

Searching for Documents in Ariba

Updated March 27, 2026

Purpose

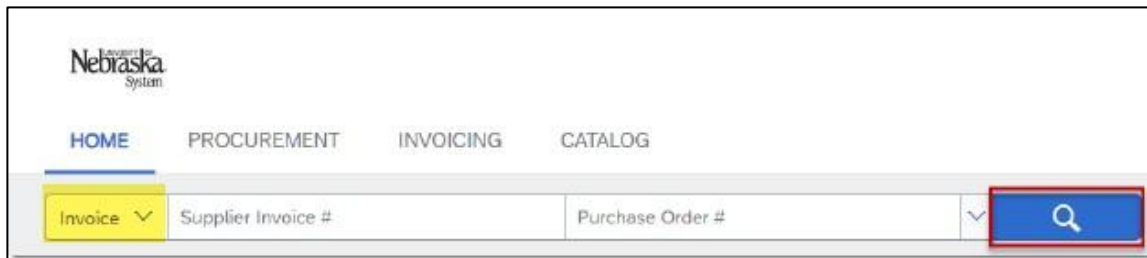
This document is designed to show how to perform searches for your own documents as well as other people's. A search for other people's documents must be done in the classic user interface (UI); searching for your own request and approval documents can be done in the Guided Buying interface.

Procedure

To access the classic UI from Guided Buying, click the "B&I Classic UI" tile.



To search for a particular type of document (e.g., invoice, PO, request, etc.), select the document type from the dropdown and click the "Search" icon, leaving the other fields blank.



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A 2-week span populates the “From/To” fields. To search for all documents regardless of date, click the **Invoice Date** dropdown and select “No Choice”. Click “Search” if no other parameters are needed.

Search Filters

Approved By: (select a value) [select v]

Date Created: No Choice v

Invoice Amount: From: [] To: [] USD v

Invoice Date: Custom v

No Choice

Today

Note: If searching for document(s) created within a specific timeframe, change the “To/From” fields accordingly.

Searches can also be performed by Preparer, Status, Supplier, etc. Click the dropdown in each of these areas to select specific search criteria. To search for a specific preparer, for example, click the dropdown and click “Select from list...”

Search Options v

Preparer: (select a value) [sel

Linda Aden

Current user

Purchase Order #: []

Scheduled Date: No Choice

Status: No Choice

Clear

Select from list ...

Supplier: (select a value) [select]

Supplier Invoice #: []

Search Reset Save Search

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A **Choose Values for Preparer** dialog box opens. Search for employees by name (last name OR first name works best), email, or TrueYou ID. Select the name and click “Done”.

Choose Values for Preparer

Add to Current Selected Currently Selected

Name Tamara Search

Name PasswordAdapter

Tamara Enterprise User

Tamara Enterprise User

Tamara Enterprise User

Done

A. Default is "Name". Select another parameter (e.g., email or TrueYou ID).

B. Enter a name (e.g., last name or first name).

C. Click "Search". A list of search results matching that criteria displays below the search bar.

D. Select the desired name by checking the check box.

E. Click "Done".

- A. Default is “Name”. Select another parameter (e.g., email or TrueYou ID.).
- B. Enter a name (e.g., last name **or** first name).
- C. Click “Search”. A list of search results matching that criteria displays below the search bar.
- D. Select the desired name by checking the check box.
- E. Click “Done”.

Note: Using the up/down arrow to the right of a column name (yellow highlight above) sorts columns in ascending or descending order.

The requestor name displays. Click “Search” to display results for that requestor.

Search Filters

Approved By: (select a value) [select]

Date Created: No Choice

Invoice Amount: From: To: USD

Invoice Date: No Choice

Invoice Type: No Choice

Preparer: Tamara [select]

Purchase Order #:

Scheduled Date: No Choice

Status: No Choice

Supplier: (select a value) [select]

Supplier Invoice #:

Search Options

Search Reset Save Search

Note: To add other search options, click the “Search Options” dropdown.

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Search results display. Click an invoice number (blue hyperlink) to open the document.

