



New Supplier Homepage and Workbench

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Target GA: May, 2021

CONFIDENTIAL

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: New Supplier Homepage and Workbench

Customer challenge

The network thus far had limited role-based configurability, and didn't provide strong portal capabilities. As a result users had to navigate to different Ariba solutions to get an understanding of the requests and opportunities, and ongoing changes, across their growing base of connected customers.

Meet that challenge with SAP Ariba

The new Supplier Portal and Workbench consolidates customer and network engagement into a single supplier portal.

1. More intuitive menu structure and overall modernized look and feel.
2. A new portal home page, with overview tile bar, and widgets. Each user can configure the home page to show the most important document queues, events, leads, alerts, insights, relevant to their role.
3. A new user-configurable transaction workbench, where each user can configure up to 25 workbench tables to process network documents the way they want to work.

Experience key benefits

- Improved efficiency when regularly processing orders, invoices, and supply chain documents via the web interface
- Improved responsiveness by configuring workbench tiles to display transactions that are most important for a user's specific role
- Better understanding of customer 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, Suppliers

Implementation information

This feature has been rolled out to select suppliers via an Early Adopter Program since the beginning of 2020. Global general availability is planned for May 2021 release, for all existing enterprise and standard supplier accounts, and all newly created accounts (invited and walk-up).

Prerequisites and Restrictions

New portal & workbench has a few restrictions compared with the classic home page, specifically:

- Filter "last 200 documents" not supported; instead use workbench search
- Pining of documents not supported from work lists

Several other smaller restrictions and deprecations are listed in the 2105 Release Guide.

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – New Portal and Workbench vs. Classic View

Upon enablement of this feature in the supplier account, all users will login to the new supplier portal home page instead of the classic network home page. From there they can use the new workbench to access and process transactions, or navigate to other menu items or Ariba solutions (like Ariba Discovery).

New Supplier Homepage and Workbench

Added in front of Classic Network Views

Overview: Getting started

- 1 Enablement Tasks
- 932 Orders
- 51 New orders
- 0 Changed orders
- 5 Orders to invoice

My widgets: Purchase orders (\$579K USD), Invoice aging (\$0 USD), My leads, Company profile (95% completed)

Workbench

- 5 Orders
- 51 New orders
- 0 Changed orders
- 5 Orders to invoice
- 4 Invoices
- 2 Rejected invoices
- 0 Items to confirm

New orders (51)

Ship To Address	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
Acme, Sunnyvale, CA, United States	DO202011520185334	PartnerTestBuyer	\$1,609.00 USD	Nov 15, 2020	New		Confirm entire order
Acme, Sunnyvale, CA, United States	DO202011517164954	PartnerTestBuyer	\$1,576.00 USD	Nov 15, 2020	New		Update line items
Acme, Sunnyvale, CA, United States	DO20201151714320	PartnerTestBuyer	\$1,772.00 USD	Nov 15, 2020	New		Reject entire order
Acme, Sunnyvale, CA, United States	DO20201151713291	PartnerTestBuyer	\$1,789.00 USD	Nov 15, 2020	New		Create shipping notice

Classic Network Views

Supplier Login

User Name:

Password:

Log In

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

Orders, Invoices and Payments

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
PO1000020118	Avante Science Inc.	New	\$3,632.38 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020117	Avante Science Inc.	New	\$2,152.51 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020116	Avante Science Inc.	New	\$2,815.90 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020115	Avante Science Inc.	New	\$1,046.86 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020114	Avante Science Inc.	New	\$1,206.80 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020113	Avante Science Inc.	New	\$1,955.27 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020112	Avante Science Inc.	New	\$1,955.27 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020111	Avante Science Inc.	New	\$1,267.99 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020110	Avante Science Inc.	New	\$1,046.86 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020109	Avante Science Inc.	New	\$2,373.64 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020108	Avante Science Inc.	New	\$1,710.25 USD	1 Feb 2021	\$0.00 USD	Select

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: DO202011520185334

Customer: PartnerTestBuyer

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Unit Price	Subtotal	Customer Location
1	AX45LS			1 (PK)	\$1,609.00 USD	\$1,609.00 USD	

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Portal Home Page

The portal home page introduces a new shell bar, menu bar, search bar, configurable tile overview bar, getting started, configurable My widgets section with customer chooser.

Uniform shell bar

New settings and help icon, uniform within SAP, and solution name changed to SAP Business Network

New Menu bar

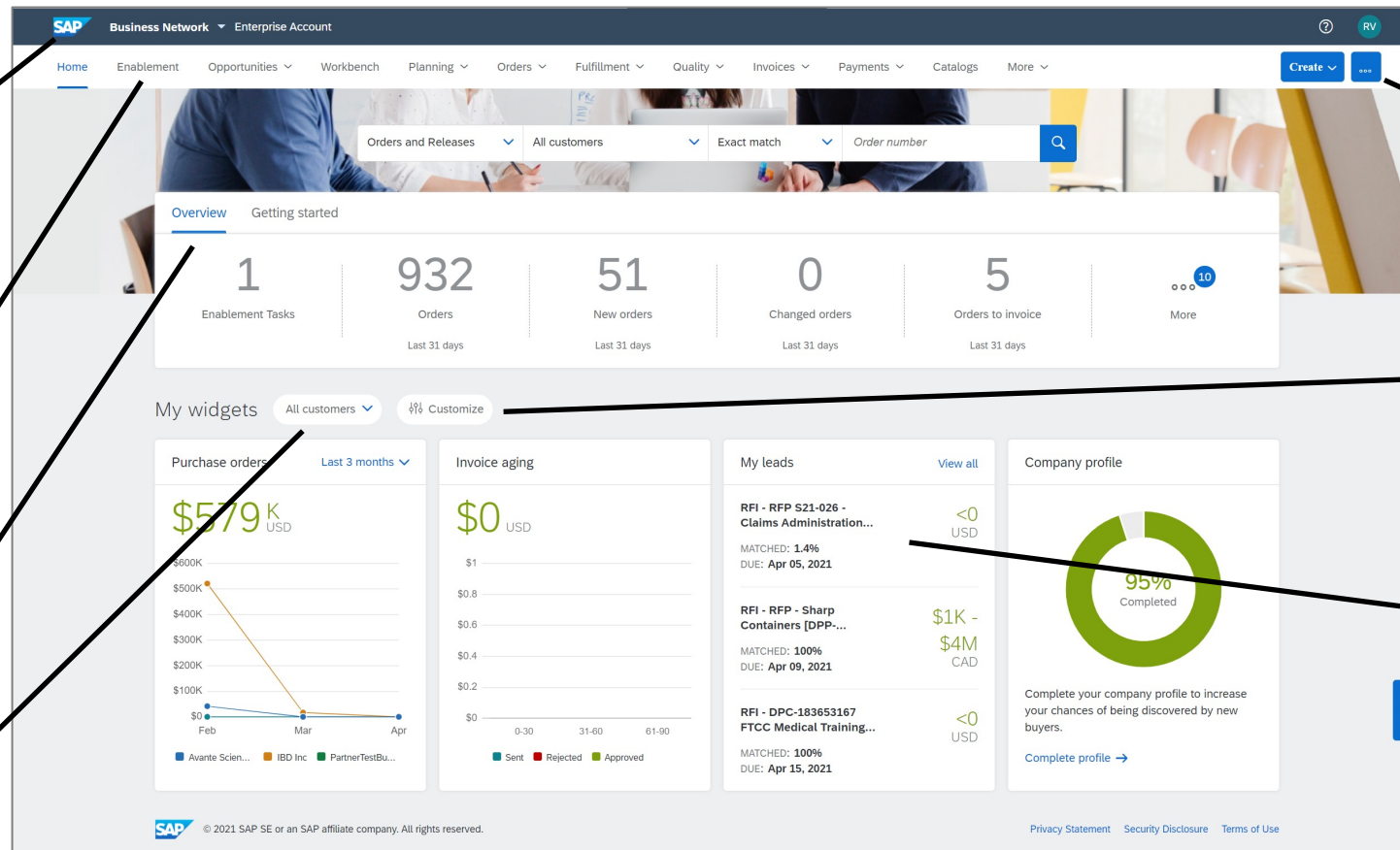
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

Overview Tile bar

Displays user preferred Tiles, lists Getting started tasks.

Customer chooser

Displays widget information based on selected customers.



New Create / More button

Create: PO Invoice, Non-PO invoices, Contract Invoice, Service Entry Sheet. More: Track, Upload/Download

Customize (My Widgets)

User can configure which widgets to display and where, selecting from a constantly growing list.

Widgets

Show network status, trends, events, opportunities, insights

Feedback

Share feedback with Ariba

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Workbench

The new workbench introduces highly configurable tiles and worklists, supported with guided actions. Users can configure which tiles they want to see, in what order, name the tile, configure what documents to display in the worklist, and configure the layout of the worklist .. Optimized to the way the user wants to work.

