



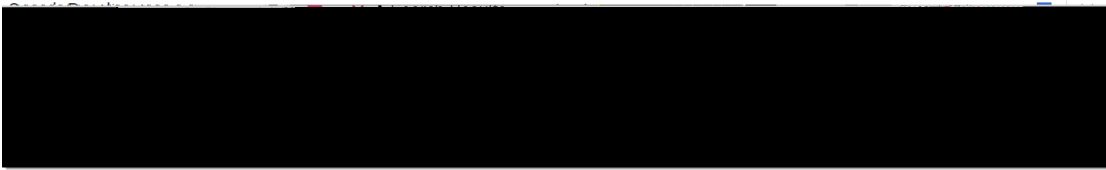


# Searching for Documents in Ariba

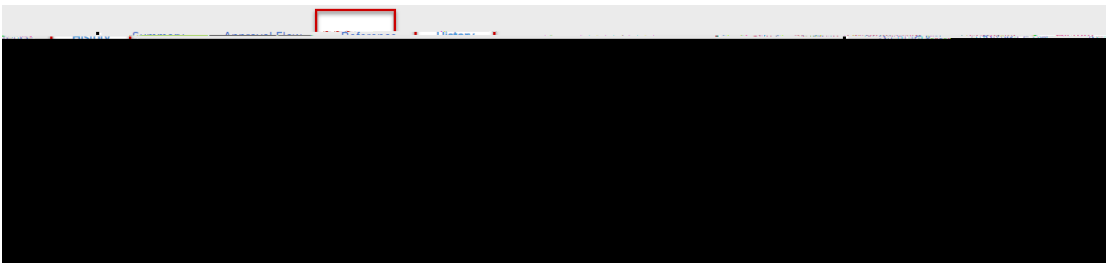
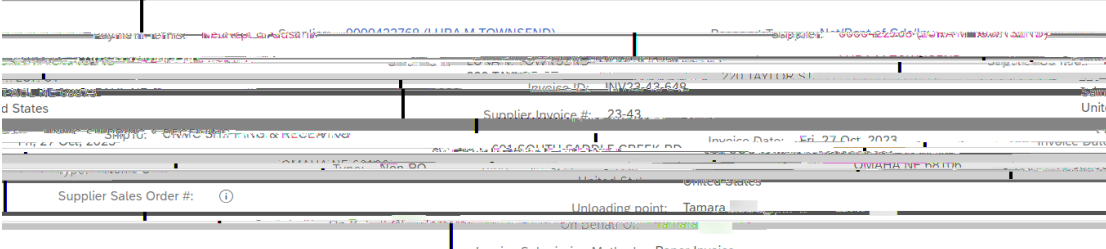
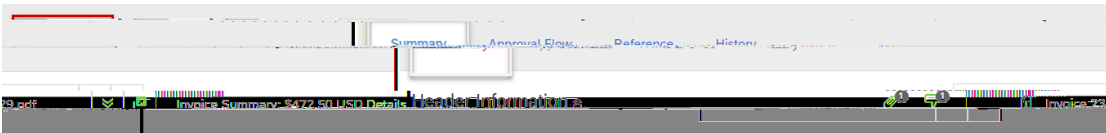
Updated: 12/6/2023

## PROCEDURE (CONTINUED)

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



8. 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.



ADDITIONAL

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Updated: 12/6/2023

### ADDITIONAL FUNCTIONALITY (CONTINUED)

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

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

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