

SAP Business Network Supplier Account Workbench Customization

2021

INTERNAL



Customizing your Workbench

1. Once you are logged in your account, click on your **Workbench** tab. This will display the default tiles. Click **Customize** to add, change, rename or remove tiles.

SAP Business Network 👻 E	Enterprise Account					0 м
Home Workbench Orders	s 🗸 Fulfillment 🖌 Invoices	✓ Payments ✓ Catalogs	Reports ~			Create ~
Workbench						နံဂိုန် Customize
O New orders	O Changed orders	O Orders to invoice	O Rejected invoices	Orders	O	
Last 31 days New orders (0)	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
Edit filter Save filter	Last 31 days New					

2. To add a new tile, click on the + tile. This will pop up a window for you to select what type of document you want to show on that specific tile.



3. Select the type of document you will want to add to the tile by clicking on the + sign. Orders and Invoices are the most commonly used. This will show documents of that type under all statuses.



Customizing your Workbench (continued)

4. Your tile will populate under the Edit Workbench page, where you can rename it, as well as add, delete, rename and re-arrange other tiles (using drag and drop =).
 Click Apply to save your tiles and go back to your Workbench.

dit Workbench	ing drag and drop) and set filters	on your workbench.					Apply Cancel
	= *		×	- ×	×	- *	
(#)	0	0	0	0	0	0	
Orders	New orders	Changed orders	Orders to invoice	Rejected invoices	Orders	Invoices	+
Customer ABC Orders	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	

5. Your Workbench will show the newly created tile. Click on Edit Filter to customize your tile filter options. You can select a specific customer and date range for the documents you want to show on your tile. Click Apply to save your changes.

A popup window will appear asking you to confirm you're the name of your tile.

Vorkbench							နံဂိုန် Customiz
O Orders Customer ABC Orders		O Changed orders Last 31 days	Orders to invoice Last 31 days	O Rejected invoices Last 31 days	Orders Lest 31 days	O Invoices Lest 33 days	
rders (0) Edit filter Customers [FIPST - Buyer - TEST ×] Select (3)	Order numbers Type selection Partial match	Exact match	Creation date	Order status Include V Sela	ect or type 🕼	Company codes Select or type selections	
Purchasing organizations Select or type selections	Customer locations Type selection		Order type All ~	Routing status	~	Min amount Max amount Currency	
		id onbers E days	Orders to investee Rejected invo Save filter Before you save the filter, we recommend that you add description for early identification. L Datas	x Last 11	ay		Apply Reat Carc
			\$400.00 USD Nov 20, 2020	Cancel New New			

6. Once all changes have been completed, your Workbench and Tile will show your filer customizations. You can edit your tiles and filters at any time.

Business Network - Ente	rprise Account						0 💌
Home Workbench Orders ~	Fulfillment ~ Invoices ~ Payments	✓ Catalogs Reports ✓				Cre	ate ~
Workbench						έξέ C	ustomize
11 Orders Customer ABC Orders Orders (11)		d orders DO Orders to invoice	O Rejected invoices Last 31 days	O Orders Last 31 days	O Invoices Last 31 days		
> Edit filter Save filter	FIPST - Buyer - TEST Last 365 days					6	e 494
Order Number	Customer	Amount	Date 🥹	Order Status		Amount Invoiced	Actions
Example_Standard_P01.1	FIPST - Buyer - TEST \$400.		Mar 16, 2021	New	New		
Example_Standard_P01.5	FIPST - Buyer - TEST \$500.00 U		Nov 20, 2020 New				



Thank you.

SAP Ariba Supplier Enablement Team

