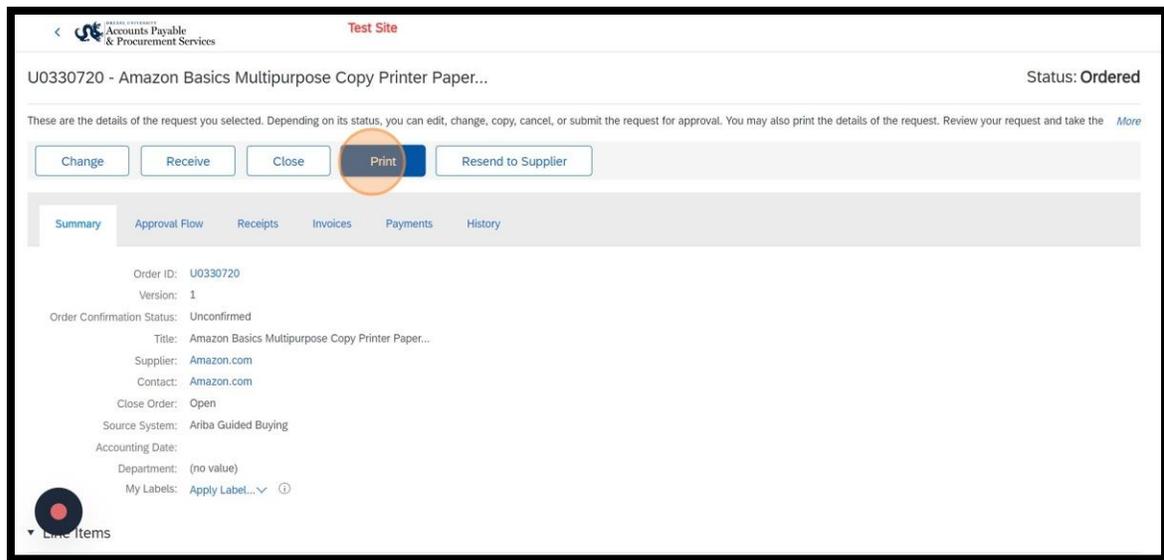
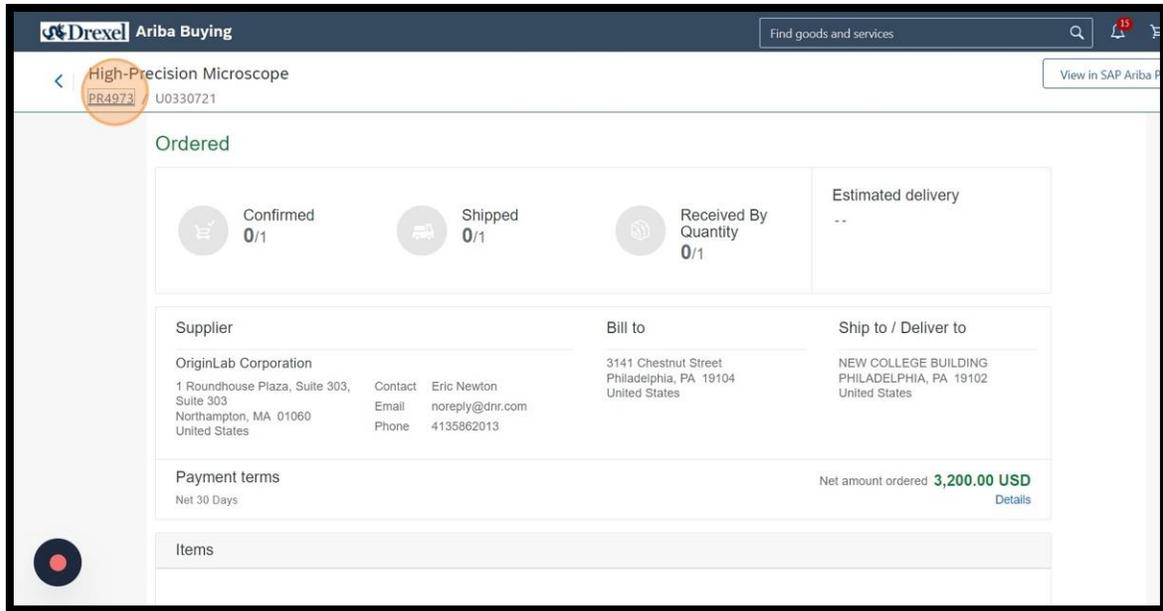11. You may review the history of the purchase order from earliest to latest.