Search Results		Found 43 items						
<input type="checkbox"/>	Invoice # ↑	Invoice Date	Supplier	Invoice Amount	Max Discount	Scheduled Date	Status	Matched Order #
<input type="checkbox"/>		5 Dec 2023	LIGHTHOUSE PIZZA	\$0.00 USD			Composing	
<input type="checkbox"/>		5 Dec 2023	LIGHTHOUSE PIZZA	\$0.00 USD			Composing	
<input type="checkbox"/>	23-29	19 Sep 2023	LURA M TOWNSEND	\$180.00 USD	\$0.00 USD	19 Sep 2023	Reconciled	

There are four tabs at the top of the screen: Summary, Approval Flow, Reference, and History. Each tab will display different information about the document.

Summary
Approval Flow
Reference
History

Invoice 23-29.pdf
Invoice Summary: \$472.50 USD Details

Supplier: 0000422768 (LURA M TOWNSEND) Payment Terms: Net/Rcpt of Gds/Inv

Supplier Contact: LURA M TOWNSEND Ship From: LURA M TOWNSEND
220 TAYLOR ST
Saint PAUL NE 68873
United States

Invoice ID: INV23-43-648

Supplier Invoice #: 23-43 Ship To: UNMC SHIPPING & RECEIVING
601 SOUTH SADDLE CREEK RD
OMAHA NE 68106
United States

Invoice Date: Fri, 27 Oct, 2023 Unloading point: Tamara

Type: Non-PO

Supplier Sales Order #: i

On Behalf Of: Tamara

Invoice Submission Method: Paper Invoice

Invoice Origin: Supplier

Company Code: 1000 (University of Nebraska)

My Labels: Apply Label... i

Summary
Approval Flow
Reference
History

Submitted

Approved

✓
Phillip

Approved

✓
Misti (UN Payment Services)

Approved

Summary
Approval Flow
Reference
History

Reconciliation

ID ↑	Date Created	Supplier	Status	Summary
IR23-43-648	Tue, 31 Oct, 2023	0000422768 (LURA M TOWNSEND)	Paid	\$472.50 USD

Summary
Approval Flow
Reference
History

History

Date ↓	User	Real User	Action	Summary
Tue, 31 Oct, 2023 6:39 AM	aribasystem		Sent to Ariba Network.	Successfully sent to Ariba Network.
Tue, 31 Oct, 2023 6:39 AM	Misti	Misti	Approved	INV23-43-648 approved.
Mon, 30 Oct, 2023 1:40 PM	Philip	Philip	Approved	INV23-43-648 approved.
Mon, 30 Oct, 2023 1:28 PM	Tamara	Tamara	Submitted	INV23-43-648 submitted for approval.

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Additional Functionality

To display more search result details (e.g., Requestor, Date Submitted, etc.), click the “Table Options Menu” icon. Click the double down arrows to expand/collapse the table.

Invoice # ↑	Invoice Date	Supplier	Invoice Amount	Max Discount	Scheduled Date	Status	Requester	Matched Order #
	5 Dec 2023	LIGHTHOUSE PIZZA	\$0.00 USD			Composing	Tamara	
	5 Dec 2023	LIGHTHOUSE PIZZA	\$0.00 USD			Composing	Tamara	
23-29	19 Sep 2023	LURA M TOWNSEND	\$180.00 USD	\$0.00 USD	19 Sep 2023	Reconciled	Tamara	

Note: There is a “More...” option when the Table Options Menu () is selected that displays additional choices (e.g., Requestor).

Invoice Submission Method

- Invoice #
- ID
- Invoice Date
- Title
- Supplier
- Invoice Amount
- Date Created
- Max Discount
- Scheduled Date
- More...

Show / Hide Columns

- Column Name
- Invoice Submission Method
- Invoice #
- ID
- Invoice Date
- Title
- Supplier
- Invoice Amount
- Date Created
- Max Discount
- Scheduled Date
- Status
- Date Submitted
- Extended Status
- Requestor

OK Cancel

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When performing multiple searches, it is recommended that users click the “Reset” button to clear previous search results. Searches can also be saved.



