

On your Ariba homepage, change view from Last 14 days to Last 200 documents if you don't see the purchase order.

Home Inbox ▾ Outbox ▾ Catalogs Reports Messages

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

0
Orders to Invoice

0
Orders that Need
Attention

0
Invoices Rejected

0
Orders to Confirm

⋮
More...

Once the order is located, click "Send me a copy to take action" in the dropdown menu under Select.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
6500013237	WR Grace - TEST	Partially Invoiced	\$1,500.00 USD	9 Jan 2020	\$255.00 USD	Select ▾ Send me a copy to take action

In the popup window, choose Resend if e-mail is correct or My Account to update.

SEND ME A COPY TO TAKE ACTION

Email the document to brian.simpson@grace.com

You can change this email address in [My Account](#)

ResendCancel

After the e-mail is received, click the "Process Order" button to access the purchase order.

Message from your customer <Buyer Name>

You have received a Purchase Order from W.R. Grace. Please review and provide order confirmation within 24 hours.

INDIRECT Purchase Orders:
Grace **requires** order to be confirmed and receipt posted before invoice can be submitted for indirect orders.

DIRECT Purchase Orders:
Grace **requires** order to be confirmed, ship notice created and receipt posted before invoice can be submitted for direct orders.

ATTENTION: A lot of Ariba-related questions can be answered quickly and without additional follow-up by visiting our supplier page at grace.com/ariba. Find helpful videos on creating order confirmations, ship notices, and invoices, answers to some of the most frequently asked questions, and additional resources for support.

Process order