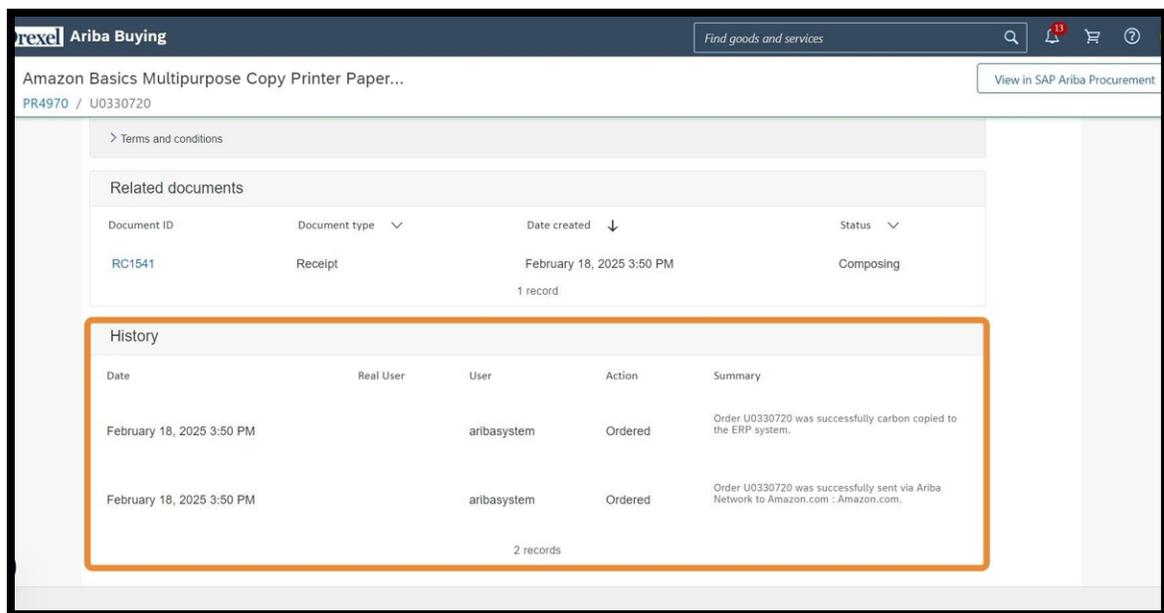
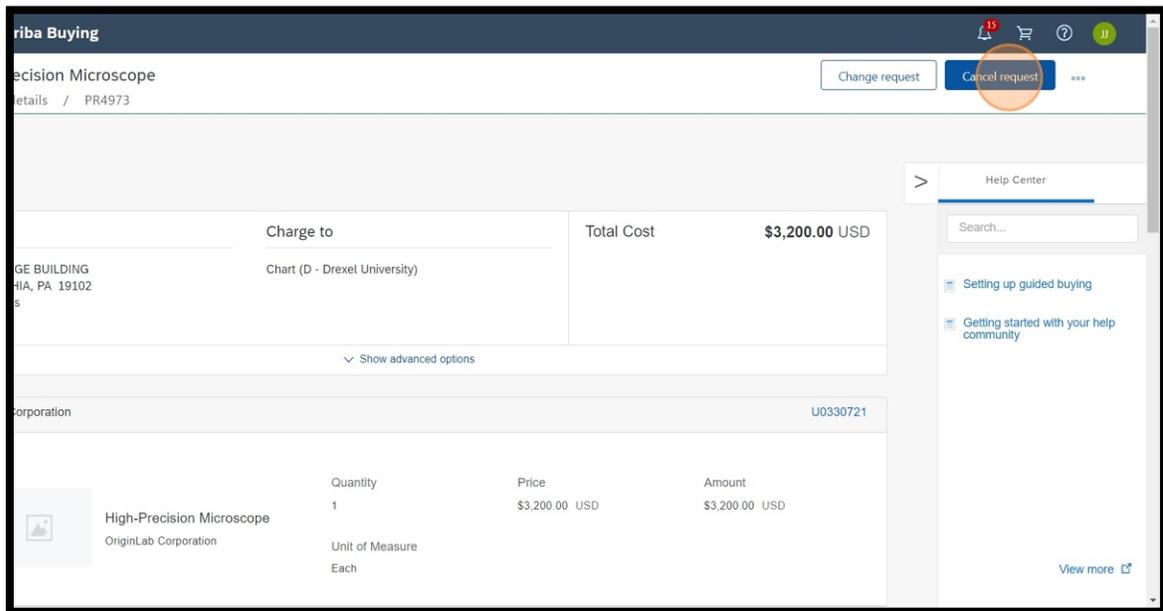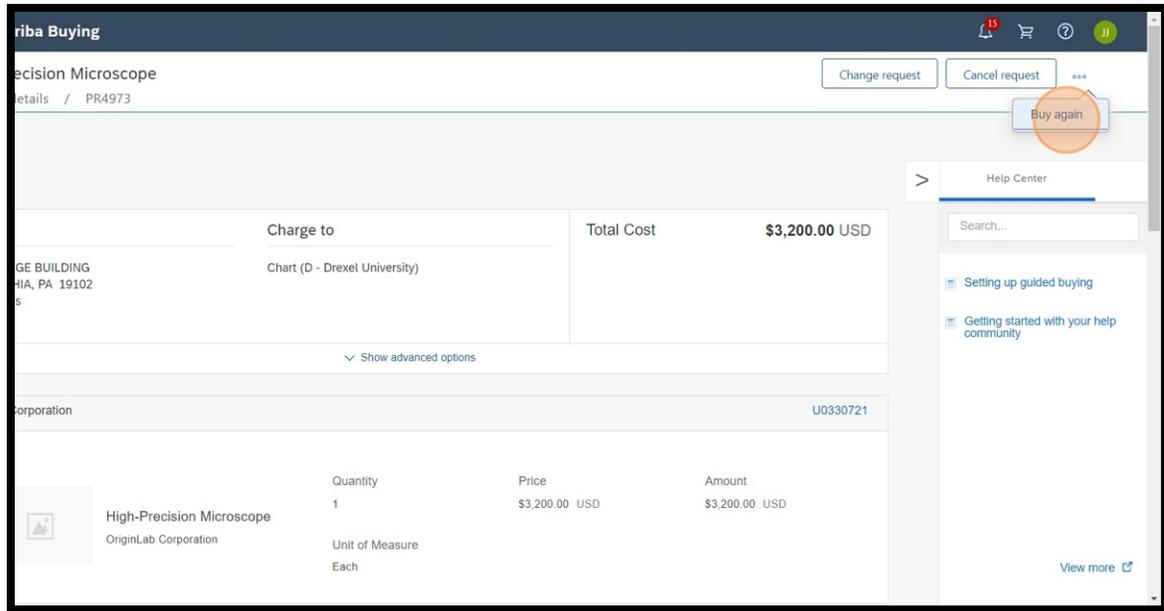12. To print a purchase order, click "**View in SAP Ariba Procurement**"

13. Click "**Print**."