Workbench

Access to up-to 25 user configurable workbench tiles

Tile

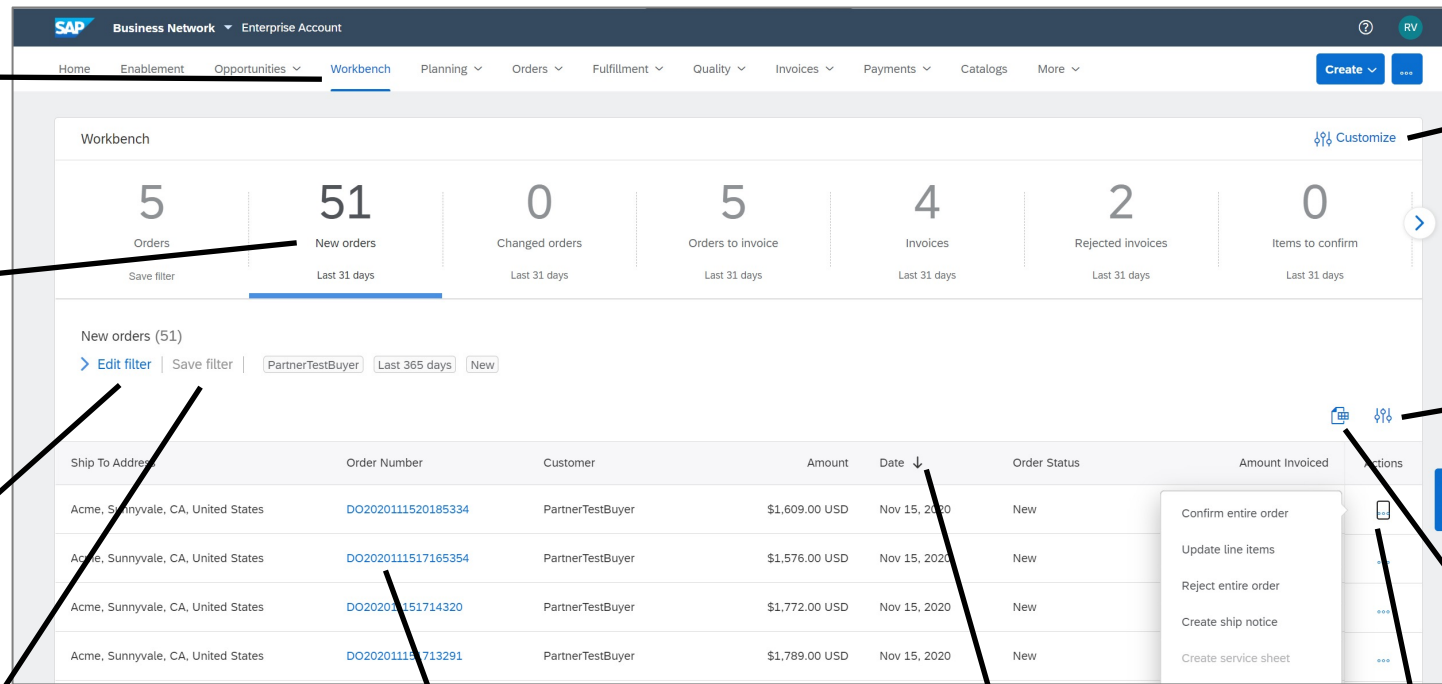
Displays document metric, title, customizable sub-title, and table based on filter criteria and table settings

Edit filter

Allows user to configure what is displayed in the table by editing filter criteria for the tile and apply

Save filter

Allows user to save the filter criteria for the tile, and (re)name its sub-title



Customize

Allows user to configure which tiles to display, in what order, and (re)name its sub-titles.

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

Documents

Links directly to the transaction document itself

Column sorting

Sorts the column numerically or chronologically

Actions

Guides the user to available actions for the document

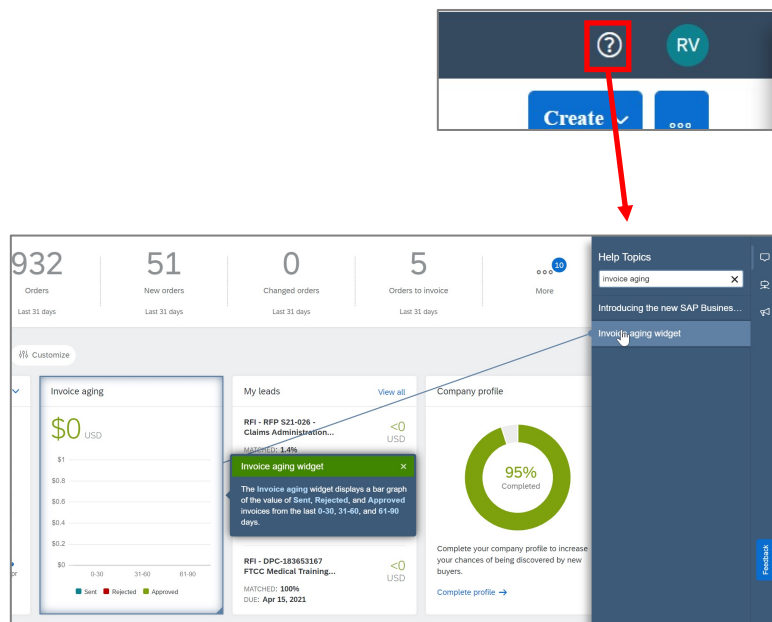
Feature at a Glance

Introducing: New Supplier Homepage and Workbench

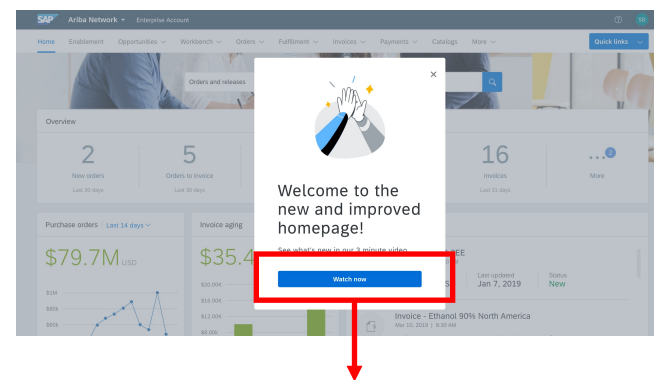
Detailed feature information – Help, and Transition Support; Self-enablement + Back to Classic View

To make adoption easy, users can find brief overview video's on the self-enablement page, use the new web assistant to find details on features and access to documentation and the help center, or use the (temporary) “back to classic view” feature reverting to the classic network view for the duration of the user session.

Help: In-Context Web Assistant



Transition: Self-enablement



Customizing widgets in the new supplier portal

Looking to access your invoices and POs?

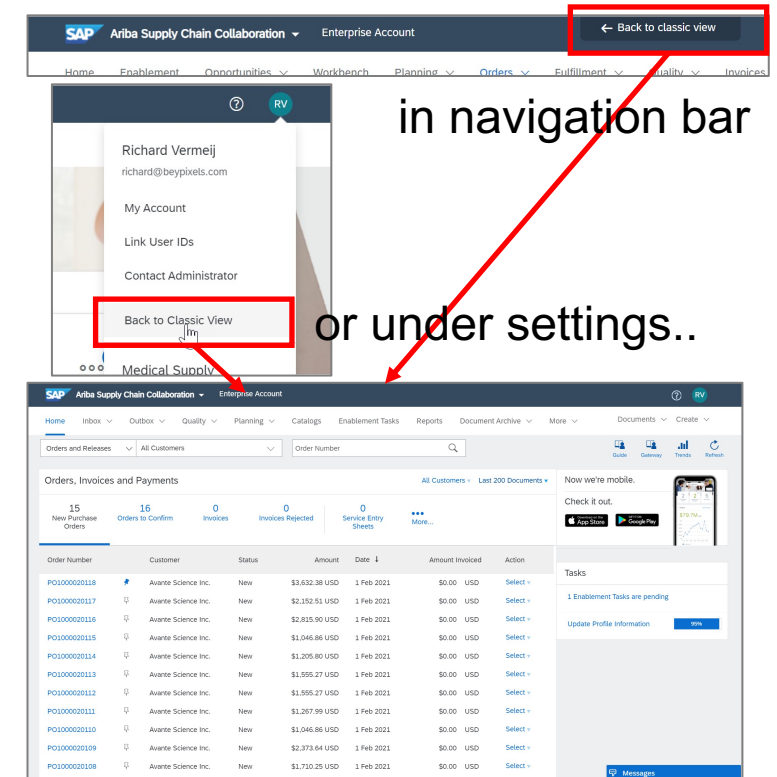
Learn how to personalize your transaction workbench



What's new in the Ariba Network Supplier Portal

This 3 minute video provides an overview of the new Ariba Network Supplier Portal and Workbench.

Transition: Back to Classic View



New Supplier Portal - Home Page

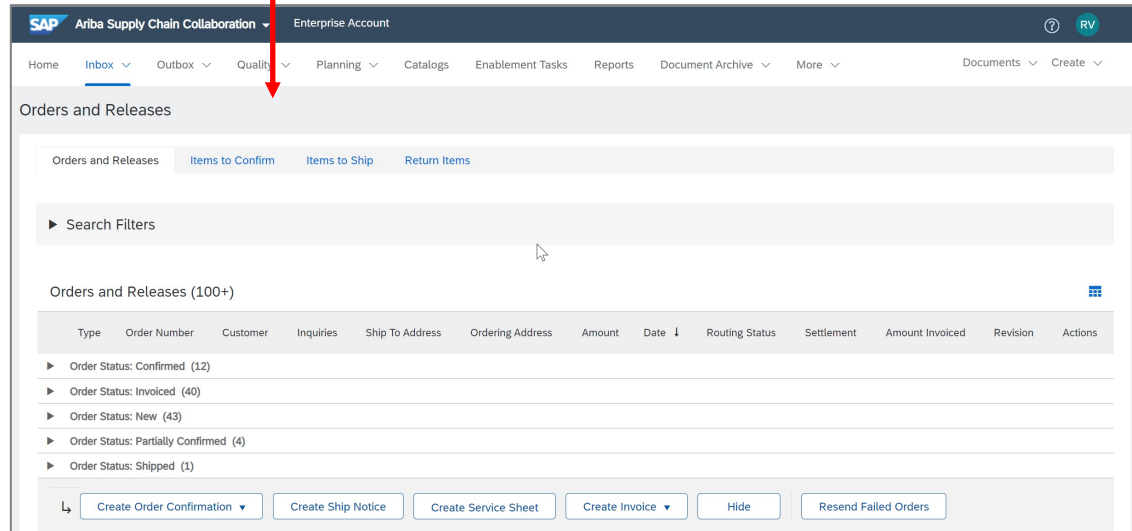
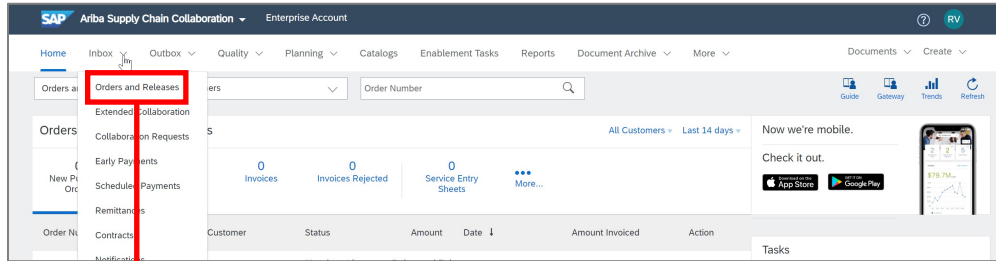
Feature at a Glance

