SAP Ariba

New Supplier Homepage and Workbench

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Target GA: May, 2021

THE BEST RUN **SAP**

Feature at a Glance

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 users 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 begin 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

Classic Network Views

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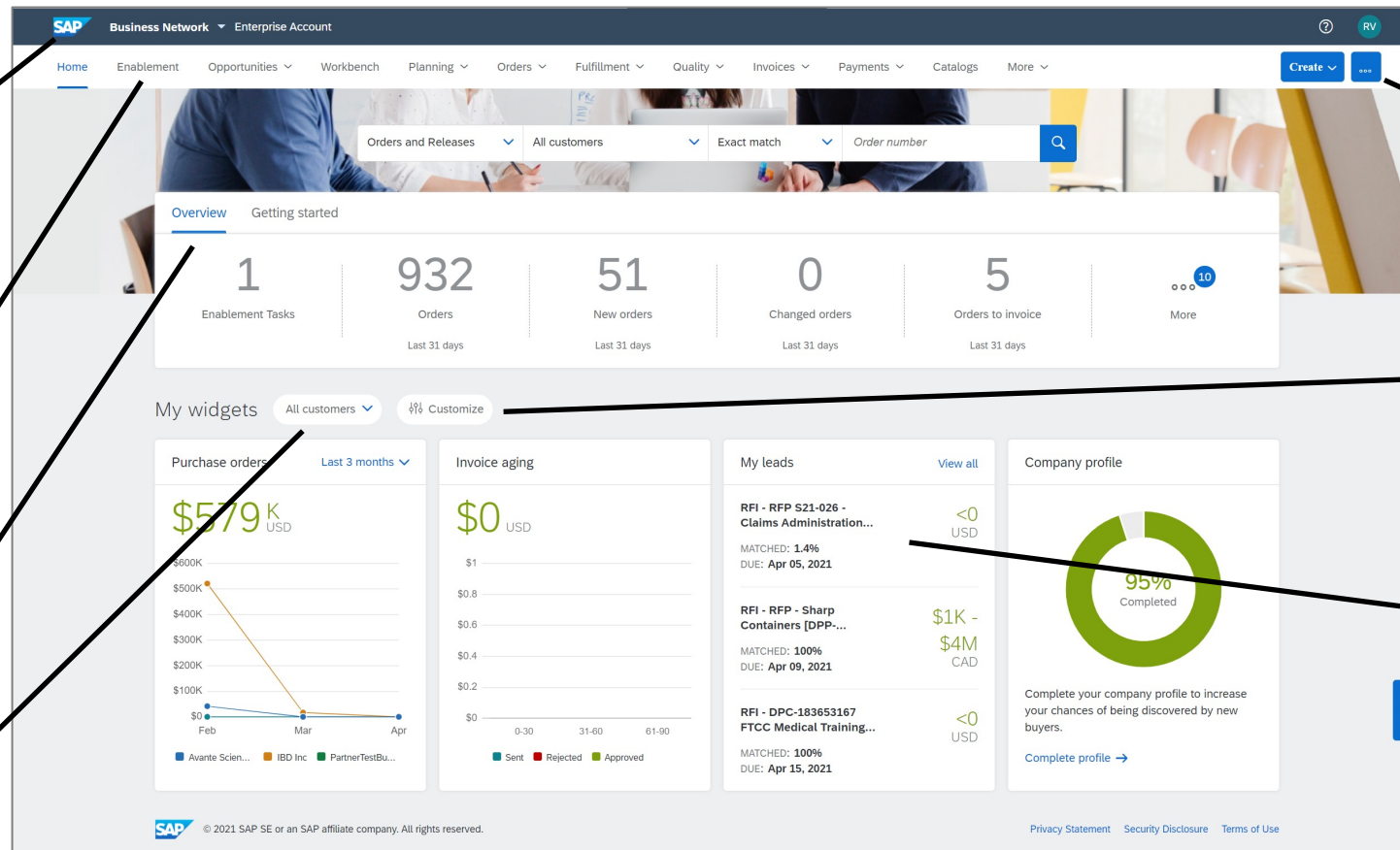
New Menu bar
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