14. To submit a change request, cancel, or buy again click the requisition ID, "**PR4973**."
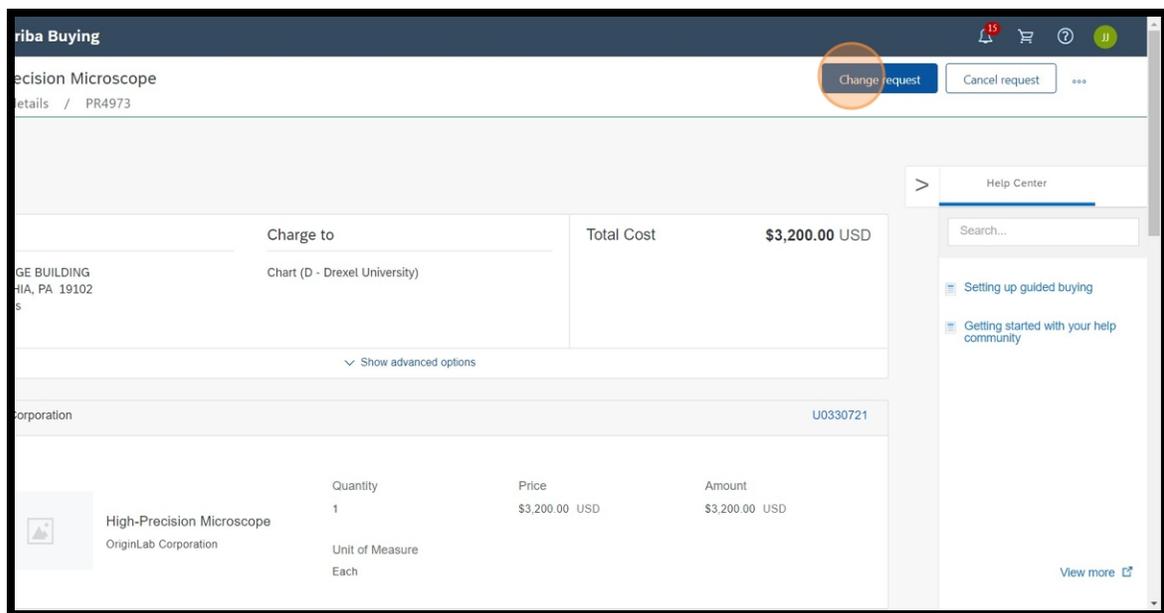
15. To cancel the request, click "**Cancel Request**," provide a reason, and then click "**Cancel Requisition**."
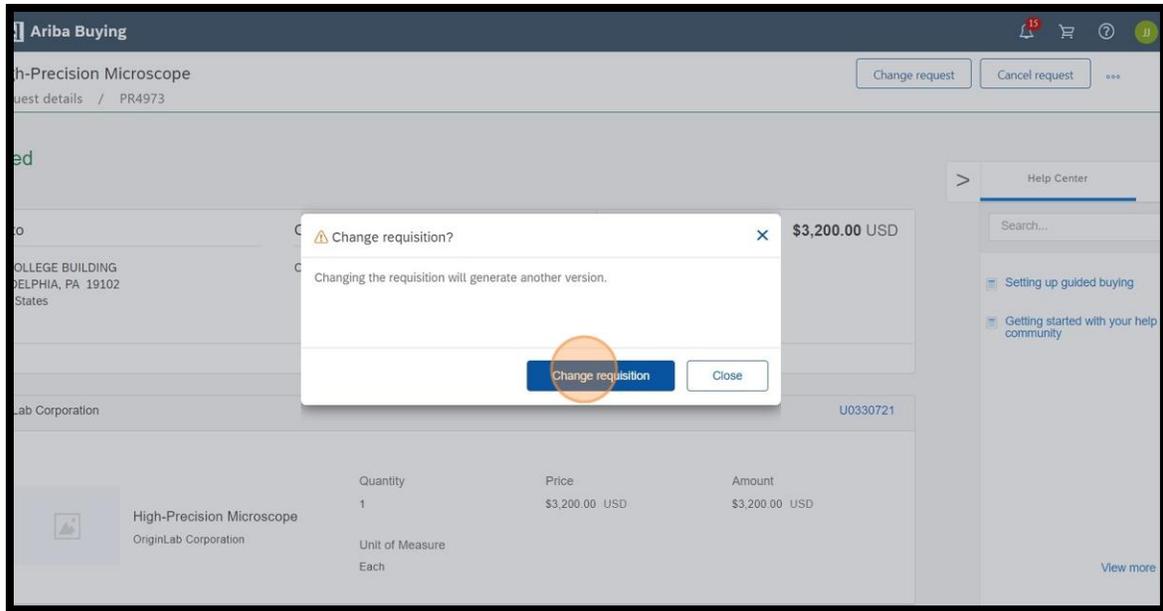

16. To buy again, click the "**More Actions**" button and then "**Buy Again**"

17. To submit a change request, click "**Change request**"

18. Then click "**Change requisition**"

19. Make the necessary changes and click "**Submit**." A version number will be appended to the requisition ID.
Change Requests are not permitted for Catalog Orders.