



SAP Ariba 

Feature at a Glance

New buyer portal and workbench

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PUBLIC

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: New buyer portal and workbench

Customer challenge

Customers need a more consistent and friendly user experience interface that aligns with the supplier's portal.

Meet that challenge with SAP Ariba

The new buyer portal and workbench features the following:

1. More intuitive menu structure and overall modernized look and feel.
2. A new portal home page, with overview tile bar, getting started tab, trading partner search and widgets.
3. A new user-configurable transaction workbench, where the user can add up to 25 tiles and configure their worklist tables.

Experience key benefits

- Improved efficiency by configuring workbench tiles to display transactions that are most important for a user's specific role
- Better understanding of supplier relationships based on network insights
- Improved overall experience with the new look and feel, drag-n-drop configuration, and guided activities

Solution area

Ariba Network buyers

Implementation information

This feature is automatically on for all buyer accounts.

Prerequisites and Restrictions

To ensure continuity in the SAP Business Network user experience, it is recommended that customers whitelist the following domains:

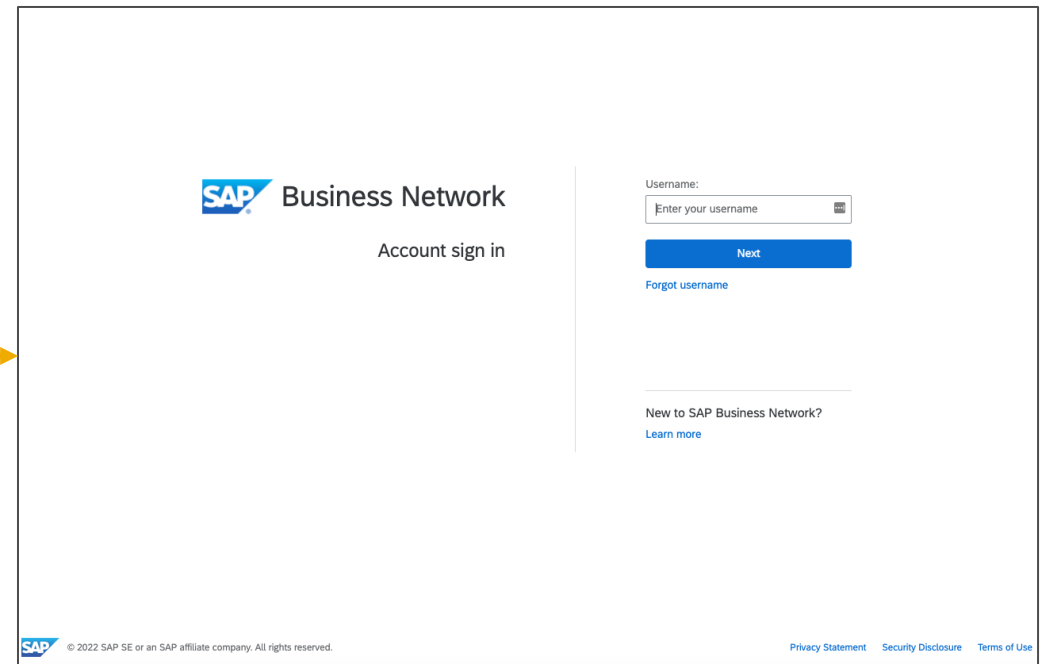
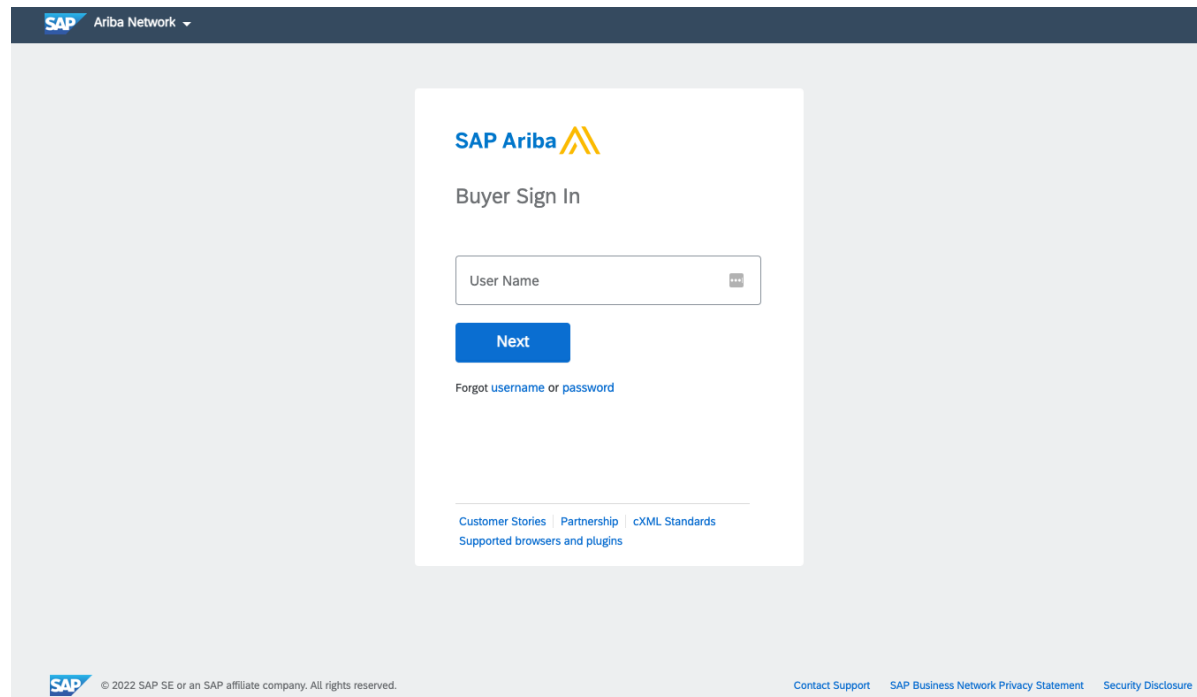
- sap.com
- ariba.com
- qualtrics.com
- cloud.sap
- tools.sap