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.
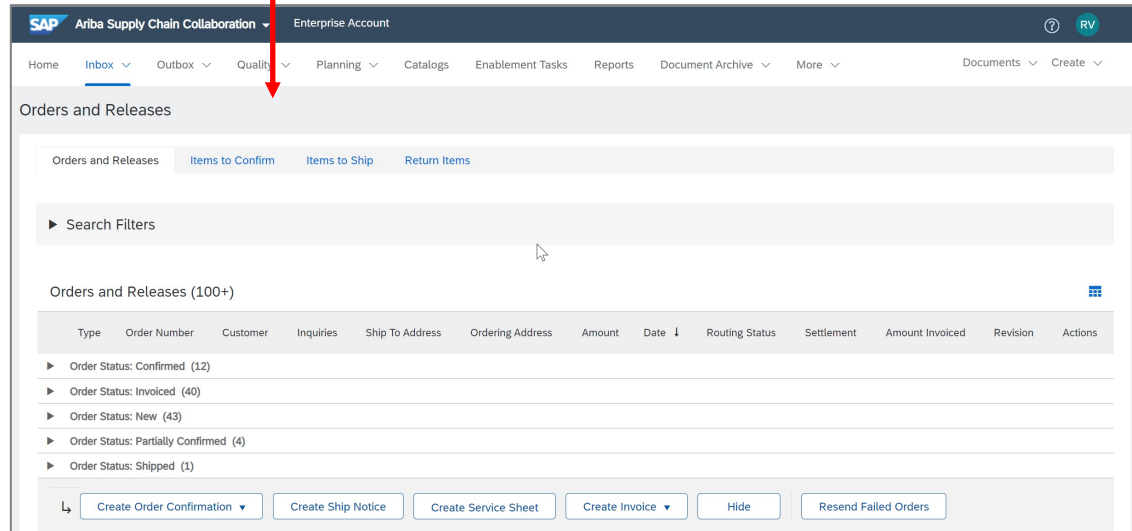
Workbench
Access to up-to 25 user configurable workbench tiles

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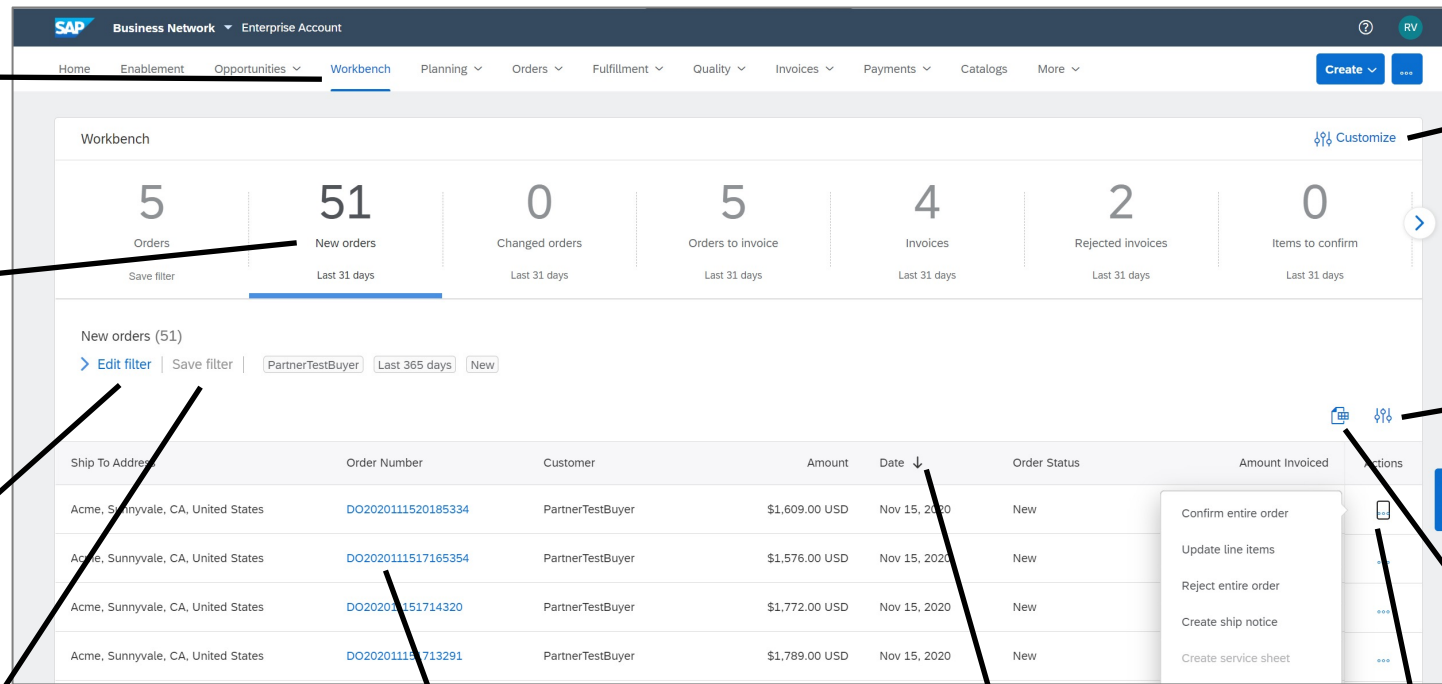
Customize
Allows user to configure which tiles to display, in what order, and (re)name its sub-titles.

