

Suppress PO Distribution

Updated March 13, 2026

Purpose

The **Suppress Order** button in Ariba allows users to elect distributing a revised Pos to the supplier. The **Suppress Order** field determines whether a purchase order will automatically be sent to the supplier in the Ariba Network.

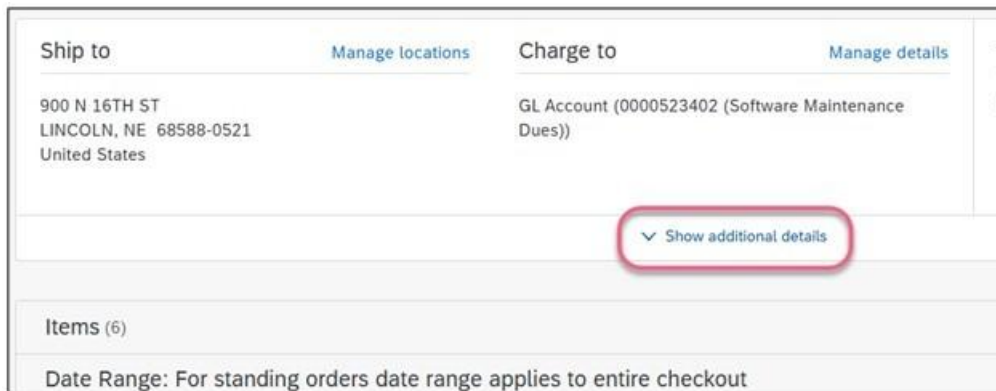
If **Suppress Order** is **No** (default) the purchase order **will be sent** to the supplier. Examples of when to select No: updating Pos line items, adding Pos line items, changing Pos prices, updating delivery information.

If **Suppress Order** is **Yes**, the purchase order **will not be sent** to the supplier. Examples of when to select Yes: internal changes to the order such as cost object changes, GL code changes.

Access this feature only when setting the field to **Yes, electing to not send the Pos to the supplier.**

Suppress Order Selection

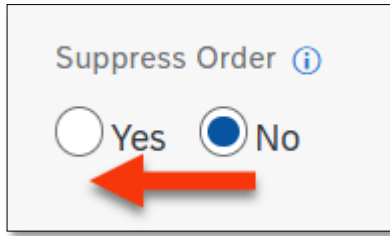
To update the **Suppress Order** field to **Yes** and **not send a Pos to the supplier**, select **Show additional details** in the purchase requisition header.



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Toggle the **Suppress Order** from No to Yes.



Suppress Order ⓘ

Yes No

Complete submission of the purchase requisition.