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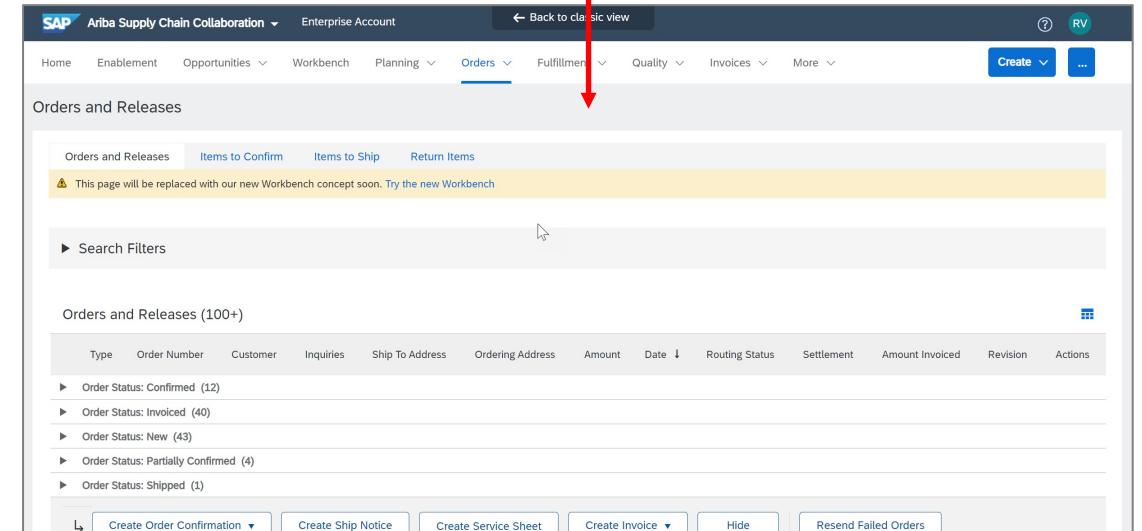
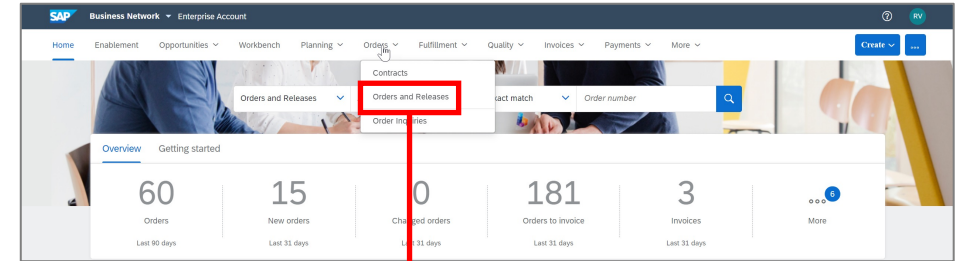
Detailed feature information – New menu navigation, replacing inbox/outbox

The new supplier portal introduces a streamlined, more intuitive menu structure, replacing inbox/outbox with new menu items Orders, Invoices, and Fulfillment. There is no change to the document search and transaction flows. See knowledge transfer document [Object-oriented menus for Ariba Network \[NS-7561\]](#) for more details.

Old



New



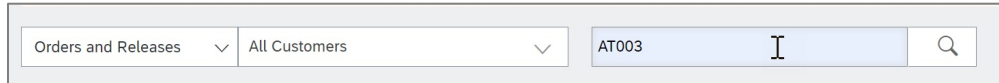
Feature at a Glance

Introducing: New Supplier Homepage and Workbench

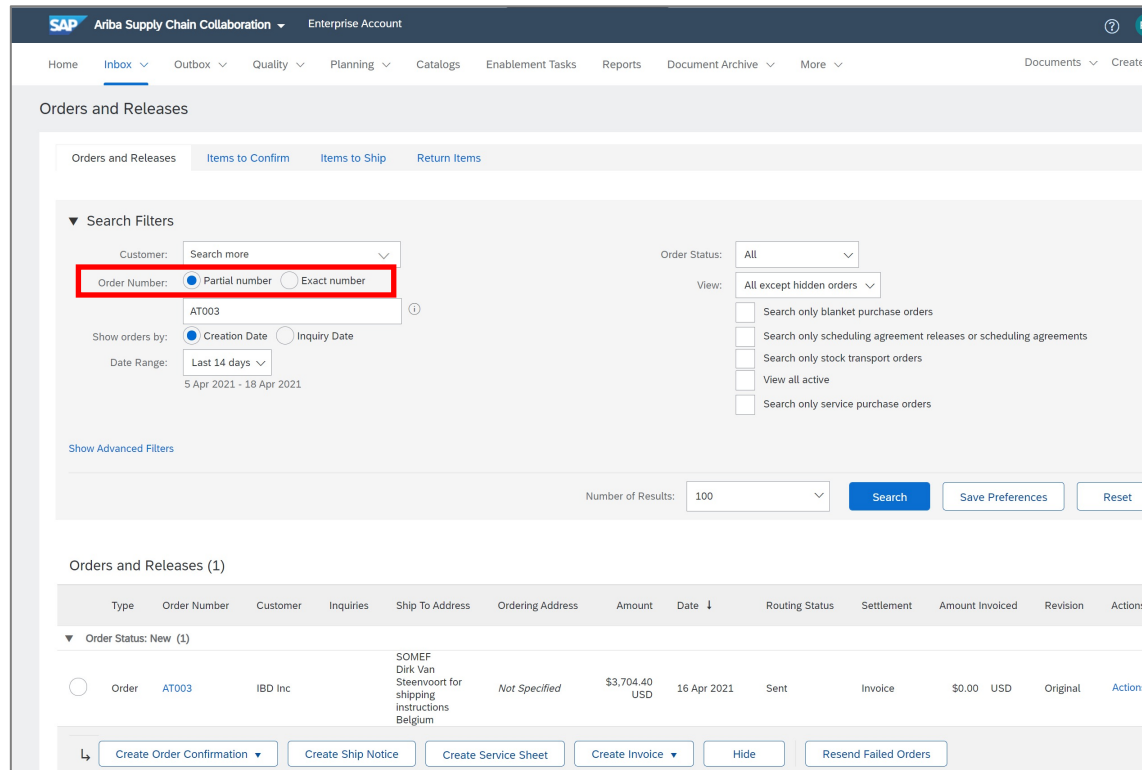
Detailed feature information – Search exact match or partial match selection

The search bar has been enhanced to enable the user to directly select “Exact match” or “Partial match” from the search bar instead of the Search Filters page. Search date range for partial match has been extended for Orders from 14 to 31 days, for Invoices from 31 to 90 days. Exact match search does not have a date range limit.

Old



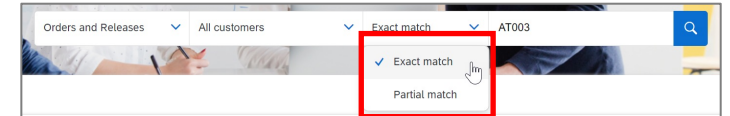
The old search bar interface shows a search input field with the text 'AT003' and a search icon. Above the input field are two dropdown menus: 'Orders and Releases' and 'All Customers'.



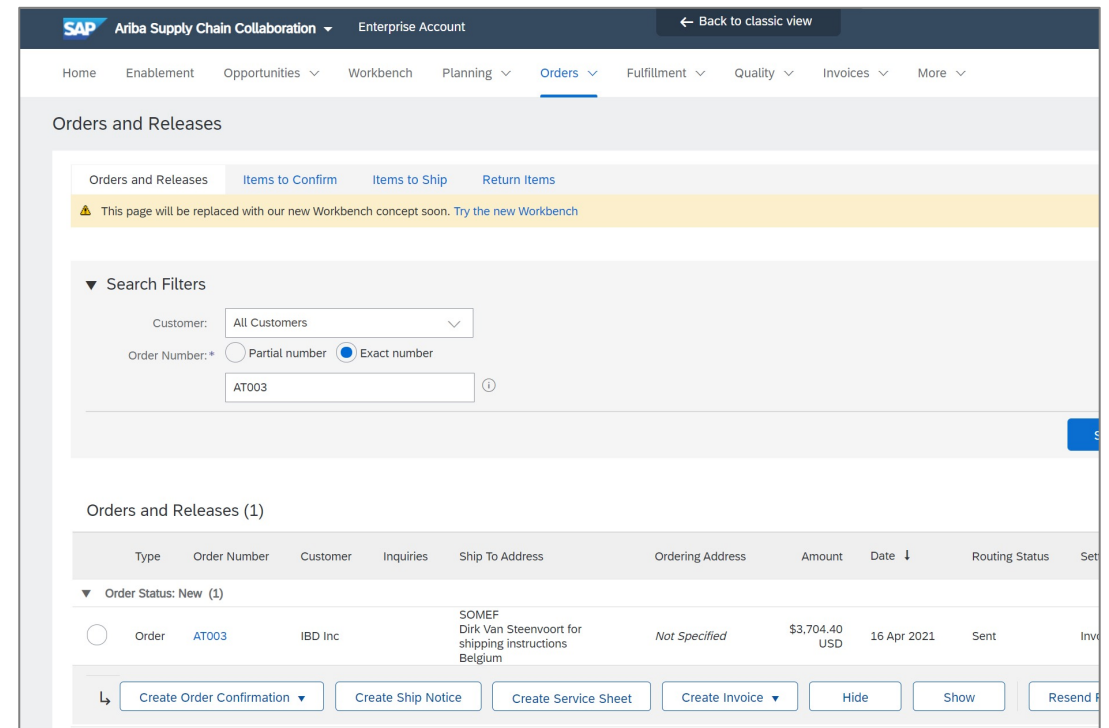
The old SAP Ariba interface shows the 'Orders and Releases' page. The 'Search Filters' section is highlighted with a red box, showing the 'Order Number' filter with radio buttons for 'Partial number' (selected) and 'Exact number'. The search results table shows one order with the following details:

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Routing Status	Settlement	Amount Invoiced	Revision	Actions
Order	AT003	IBD Inc		SOMEF Dirk Van Steenvoort for shipping instructions Belgium	Not Specified	\$3,704.40 USD	16 Apr 2021	Sent	Invoice	\$0.00 USD	Original	Actions

New



The new search bar interface shows a search input field with the text 'AT003' and a search icon. Above the input field are three dropdown menus: 'Orders and Releases', 'All customers', and 'Exact match'. A red box highlights the 'Exact match' dropdown menu, which is open to show 'Exact match' (selected) and 'Partial match' options.