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

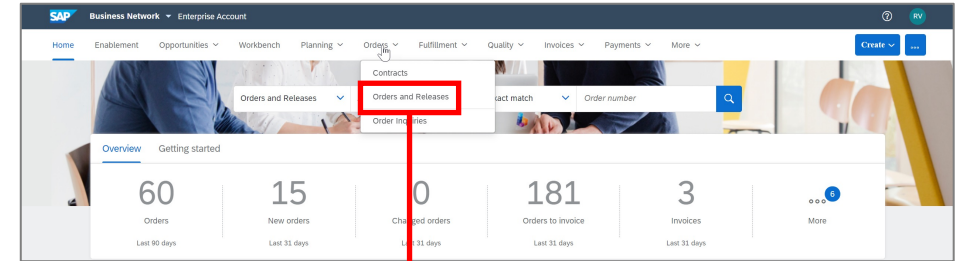Introducing: **New Supplier Homepage and Workbench**

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
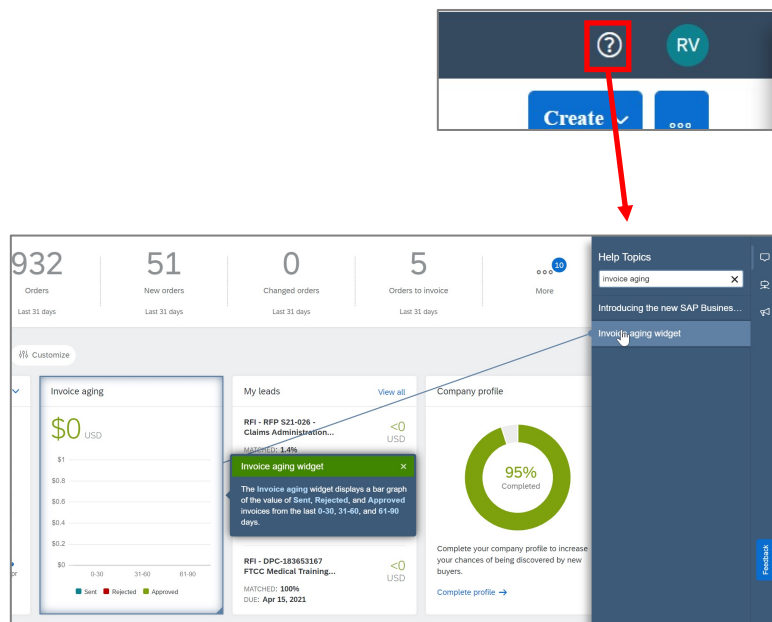
Transition: Self-enablement
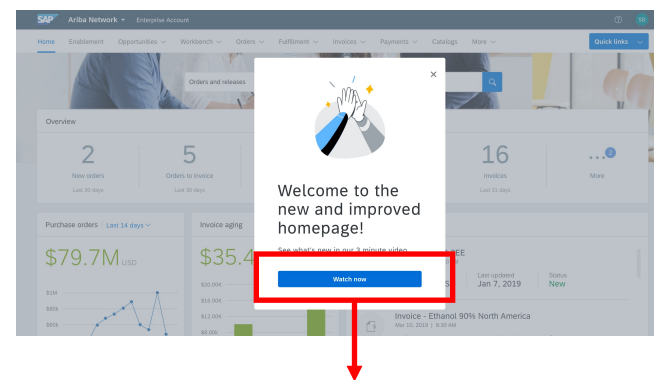
Transition: Back to Classic View