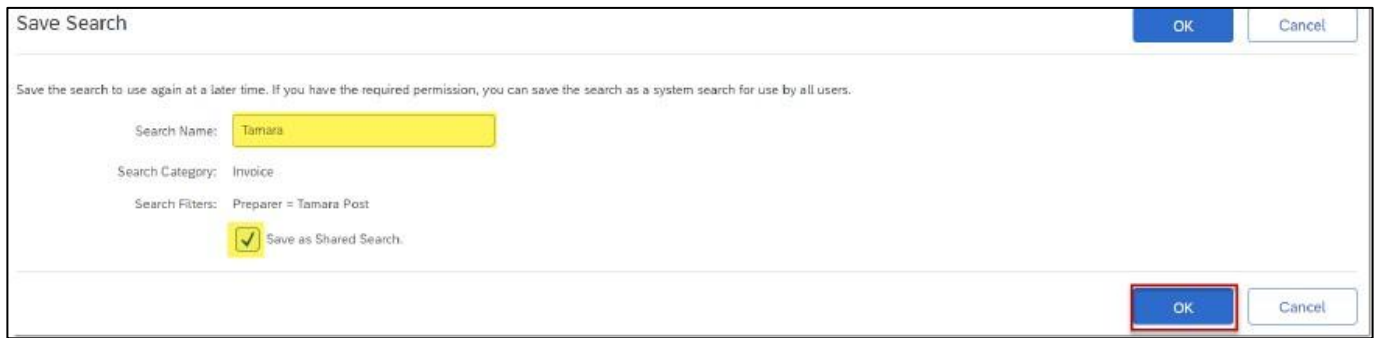
Invoice Type: No Choice

Supplier: (select a value) [select]

Supplier Invoice #: [input field]

Search Reset Save Search

Enter a search name and select whether you want the search to be public or for your use only. Click “OK”.



Save Search

Save the search to use again at a later time. If you have the required permission, you can save the search as a system search for use by all users.

Search Name: Tamara

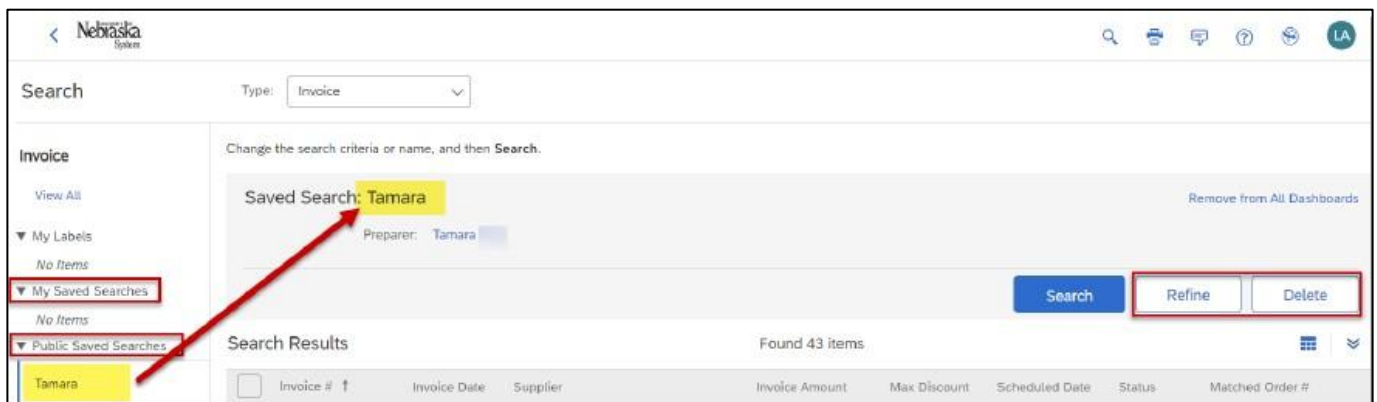
Search Category: Invoice

Search Filters: Preparer = Tamara Post

Save as Shared Search.

OK Cancel

Your search will be saved and can be retrieved from the left-hand pane whenever a search is performed.



Search Type: Invoice

Invoice

View All

My Labels No Items

My Saved Searches No Items

Public Saved Searches Tamara

Saved Search: Tamara Preparer: Tamara

Search Results Found 43 items

Refine Delete

To modify a saved search, select the search and click the “Refine” button. (i.e., edited) and/or deleted once selected. To delete saved search, select it and click the “Delete” button.