The new SAP Ariba interface shows the 'Orders and Releases' page. A yellow banner at the top reads: "This page will be replaced with our new Workbench concept soon. Try the new Workbench". The 'Search Filters' section shows the 'Order Number' filter with radio buttons for 'Partial number' and 'Exact number' (selected). The search results table shows one order with the following details:

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Routing Status	Settlement	Amount Invoiced	Revision	Actions
Order	AT003	IBD Inc		SOMEF Dirk Van Steenvoort for shipping instructions Belgium	Not Specified	\$3,704.40 USD	16 Apr 2021	Sent	Invoice	\$0.00 USD	Original	Actions

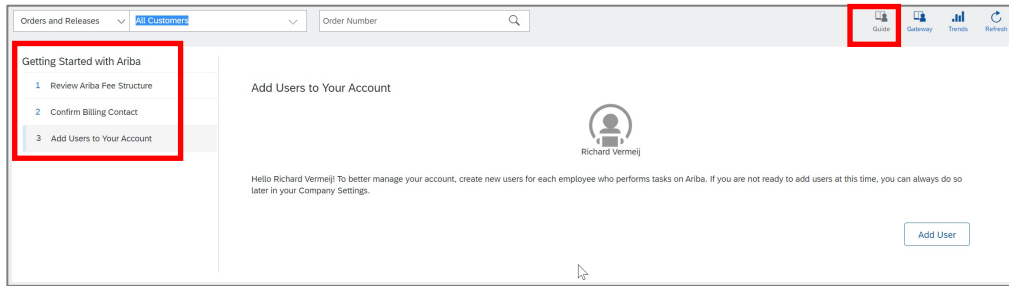
Feature at a Glance

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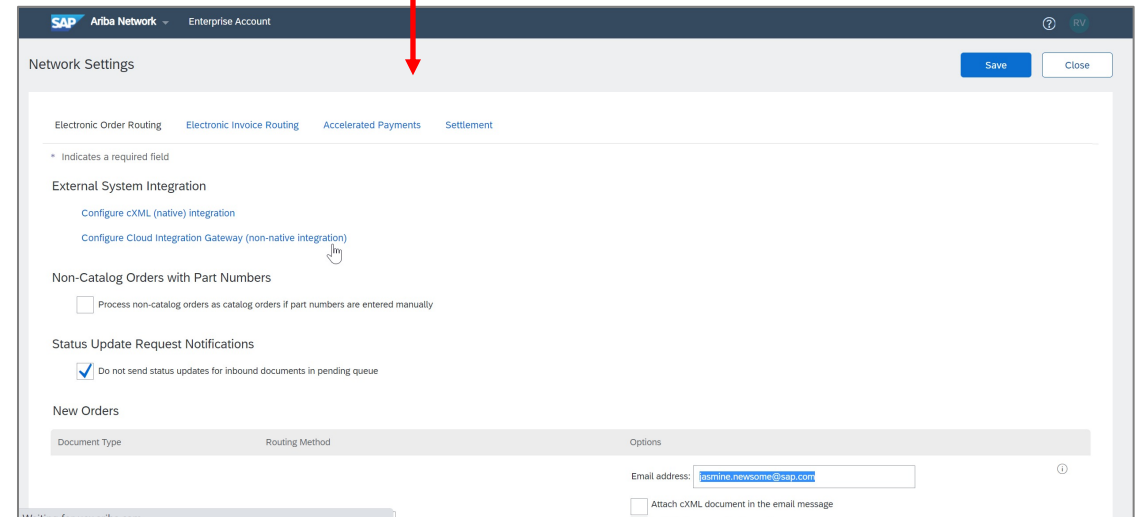
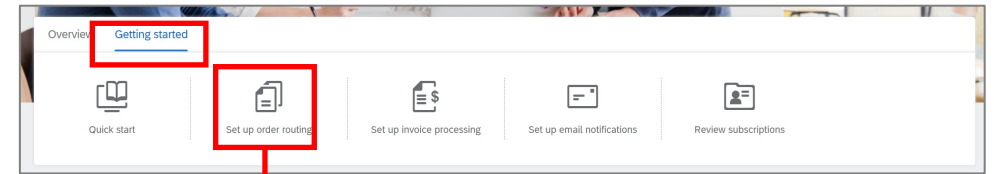
Detailed feature information – New Getting started bar

The Getting started task list is now available from to the overview tile bar, instead of behind the Guide button. New high priority Getting started tasks were added to this task list, like Set up order routing, Set up invoice processing, and Set up email notifications.

Old



New



Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Customizing My widgets

The My widgets section can be customized to the user's role and interests, by adding new widgets, and reordering widgets via drag-and-drop.

Customize (My Widgets)
User can configure which widgets to display and where, selecting from a constantly growing list.

Add a Widget
Clicking + adds the widget to the My widgets section.

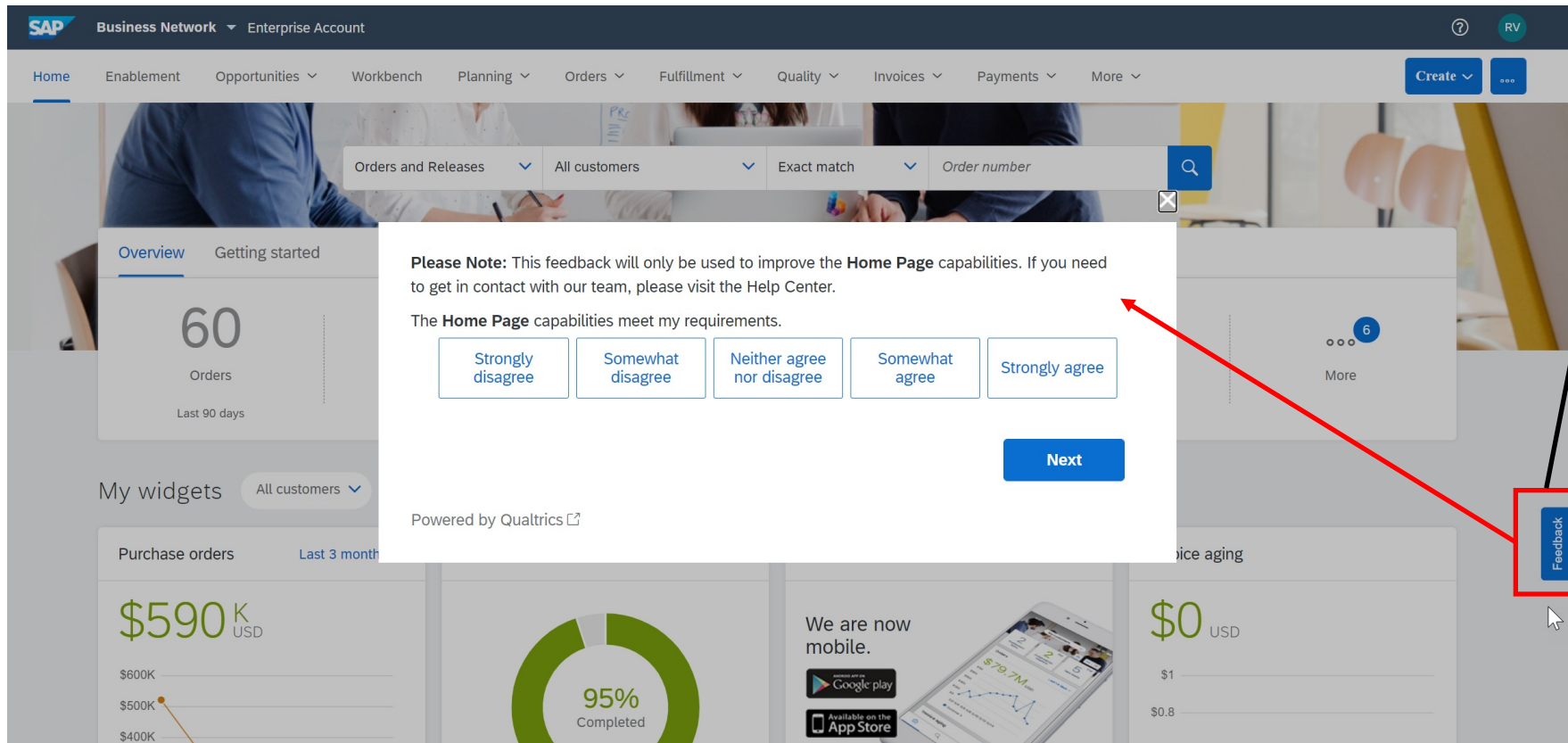
Reordering
Reorder a widget by grabbing the widget on the top, and drag and drop to the position indicated by the blue line.

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Feedback

A user can provide in-context feedback for each of the new portal pages by clicking the Feedback tab on the right side. A Qualtrics-powered survey asks to score whether capabilities meet user requirements and the ease of use, and allows the user to provide suggestions for improvements.



Feedback
Provide in-context feedback about capabilities and ease of use, and provide suggestions for experience improvements

New Supplier Portal - Workbench

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Workbench tiles, worklist, and actions

The new workbench introduces highly configurable tiles and worklists, supported with guided actions. Users can configure which tiles they want to see, in what order, name the tile, configure what documents to display in the worklist, and configure the layout of the worklist .. Optimized to the way the user wants to work.

Old: list are *not* configurable

The screenshot shows the 'Orders and Releases' section in the SAP Ariba Supply Chain Collaboration interface. It features a search bar for 'Order Number' and a list of orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The 'Action' column is highlighted, showing a dropdown menu with options like 'Select', 'Invoice', 'Invoice (Beta)', 'Confirm', 'Ship Notice', 'Service Entry Sheet', 'Hide', and 'Select'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO1000020118	Avante Science Inc.	New	\$3,632.38 USD	1 Feb 2021	\$0.00 USD	Select
PO1000020117	Avante Science Inc.	New	\$2,152.51 USD	1 Feb 2021	\$0.00 USD	Invoice
PO1000020116	Avante Science Inc.	New	\$2,815.90 USD	1 Feb 2021	\$0.00 USD	Invoice (Beta)
PO1000020115	Avante Science Inc.	New	\$1,046.86 USD	1 Feb 2021	\$0.00 USD	Confirm
PO1000020114	Avante Science Inc.	New	\$1,205.80 USD	1 Feb 2021	\$0.00 USD	Ship Notice
PO1000020113	Avante Science Inc.	New	\$1,555.27 USD	1 Feb 2021	\$0.00 USD	Service Entry Sheet
PO1000020112	Avante Science Inc.	New	\$1,555.27 USD	1 Feb 2021	\$0.00 USD	Hide
PO1000020111	Avante Science Inc.	New	\$1,267.99 USD	1 Feb 2021	\$0.00 USD	Select

New: tile and list are *highly user configurable*

The screenshot shows the 'Workbench' section in the SAP Business Network interface. It features a dashboard with several tiles displaying key metrics: 7 Orders, 15 New orders, 0 Changed orders, 181 Orders to invoice, 3 Invoices, 1 Rejected invoices, and \$6.7 Scheduled payments. Below the dashboard is a worklist for 'Orders (7)' with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. The worklist is filtered by 'Avante Science Inc., +2' and 'Last 31 days'. A dropdown menu is open, showing actions like 'Confirm entire order', 'Update line items', 'Reject entire order', and 'Create ship notice'.