in navigation bar

or under settings..
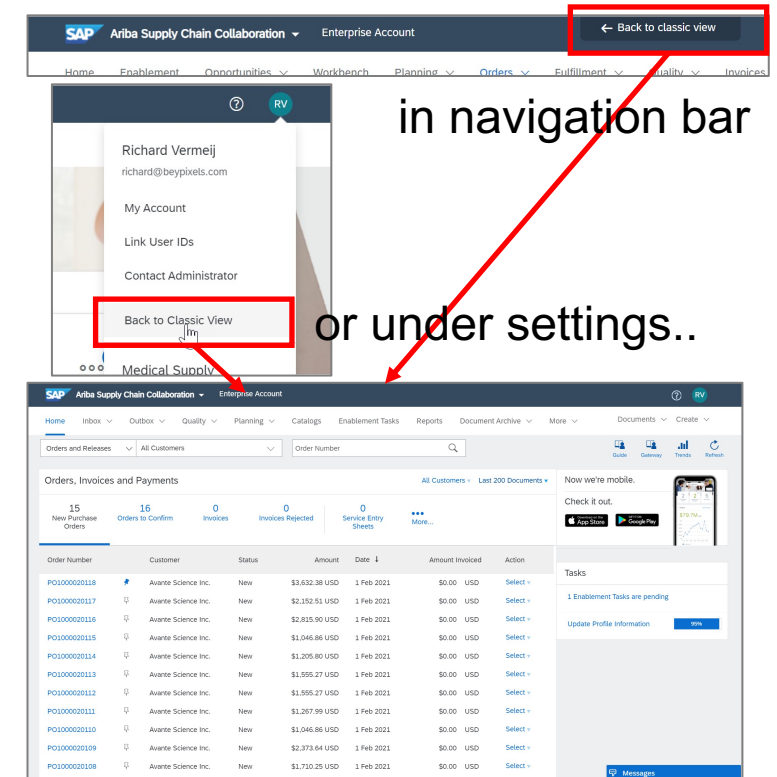
New Supplier Portal - Home Page

