



**STEP BY STEP  
DOWNLOAD PO**

# การเข้า Download PO บน Ariba

- Supplier ล็อกอิน เข้าสู่ระบบ Ariba
- Supplier เข้าเมนู Workbench หรือคลิกที่ Orders เพื่อเรียกดูใบสั่งซื้อ

The screenshot displays the Ariba Workbench interface. At the top, there is a navigation bar with the following items: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, and Payments. A red arrow points to the 'Workbench' menu item, with the text 'หรือคลิกที่ Workbench' overlaid in red. Below the navigation bar is a banner with a message: 'Support the people of Ukraine. Update the categories and service locations in your Marketing profile and end Ukraine. Learn More | Update Profile'. Underneath the banner, there are two tabs: 'Overview' and 'Getting started'. A red arrow points to the 'Orders' tab, with the text 'คลิกที่เลข Orders' overlaid in red. The main content area shows three summary cards for the last 31 days: 'New orders' with a value of 0, 'Items to confirm' with a value of 0, and 'Orders' with a value of 1. The 'Orders' card is highlighted with a red box. At the bottom, there is a 'My widgets' section with a dropdown menu set to 'Advanced Info Services ...' and a 'Customize' button. Below this, there are two widget cards: 'Purchase orders' with a 'Last 3 months' filter, and 'Invoice aging'.

# การเข้า Download PO บน Ariba

- เมื่อเข้าสู่หน้า workbench จะพบลิสต์ใบสั่งซื้อ
- ซัพพายเออร์คลิกลิงค์หมายเลขคำสั่งซื้อเพื่อดูรายละเอียด และยืนยันคำสั่งซื้อได้

The screenshot shows the Ariba workbench interface. At the top, there are several summary cards: 'New orders' (0), 'Items to confirm' (0), 'Orders' (1), 'Orders to invoice' (0), 'Invoices' (0), and 'Pinned documents' (0). The 'Orders' card is highlighted with a red box and a red circle with the number '1'. Below this, there is a section for 'Orders (12)' with an 'Edit filter' button highlighted by a red box and a red circle with the number '2'. The filter settings include: 'Customers' (Select or type selections), 'Order numbers' (Type selection), 'Creation date' (Last 365 days, highlighted with a red box and a red circle with the number '3'), 'Order status' (Include), and 'Company' (Select or type selections). There are also options for 'Partial match' and 'Exact match'. Below the filter settings, there are more filters for 'Purchasing organizations', 'Customer locations', 'Order type' (All), 'Routing status' (All), 'Min amount', 'Max amount', and 'Currency' (THB). A 'Show hidden orders only' checkbox is also present. At the bottom right, there is an 'Apply' button highlighted with a red box and a red circle with the number '4', along with 'Reset' and 'Cancel' buttons. Below the filter settings, there is a table with columns: 'Order Number', 'Customer', 'Amount', 'Date ↓', 'Order Status', 'Amount Invoiced', and 'Actions'. A red arrow points to the 'Order Number' column with the text 'PO ทั้งหมด' (All POs) written above it. The table shows two rows of data, each with a blue bar representing the order number and a three-dot menu icon in the 'Actions' column.

หากเลือก "Edit filter"  
และเลือก Creation date : Last 365 days  
และคลิก "Apply" จะพบ PO ทั้งหมดค่ะ

PO ทั้งหมด

# การเข้า Download PO บน Ariba

- หาก PO ใบนั้นมีไฟล์แนบจะมีสัญลักษณ์ตามภาพ
- คลิกเข้า PO เพื่อทำการดาวน์โหลดไฟล์แนบ

Purchase Orders

Type	Order Number	Ver
Order	[Redacted]	1
Order	[Redacted]	1

Payment Terms ⓘ

Contact Information  
Supplier Address

Other Information  
[View less >](#)

Attachments  
POHE4 [Redacted]

