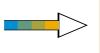


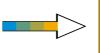
SAP Business Network – Workbench – Editing Tiles



Login to Supplier account, locate and click the **Workbench** tab



Select the tile that you need to personalise or edit for the **Edit Filter** options to be displayed



Click on **Show more** for more filter options beyond the 4 automatically displayed



Click on reto select an option, click on to show options in the dropdown list, click on Apply to add filters



Highlight the label on the tile to change the description (if required), click **Save**



Click on **Save filter** to apply and save changes to that specific tile



Each tile has an Edit Filter option that allows users to set what they want the tile to display.

A blue line on the bottom of a tile indicates it is selected. When a box is displayed next to filter options it usually indicates that more than one selection can be made.



You can add specific customer names onto tiles to indicate that tile has specific filters set based on that customer. Use a location code (found on the Purchase Order) to filter orders if your company has multiple locations for faster.



Tiles can be customized to user requirements including time frame, customers, specific order types or location codes. The ② on a tile provides a short description of what information it represents.

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