Feature at a Glance
Introducing: **New Supplier Homepage and Workbench**

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
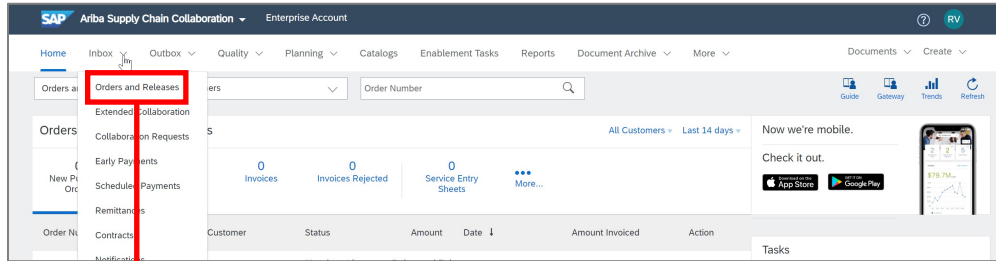
New
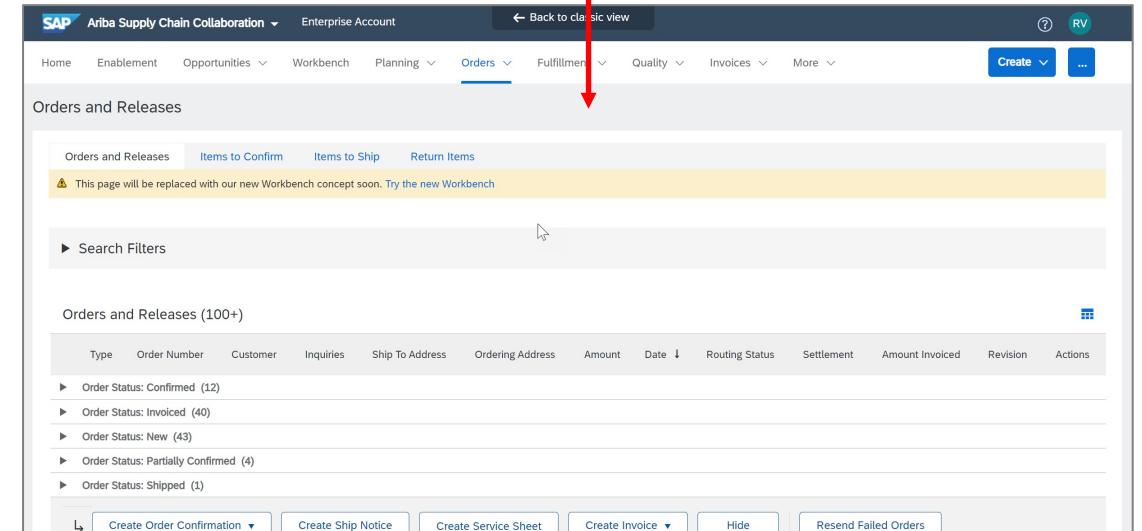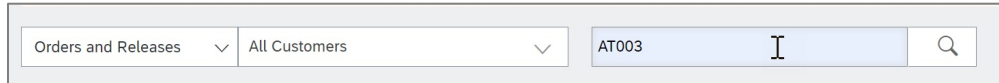
Feature at a Glance

Introducing: **New Supplier Homepage and Workbench**
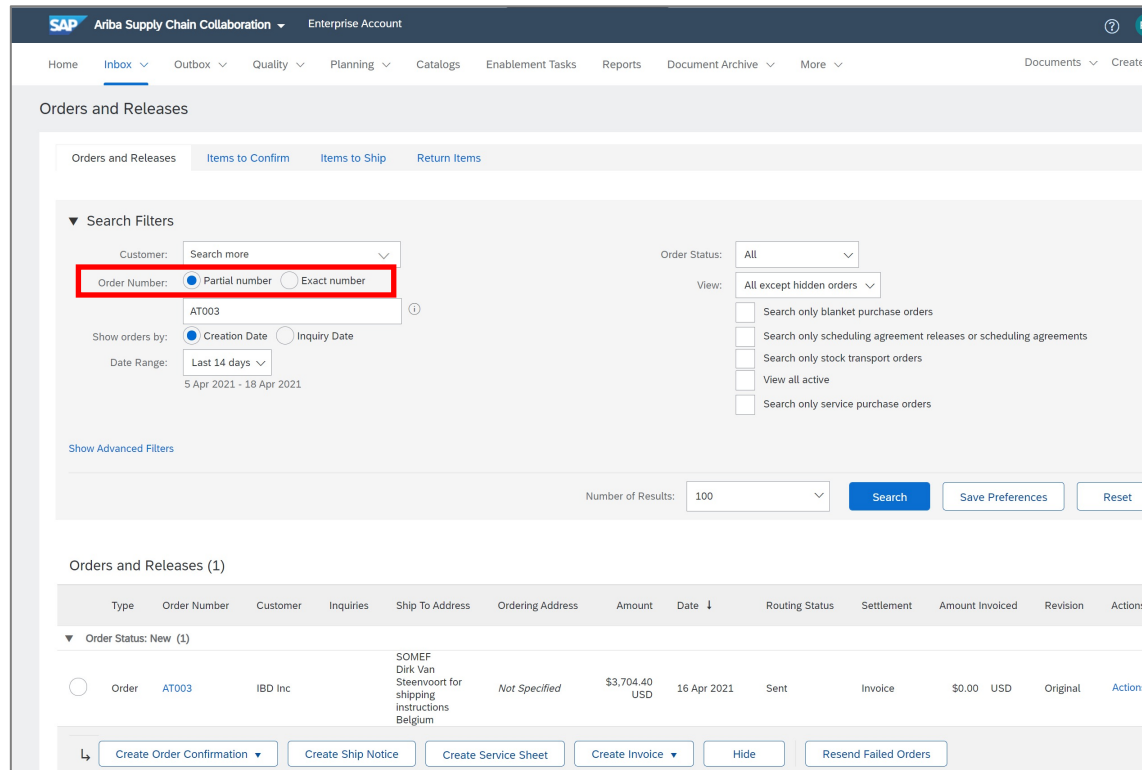
Detailed feature information – Search exact match or partial match selection