Order Number	Customer	Amount	Date ↑	Order Status	Amount Invoiced	Actions
AT03991	IBD Inc	\$3,704.40 USD	Mar 29, 2021	New		Confirm entire order
AT03241	IBD Inc	\$3,704.40 USD	Mar 30, 2021	New		Update line items
P03741	IBD Inc	\$3,704.40 USD	Mar 30, 2021	New		Reject entire order

2. Configure which documents to filter from the network and display in worklist

1. Configure what tiles to show in workbench and in which order

3. Configure how the worklist layout displays the documents

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Editing the (search) filter of a tile

With “Edit filter”, the user can configure what documents need to be displayed in the associated worklist. Clicking “Apply” will update the worklist to reflect the filter criteria.

Edit filter
For the selected tile, configure which documents to filter from the network and display in the worklist

The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Opportunities, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. A 'Create' button is visible in the top right. Below the navigation, a 'Workbench' section shows several tiles with counts: Orders (7), New orders (15), Changed orders (0), Orders to invoice (181), Invoices (3), Rejected invoices (1), and Scheduled payments (\$6.7M). The 'Orders (7)' tile is selected and expanded to show an 'Edit filter' section. This section contains various filter criteria: Customers (Inc, PartnerTestBuyer), Order numbers (Type selection), Creation date (Last 31 days), Order status (Include), Company codes (Select or type selections), Purchasing organizations (Select or type selections), Customer locations (Type selection), Order type (All), Routing status (All), Min amount, Max amount, and Currency (USD). There are radio buttons for 'Partial match' (selected) and 'Exact match'. At the bottom of the filter section are 'Apply', 'Reset', and 'Cancel' buttons. Below the filter section is a table with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains two rows of data: AT03291 (IBD Inc, \$3,704.40 USD, Mar 29, 2021, New) and AT03241 (IBD Inc, \$3,704.40 USD, Mar 30, 2021, New).

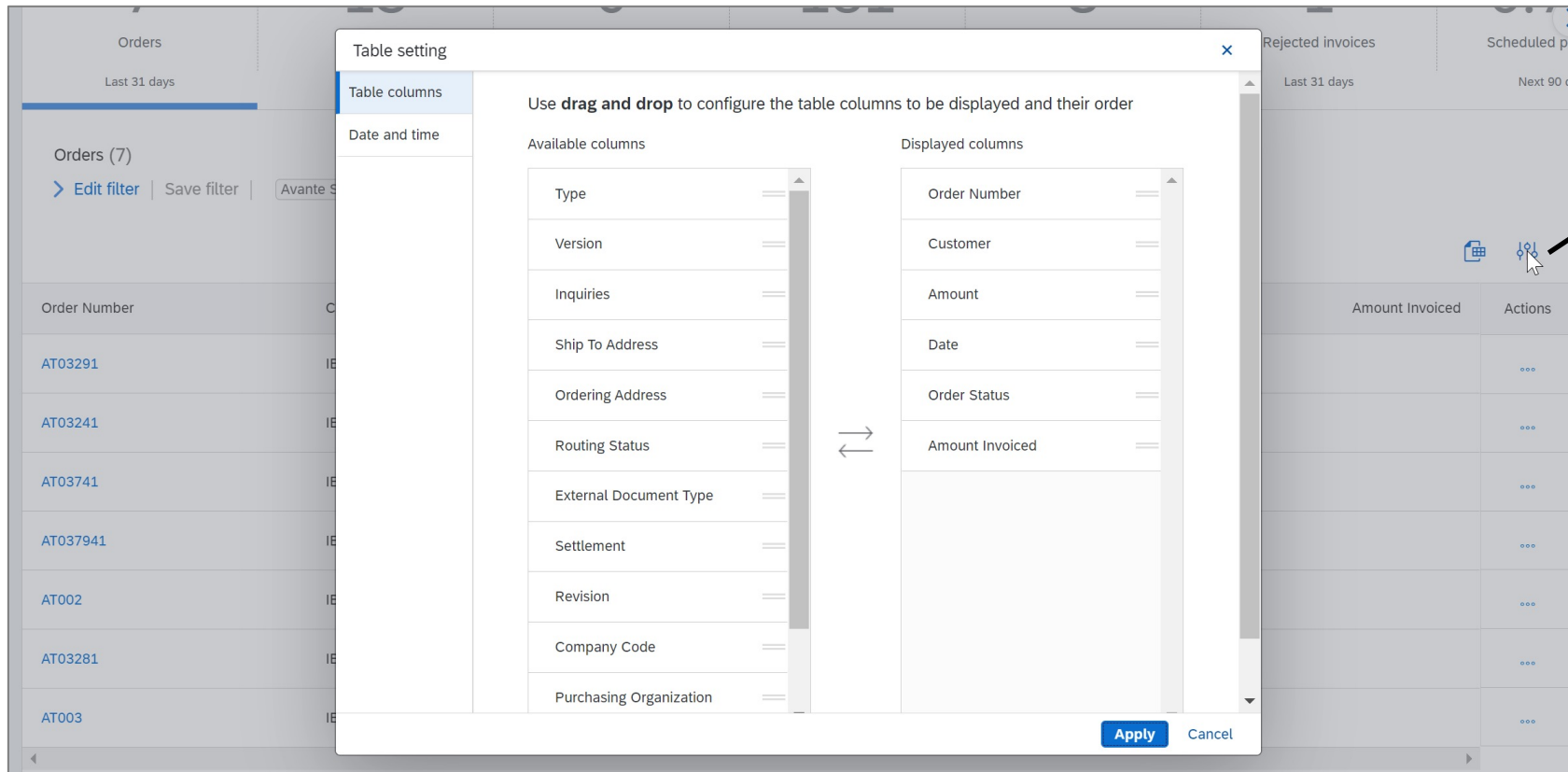
Apply filter criteria
Configure which documents to filter from the network and display in worklist

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Customizing the layout of the worklist

With the worklist “settings”, the user can configure how the worklist layout displays the documents, for example which columns to display and in what order, whether to display date with time stamp, or how to group documents in the worklist. When applied, settings are automatically saved for the worklist.



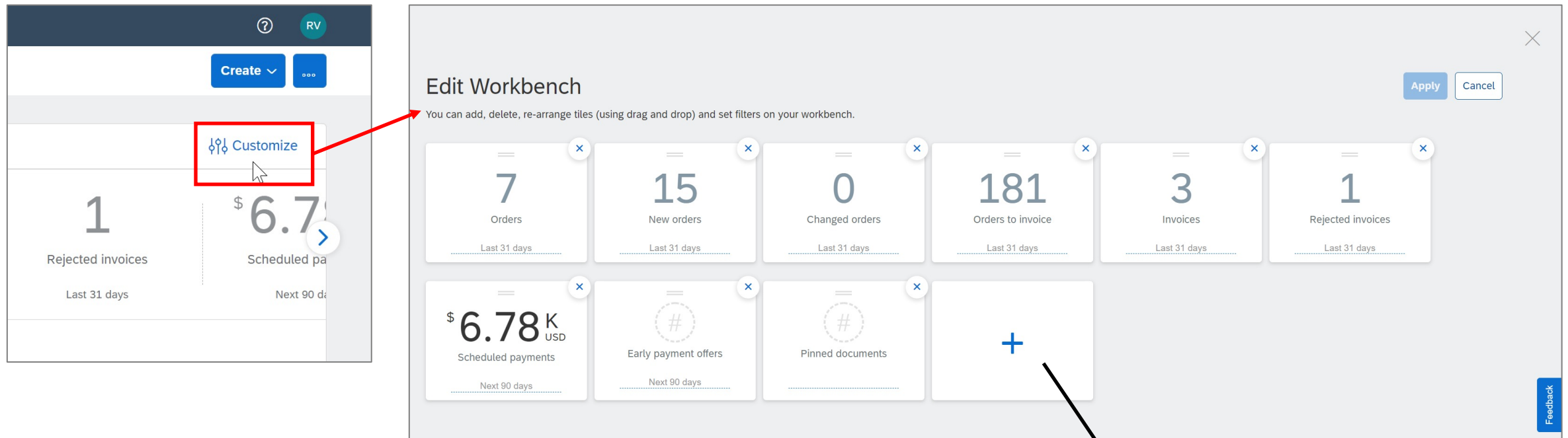
Apply settings
Configure how the worklist layout displays the documents

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Creating variant of a tile/worklist (1)

The “Customize” button on the workbench allows the user to create multiple variants of a tile, for example multiple separate order tiles, one for each key customer.



Add tile
Add a tile to the workbench

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Creating variant of a tile/worklist (2)

By selecting the tile, it will be added in the last position of the workbench list. The tile order can be changed by holding the two horizontal lines on the top of the tile to drag-and-drop it into the target position. The workbench supports up to 25 tiles.

The screenshot illustrates the 'Edit Workbench' interface. On the left, an 'Add tile' menu lists various categories with plus signs. The 'New orders' tile is highlighted with a red box. A red arrow points from this menu item to a 'New orders' tile in the main workbench area. A blue tooltip above the tile states: 'You'll see the actual count on the Workbench page.' Below the main workbench, a black arrow points to a 'New orders' tile being dragged, with the text: 'Reorder Drag-and-drop tile to target position'. The workbench itself contains several tiles with counts and filters, such as '7 Orders Last 31 days', '15 New orders Last 31 days', '0 Changed orders Last 31 days', '181 Orders to invoice Last 31 days', '3 Invoices Last 31 days', and '1 Rejected invoices Last 31 days'. There are also tiles for '\$6.78K USD Scheduled payments Next 90 days', 'Early payment offers Next 90 days', and 'Pinned documents Last 31 days'.

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Creating variant of a tile/worklist (3)

Once the new tile's filter criteria have been configured to display the desired set of documents, the filter criteria can be saved, and the tile can be named.

Save filter
Save the filter criteria, and name the Tile for easy identification on the workbench and the portal homepage tile overview bar

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and various menu items like 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. A search bar is present with filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. The main content area shows a dashboard with several tiles: 'Orders' (7), 'New orders' (7), 'New orders' (15), 'Changed orders' (0), and 'Orders to invoice' (181). A 'Save filter' dialog box is open, prompting the user to add a description for the filter. The dialog shows a preview of the filter criteria: '7 New orders For key customer 1'. The 'Save' button is highlighted with a red box, and a red arrow points from it to the 'New orders' tile in the dashboard. Another red arrow points from the 'Save filter' button in the tile's filter bar to the dialog box.