Feature at a Glance

Introducing: Unified login page

Detailed feature information – new login page

With the 2208 release, users will see a new unified login page, with SAP Business Network branding. Buyer users can continue to access the same login URL: buyer.ariba.com. Users can enter the same credentials, and the login pages are the same with a 2-step process: first page where they enter the user name, click next and proceed to the second page where they will enter the password. There is no change to existing functionality, if the buyer has previously enabled multi-factor authentication, single sign-on, single sign-on to CIG and switching from production to test accounts. The login page, home page, workbench, trading partner search results page will have the brand name “SAP Business Network” in the shell bar, while existing network pages will continue to display “Ariba Network”.



Feature at a Glance

Introducing: Homepage

Detailed feature information – new homepage

The portal home page includes updated menu navigation, trading partner search, configurable tile overview bar, getting started tab, and a configurable widgets section

Updated Menu navigation

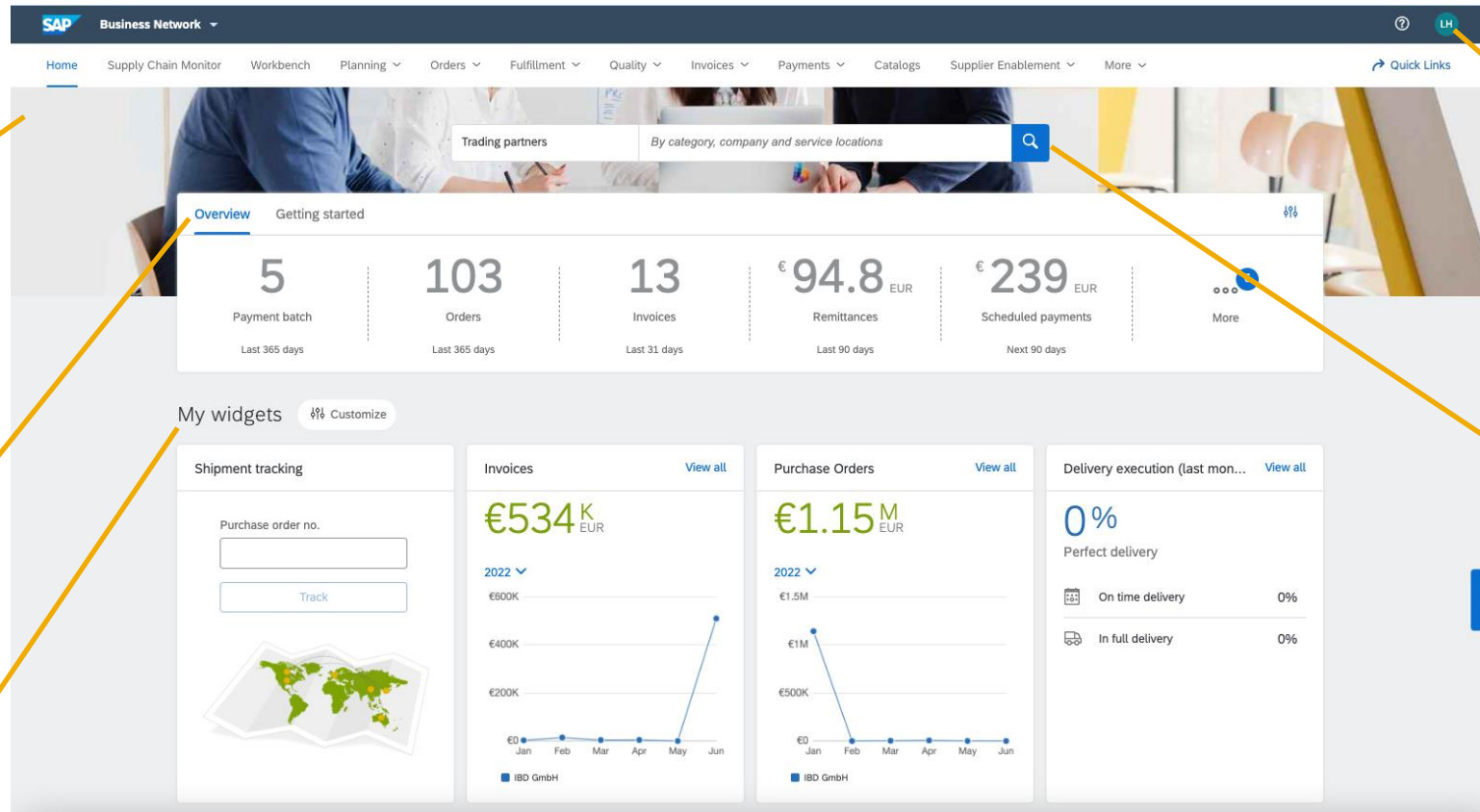
Supply Chain Monitor is now its own entry (instead of under Home), menu options previously under Administration now moved under settings. Replace Partner is now under Orders (instead of under Administration)

Overview tile bar and Getting started tab

Displays user preferred Tiles, lists Getting started tasks.

Widgets

Insights on supplier enablement status, spend analytics, shipment tracking and more.



User Icon

Settings can be found under the user icon, and contains all options that used to be part of the Administration menu. Option to return "Back to Classic" also under settings

Trading Partner Search

Search for trading partners by company name, category or service locations

Feedback

Share feedback with SAP Ariba

Feature at a Glance

Introducing: Menu navigation

Detailed feature information – menu changes

The list below details the changes to the menu navigation in the new buyer portal with the 2208 release.

Classic Buyer Portal	New Buyer Portal
Home > Supply Chain Monitor	Supply Chain Monitor (now a main menu navigation item)
Administration > Replace Partner	Orders > Replace Partner
Administration > Users	Settings (under user icon) > Users
Administration > Customization – Self Service	Settings (under user icon) > Customization – Self Service
Administration > Master List	Settings (under user icon) > Master List
Administration > Audit Log	Settings (under user icon) > Audit Log

Feature at a Glance

Introducing: Transaction workbench

Detailed feature information – workbench

The transaction workbench is a highly personalized view for the buyer user with options to add, remove and re-arrange tiles as well as configure their work list.

