

Order Processing

How to Locate and Review Purchase Orders
in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

*“I locate the PO by filtering my search based on
the order status because I need to make
changes to the document”*

Version Number

1.0

[Click here for further context on the
Order Processing Process](#) 

Locating a PO via Order Status

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click **Edit Filter**
3. Click **Show More**
4. Click the **Order Status** drop-down, then, click **Include** or **Exclude**
5. Click the **drop-down icon** or type the **Order Status** you wish to locate in the search field (e.g. confirmed, shipped, received, etc)
6. Click **Apply**, to display the Purchase Orders
7. Click the relevant **Order Number** to view the PO
8. Once you have finished viewing the PO, click **Done**



Note: There are a number of different fields that you can use to refine your search for a PO. These include customers, order number, creation date, etc.

Note: When refining the search, a number of order status variations may be included

The screenshot displays the SAP Business Network interface for locating a Purchase Order (PO) via Order Status. The interface is annotated with red circles and numbers 1 through 8, corresponding to the steps in the list.

Step 1: The 'Orders' dropdown menu is open, showing 'Orders and Releases' selected.

Step 2: The 'Edit filter' button is highlighted.

Step 3: The 'Show more' button is highlighted.

Step 4: The 'Order status' dropdown menu is open, showing 'Include' selected.

Step 5: The 'Confirmed' status is selected in the dropdown.

Step 6: The 'Apply' button is highlighted.

Step 7: The 'Order Number' 3100252041 is highlighted in the table.

Step 8: The 'Done' button is highlighted in the PO detail view.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3100252041	Rio Tinto - TEST	\$1820 AUD	Nov 15, 2023	Confirmed		...

Locating a PO via Order Number

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Enter the **Order Number**
3. Click on the relevant *radio button*
4. Click **Apply**
5. Click the relevant **Order Number** to view the PO
6. Once you have finished viewing the PO, click **Done**



Note: Take note of the Order Status of the PO you wish to view before clicking on the relevant Order Number

Orders

104 Orders (Last 31 days) | 16 Items to confirm (Last 31 days) | 0 Return items (Last 31 days) | 28 New orders (Last 31 days) | 11 Changed orders (Last 31 days) | 38 Orders to invoice (Last 31 days) | 0 Orders to Summary in. (Last 31 days)

Orders (104)

Customers: Select or type selections

Order numbers: 3000969486 x Type selection

Order status: Include

Company codes: Select or type selections

Partial match (selected) | Exact match

Apply

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000969486	Rio Tinto - TEST	\$2000 AUD	Nov 20, 2023	Shipped		...

Purchase Order: 3000969486

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer A/BN: 35107210248

To: Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order (+ Shipped):
3000969486
Amount: \$2,000.00 AUD
Amount: \$1,000.00 AUD
Version: 4 (Previous Version)

Track Order

Payment Terms: 0.000% 30
Within 30 days Due net

Comments: Goods and Services Tax Please note these items are quoted exclusive of GST Invoicing Details Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtsPTHinvoiced@riotinto.com Fax Invoices: +61
... View more >

Contact Information

Supplier Address
FRANKLIN EMPIRE
6421 DANKLEY
MOUNT ROYAL
Rwanda
Email: subhash.karigi@riotinto.com
Phone: +250 () 0894057999
Fax: +250 () 0894057998
Address ID: 10134624
Buyer ID: 10134624

RioTinto-Contact
PSINGH032
Email: PooDeep.Singh@riotinto.com
Address ID: 301

Routing Status: Acknowledged
Related Documents: 1234PACK
C567

Done

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.