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Exploring new tiles

With the 2105 release, the workbench by default displays 6 tiles; orders, new orders, changes orders, orders to invoice, invoices and rejected invoices. The availability of new tiles(/worklists) is announced via a popup on the workbench. Users can click the tile, or “Customize” and the “+” icon to see the full list of available tiles. The help icon provides a short description of the tile to help the user determine whether to add this tile to their own workbench view (to a maximum of 25 tiles).

The image shows a screenshot of the SAP Workbench interface. At the top, there is a navigation bar with 'SAP Ariba Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Workbench' tab is active, showing a grid of six tiles: 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', 'Orders', and 'Invoices'. A red box highlights a notification icon in the top right corner of the workbench area, which says '6 new tiles available.'. A red arrow points from this notification to a 'Customize' button in the top right corner of the workbench. Another red arrow points from the 'Customize' button to a 'Remittances' tile in a list of available tiles. A third red arrow points from the 'Remittances' tile to a detailed description of the tile. A fourth red arrow points from a '+' icon in the 'Edit Workbench' section to the 'Remittances' tile in the list. The 'Edit Workbench' section shows a grid of four tiles: 'New orders', 'Changed orders', 'Orders to invoice', and 'Rejected invoices'. A red box highlights a '+' icon in the bottom left corner of the 'Edit Workbench' section. The 'Remittances' tile in the list has a red 'New' badge and a help icon. The detailed description of the 'Remittances' tile is as follows:

Remittances ?

Remittances is an important tile for users who work with customer payments.

The **Remittances** tile contains all remittance advice documents sent to you in the last 30 days, regardless of their status or origin. The **Remittances** list view displays information such as payment date and gross, discount, adjustment, and net amounts. Consider creating custom remittance tiles to monitor failed remittances, specific customers, or narrower date ranges.

Invoices pending approval ?

Pinned documents ?

Customize

Allows user to configure which tiles to display, in what order, and (re)name its sub-titles.

Feature at a Glance

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Detailed feature information – Highlight: Items to confirm tile (1)

The items to confirm tile delivers suppliers new filters to refine the selection of documents to display in the associated worklist. Note that some filters like Confirmation status have default settings, which can be changed in-line. See knowledge transfer document [Items to confirm tile \[CSC-18894\]](#) for more details.

Status filter default
Defaulting of certain status filters (e.g. “Confirmation Status” excludes Confirmation Not Allowed and Fully Confirmed) presents a more action-oriented default view.

Items to confirm (38)
Edit filter

Customers: Avante Science Inc. x IBD Inc. x

Order numbers: Type selection

Customer locations: Type selection

Need by date: Next 365 days

Ship by date: None

Creation date: Last 365 days

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Purchasing groups: Type selection

Ordering address IDs: Type selection

Part numbers: Select or type selections

Customer part numbers: Select or type selections

Product group: All

Planner codes: Type selection

Order type: All

Category: All

Stock transfer type: All

Ship from location: Select or type selections

Supplier batch ID: Select or type selections

Confirmation approval status: None

Confirmation status: Exclude fully confirmed x Sel...
Exclude confirmation not allowed (checked)
Exclude unconfirmed
Exclude partially confirmed
Exclude fully confirmed (checked)

Shipping status: Exclude fully shipped x Select...
Receiving status: Exclude fully received x Select...
Invoicing status: Exclude fully invoiced x Select...
External document type: Type selection

Confirm Reject

Apply Reset Cancel

Filter criteria
Addition of new filters, examples include “Creation Date” and “External Document Type”

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Highlight: Items to confirm tile (2)

Other capabilities in the items to confirm worklist include bulk processing, and line item split. See knowledge transfer document [Items to confirm tile \[CSC-18894\]](#) for more details.

Bulk processing
Select multiple line items and use the Confirm or Reject to function to trigger bulk processing

The screenshot shows the 'Items to confirm (38)' interface. At the top, there are filter buttons: 'Edit filter', 'Save filter', 'Avante Science Inc., +2', 'Next 365 days', 'Last 365 days', and 'Exclude confirmation not all... +1'. Below these are 'Confirm' and 'Reject' dropdown menus. A table lists items with columns: Item No., Supplier Part No., Description, and Need By. A red box highlights the 'Confirm' dropdown menu, which has a sub-menu with options: 'Confirm schedule line', 'Confirm entire item', and 'Confirm entire order'. A red arrow points from this menu to a 'Review Schedule line to confirm' modal. The modal has a table with columns: Schedule Line No., Need By, Ship By, Requested Quantity, Requested Unit Price, and Quantity To Confirm. It shows two items for 'BULLNOSE SHELVES 4 PK' with a 'Submit' and 'Cancel' button at the bottom.

Item No. ↑	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Actions
Customer: IBD Inc Order No.: SAR-230720-2							
1	AX4518	BULLNOSE SHELVES 4 PK	May 8, 2021	May 8, 2021	10.00 EA	0.00 EA	...
1	AX4518	BULLNOSE SHELVES 4 PK	May 8, 2021	May 8, 2021	10.00 EA	0.00 EA	...
2	AX4518	BULLNOSE SHELVES 4 PK	May 8, 2021	May 8, 2021	10.00 EA	0.00 EA	...
Customer: IBD Inc Order No.: SAR-170820-1							
1	AX4518	BULLNOSE SHELVES 4 PK	May 8, 2021	May 8, 2021	10.00 EA	0.00 EA	...

Split
Creates a copy of the selected line item, allowing processing of both original and copy line item with individual adjustments of dates/quantities.

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Export worklist

Exporting a worklist will create an xls file in the local download folder, using the current filter criteria and worklist settings (i.e. selected columns, groupings, etc).

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The main content area displays a 'Workbench' dashboard with several metrics: 7 Orders, 7 New orders, 15 New orders, 0 Changed orders, 181 Orders to invoice, 3 Invoices, and 1 Rejected invoice. Below the dashboard, there is a table of orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. An 'Export' button is visible in the bottom right corner of the table area. A red arrow points from the 'Export' button to a file named '1618799542824.xlsx' in the local download folder. A callout box points to the 'Export' button with the text: 'Export Export the worklist, based on the current filter criteria and settings'. Below the screenshot, an Excel spreadsheet titled 'Results' is shown, containing the same data as the table in the screenshot.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced
AT03291	IBD Inc	\$3,704.40 USD	Mar 29		
AT03241	IBD Inc	\$3,704.40 USD	Mar 30		
AT03741	IBD Inc	3,704.40 USD	30 Mar 2021 09:04:49 AM	New	
AT037941	IBD Inc	3,704.40 USD	30 Mar 2021 09:05:54 AM	New	
AT002	IBD Inc	3,704.40 USD	16 Apr 2021 08:16:55 PM	New	
AT03281	IBD Inc	3,704.40 USD	16 Apr 2021 08:25:12 PM	New	
AT003	IBD Inc	3,704.40 USD	16 Apr 2021 08:26:53 PM	New	

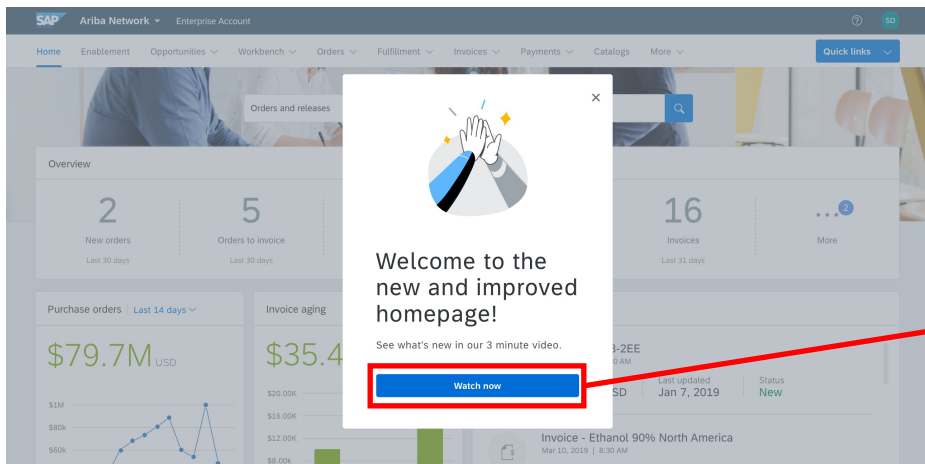
Transition to New Portal & Workbench

Feature at a Glance

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Transition: New portal self-enablement resources

Upon first login in the new portal, every user will see a Welcome popup which links to a supplier self-enablement page. This page contains short videos that outline What's New, how to find orders and invoices, how to customize the My widgets section and the workbench, to make the transition as easy as possible.

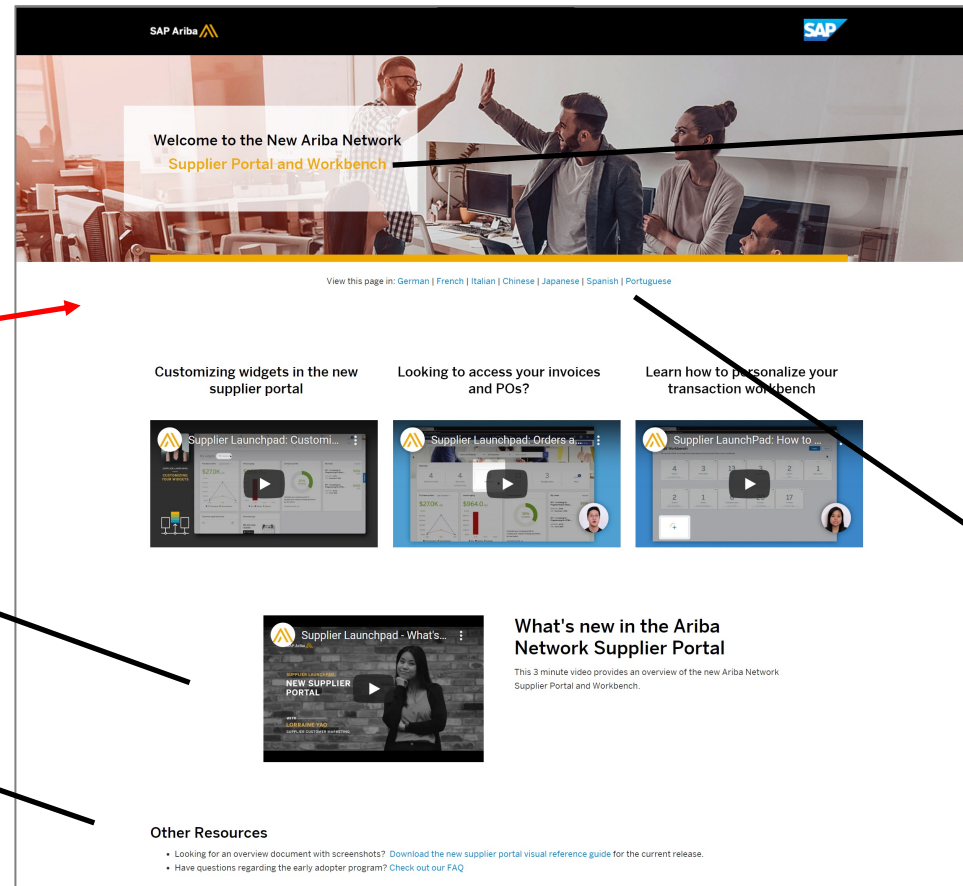


Self-enablement videos

Short videos are available to get a quick overview of What's New, find orders & invoices, and how to customize the portal and workbench.