Workbench

Access to up-to 25 user configurable workbench tiles

Tile

Displays document metric, customizable sub-title, and table based on filter criteria and table settings

Edit filter

Allows user search for specific documents based on desired criteria. User can save the filter criteria for the tile, and (re)name its sub-title.

Documents

Links directly to the transaction document itself

Order Number	Supplier	Multi Tier	Copies	Amount	Date	Order Status	Amount Invoiced	Actions
TESTPO_SAN130	Sellerapp WB Test	No		\$1,000.00 USD	Sep 27, 2021	New		...
TESTPO_SAN150	Sellerapp WB Test	No		\$1,000.00 USD	Sep 27, 2021	New		...
AT00231	Lams Medical Supplies Inc	No		\$3,704.40 USD	Aug 23, 2021	New		...
AT002	Lams Medical Supplies Inc	No		\$3,704.40 USD	Dec 15, 2021	Invoiced	\$3,026.80 USD	...
NY_03_norf	Lams Medical Supplies Inc	No		\$10.99 USD	Jan 20, 2022	New		...
NY_7_0_norf	Lams Medical Supplies Inc	No		\$99.99 USD	Jan 21, 2022	New		...

Customize

Allows user to configure which tiles to display. Users can access a library of available tiles based on their user permissions

Table Settings

Allows user to configure how the data is displayed in the table by selecting columns, groupings, date formats.

Export

Exports the table (as displayed) as an XLS file

Actions

Guides the user to available actions for the document

Column sorting

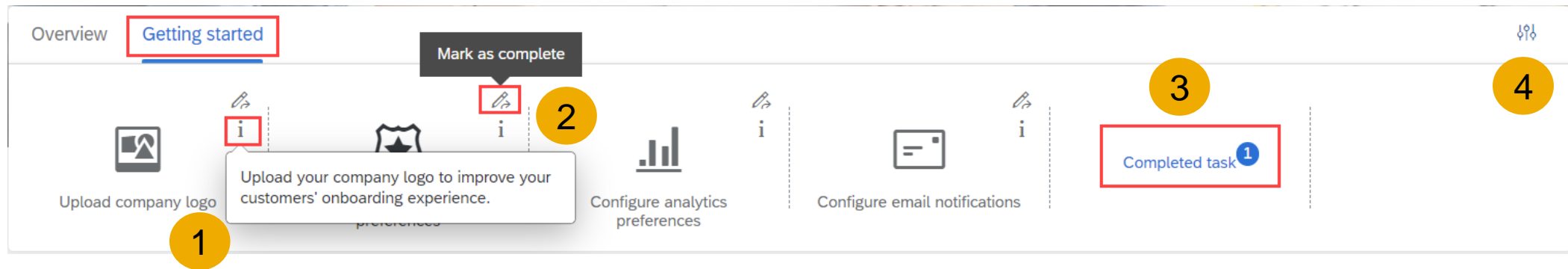
Clicking on the header sorts the column numerically or chronologically

Feature at a Glance

Introducing: Getting started tasks

Detailed feature information – getting started tasks

The Getting Started tab in the overview bar shows a list of tasks, giving the buyer administrator a friendly, guided experience to get their company setup quickly. Tasks displayed are based on permissions.



