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1. Type your product in the search bar or use [Advanced Search](#) to find items for purchase, choose quantity and [Add to Cart](#) to cart.
 2. Stock availability and/or shipping times can be found on each item.
 3. When you have completed your shopping, click [View Cart](#), review items and quantity. When satisfied click [Checkout](#) and [Create Account](#) to return you items to Ariba. Orders are not placed until



ORDER / SHIPPING CONFIRMATION

Will I receive a confirmation that my order has been received? Yes

Will I receive a confirmation that my order has been shipped? Yes, your shipping confirmation will have tracking information.

VIEWING PREVIOUS ORDERS / ORDER STATUS

1. **Checking Order status**