Visual Reference Guide

A reference guide with screenshots of the portal is provided as a visual reference, and for updating internal training documents.



Self-enablement
The supplier self-enablement page is accessible via: <https://my.ariba.com/2019-new-supplier-experience.html>

Multi-language
The supplier self-enablement page is available in English, German, French, Italian, Chinese, Japanese, Spanish and Portuguese. The video's are sub-titled in the selected language.

Feature at a Glance

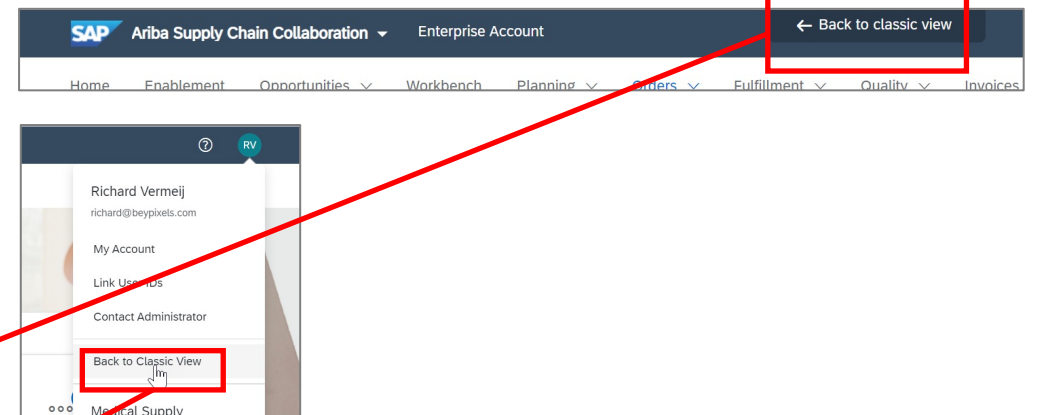
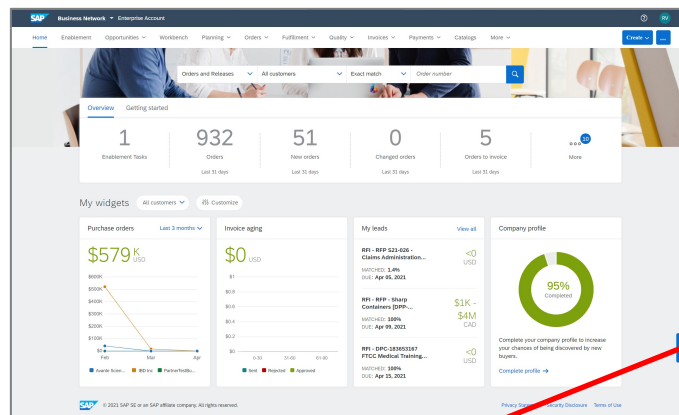
Introducing: New Supplier Homepage and Workbench

Detailed feature information – Transition: Back to classic view

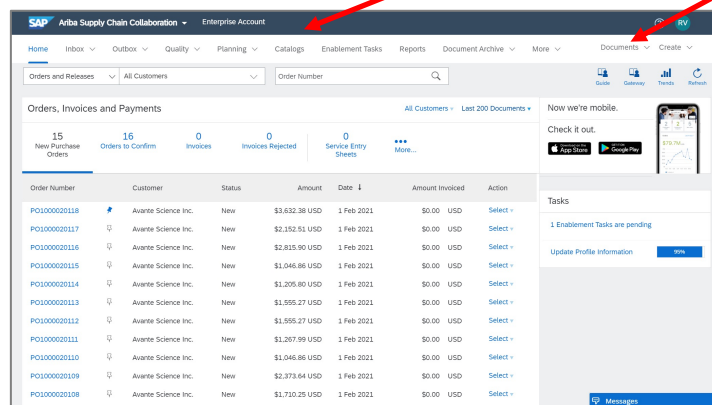
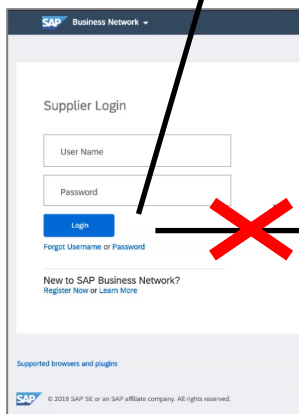
A user can revert back to the classic home page for the duration of the login sessions from the new portal home page by clicking “Back to classic view”, which is either located at the top of the screen in the middle, or is located in the user settings menu. Once the user logs out and in again, the user is back in the new portal.

New Supplier Homepage and Workbench

Added in front of Classic Network Views



Classic Network Views



Name Change to SAP Business Network

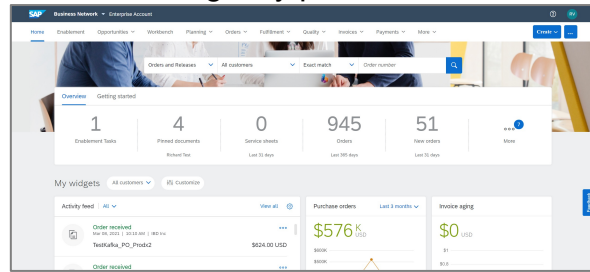
Feature in Detail

Introducing: New Supplier Homepage and Workbench

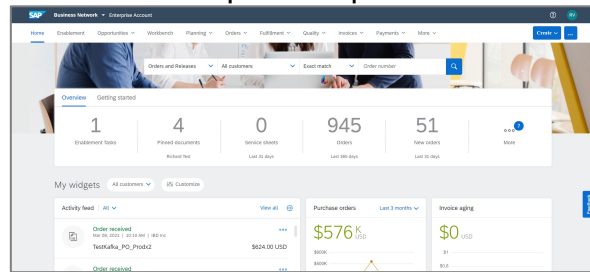
Detailed feature information – SAP Business Network is SAP’s Unified Network Strategy

SAP’s network strategy is to unify SAP owned networks (Ariba Network, Logistics Business Network, Asset Intelligence Network, Fieldglass, ..) by providing common trading partner onboarding, directory, login page, and portal services, collaboration flows and analytics across all SAP networks. The 2105 release introduces the new **trading partner portal and workbench** for Ariba suppliers under the solution name **SAP Business Network**, with other trading partners following in near future.