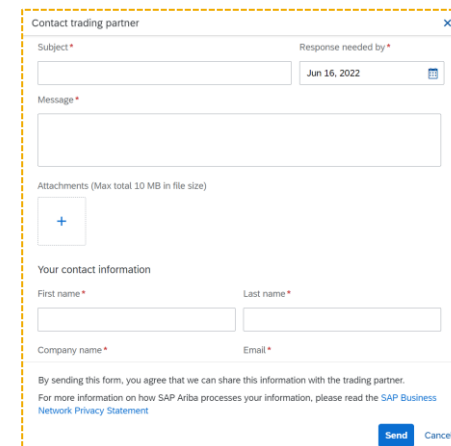
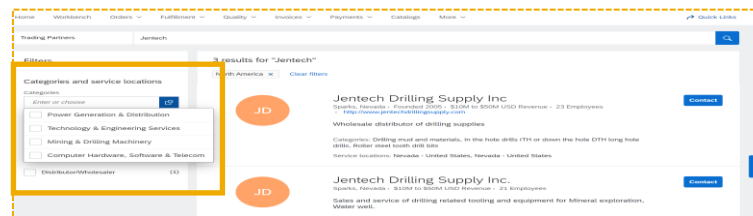
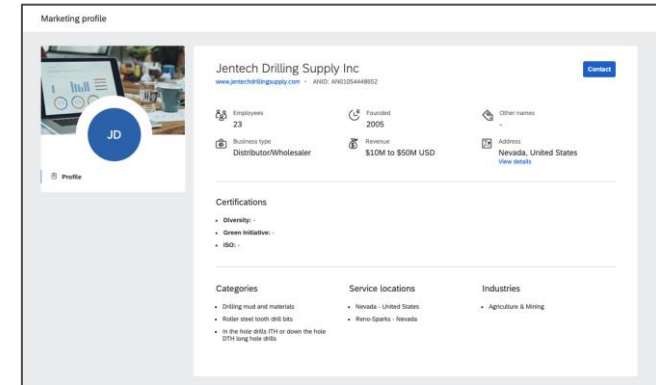
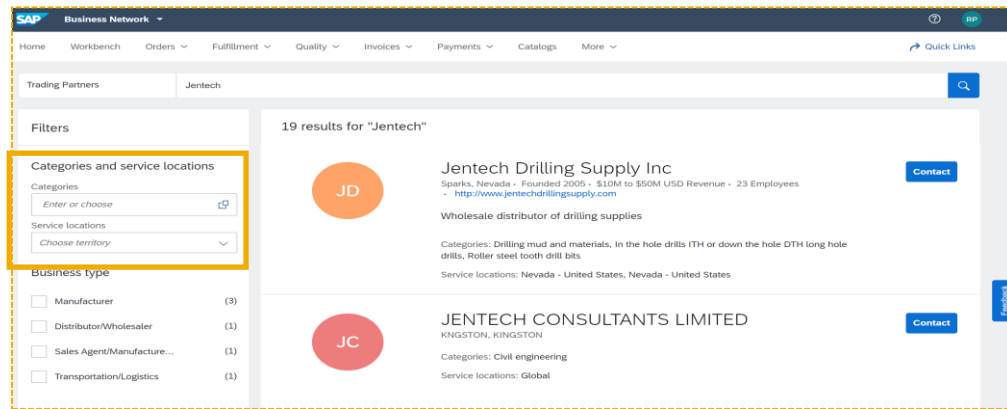
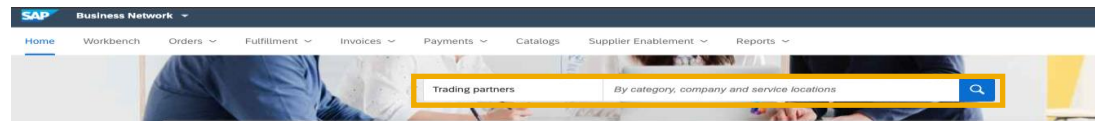
1. Each task has a tooltip explaining what the task is about and why it's important.
2. Once the task has been finished, it can be marked as complete.
3. Completed tasks are grouped together.
4. Getting started section can be hidden under Settings.

Feature at a Glance

Introducing: Trading partner search

Detailed feature information – trading partner search

The Trading Partner Search functionality provides buyer users with a faster and more efficient way to discover qualified suppliers. Users can search for trading partners by keyword, company name, product category or service location. On the search results page, users can further filter results, click on a trading partner profile or contact the trading partner.



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