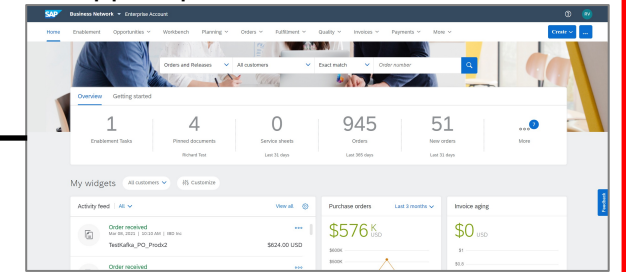
.. Insurance agency portal



.. Field service provider portal

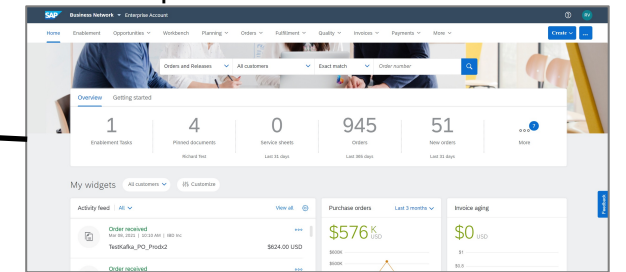


.. Supplier portal



2105 Release focus

.. Carrier portal



Feature in Detail

Introducing: New Supplier Homepage and Workbench

Detailed feature information – Current name of Network home page

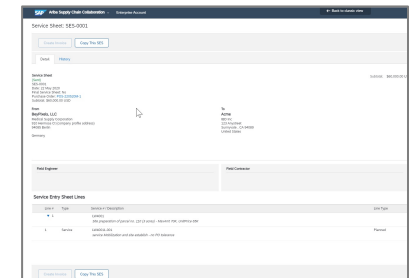
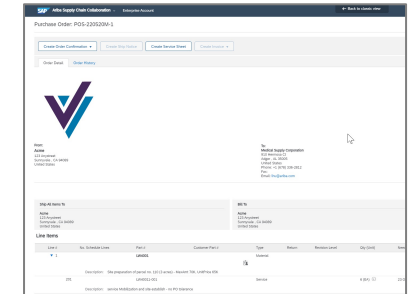
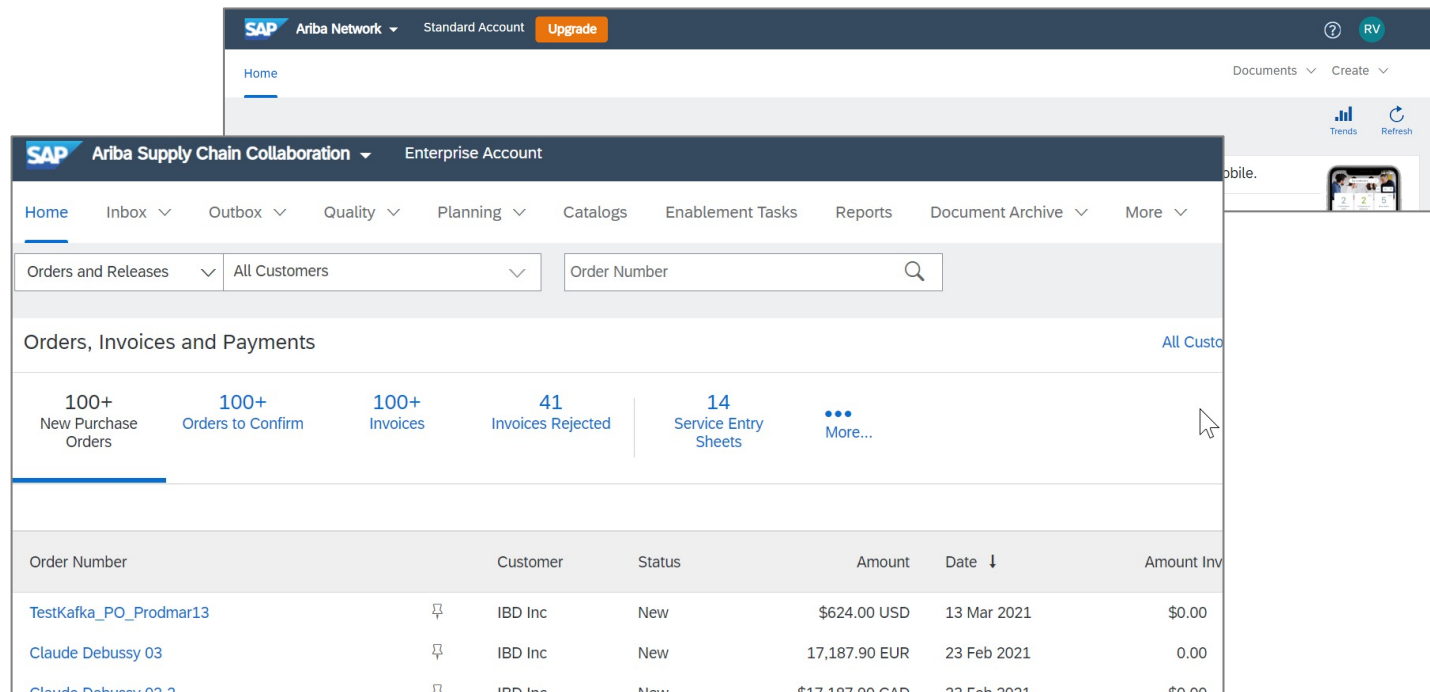
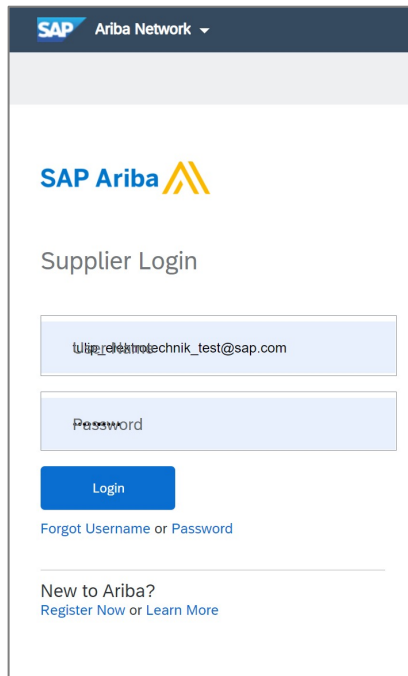
The current solution branding of supplier home page is SAP Ariba Network, from the login page, to the network home page, to the various document transaction flows like order confirmation and invoice creation.



Supplier login

Ariba Network home page

Order, Invoice, ..

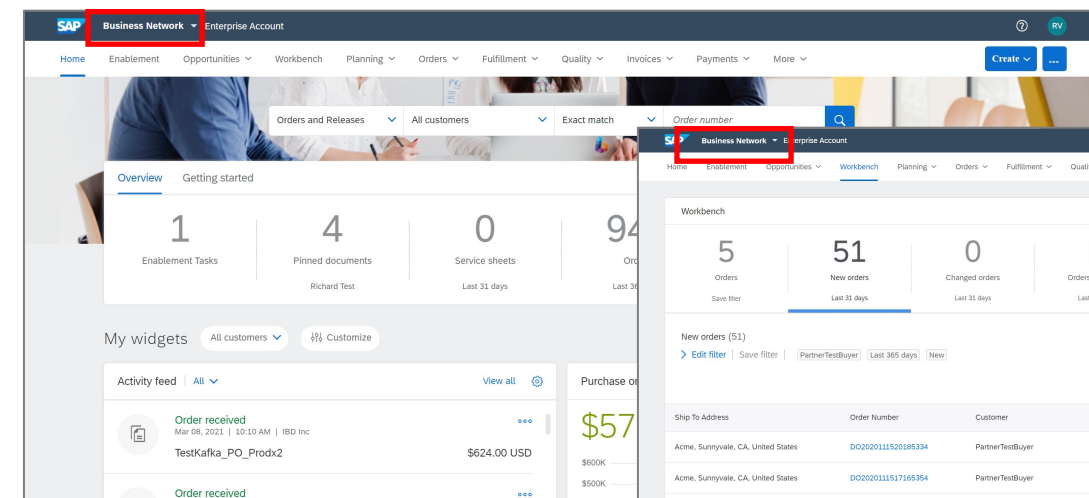
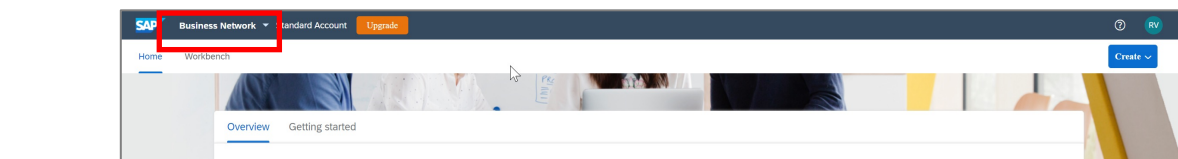
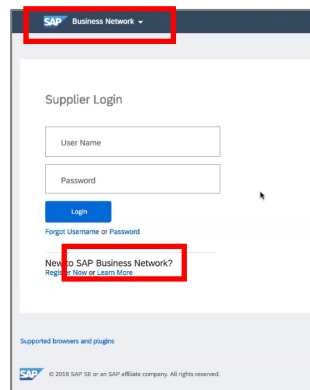


Feature in Detail

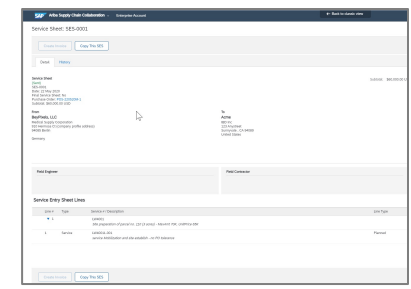
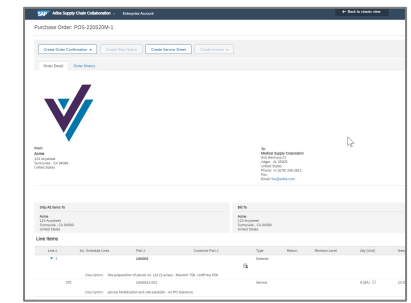
Introducing: New Supplier Homepage and Workbench

Detailed feature information – Name Changes to SAP Business Network on home page + workbench

The 2105 release changes the solution brand name on the supplier login page, supplier portal home page and workbench page from “SAP Ariba Network” to “SAP Business Network”. The solution name on all other network pages, including document transaction flows like order confirmation and invoice creation, remains SAP Ariba.



Ship to Address	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
Acme, Sunnyvale, CA, United States	DO2020111520185334	PartnerTestBuyer	\$1,609.00 USD	Nov 15, 2020	New		Confirm entire order Update line items Reject entire order Create ship notice Create service sheet
Acme, Sunnyvale, CA, United States	DO2020111517165354	PartnerTestBuyer	\$1,576.00 USD	Nov 15, 2020	New		
Acme, Sunnyvale, CA, United States	DO202011151714320	PartnerTestBuyer	\$1,772.00 USD	Nov 15, 2020	New		
Acme, Sunnyvale, CA, United States	DO202011151713291	PartnerTestBuyer	\$1,789.00 USD	Nov 15, 2020	New		



Feature in Detail

Introducing: Improved Supplier Onboarding Experience for Trading Relationship Request Invitations

Detailed feature information – FAQ

What is SAP Business Network?

SAP Business Network is a cloud-based collaboration offering that can help you transform disconnected supply chains into unified, collaborative, and intelligent networks that remove barriers and centralize data.

With a unified network, you can connect to all trading partners through a single directory, collaborate using shared data and workflows, and apply network-wide intelligence to guide decisions to adapt and improve your business.

<https://www.sap.com/products/business-network.html>

Is SAP Business Network a new or different network? Is it owned/run by a different team than Ariba?

No; SAP Business Network is the new solution name for the trading partner portal all Ariba Network suppliers are being transitioned to as part of SAP's unified network vision. The transaction network behind the portal remains branded with Ariba, and remains operated by Ariba Inc. (a wholly owner subsidiary of SAP SE based out of Germany).

What exactly is renamed to SAP Business Network and what stays Ariba Network?

Two supplier experiences are renamed as SAP Business Network: the TRR invitation-based onboarding for an enterprise account, and the supplier portal home page and workbench for all enterprise and standard accounts. All other network experiences remain branded with Ariba Network or Ariba Supply Chain Collaboration with the 2105 release.

Will the supplier login page change?

No, the login page URL remains the same. Only the brand name on the login page changes from Ariba Network to SAP Business Network.

Do my network login credentials change?

No, all supplier users can continue to use their Ariba Network user credentials, or use "forgot password" to reset.

Will my ANID change?

No, the name change with the 2105 release will not change the supplier's network account ANID.

Do I need to sign a different/new ToU?

No, the new trading partner portal for SAP Business Network is released as a feature enhancement of Ariba Network, and therefore the existing Terms of Use (ToU) remains in force, and covers all usage of the new trading partner portal services.

Do my Data Privacy Policy rights change?

No, the new trading partner portal for SAP Business Network is released as a feature enhancement of Ariba Network, and therefore the existing DPP remains in force, and covers data processing and usage of the new trading partner portal services.

Does my Ariba Network supplier subscription change?

No, there is no change to the existing standard and enterprise (premium/bronze/silver/gold/platinum) packages. All fee schedules remain as before.

Updated 3/23/2021. For current version of the FAQ, please visit <https://go.ariba.com/faq-name-change>

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