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

New

Feature at a Glance

Introducing: **New Supplier Homepage and Workbench**

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
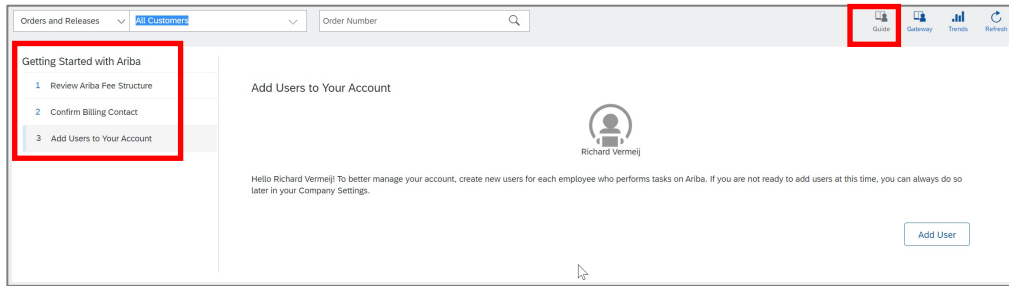
New
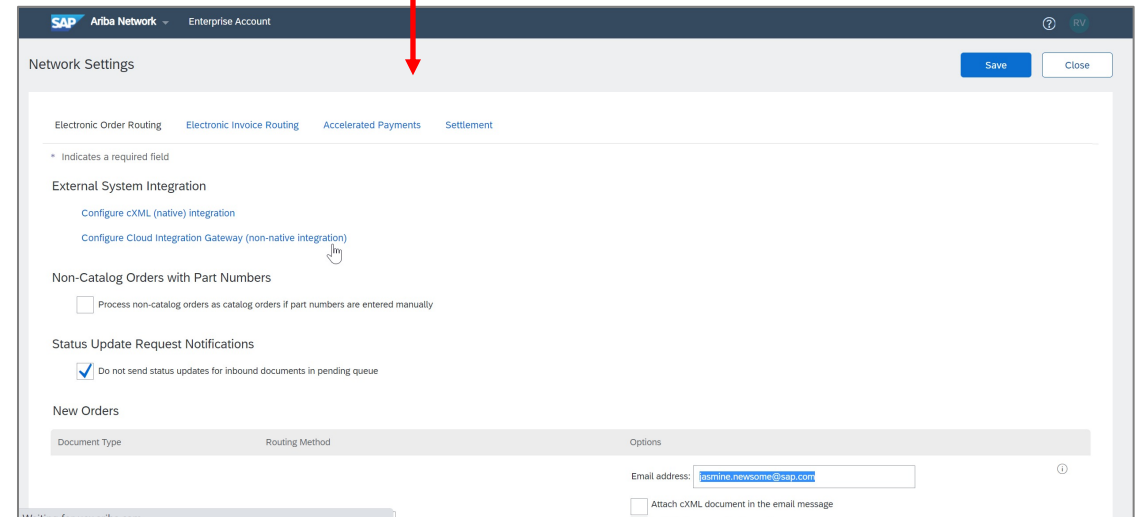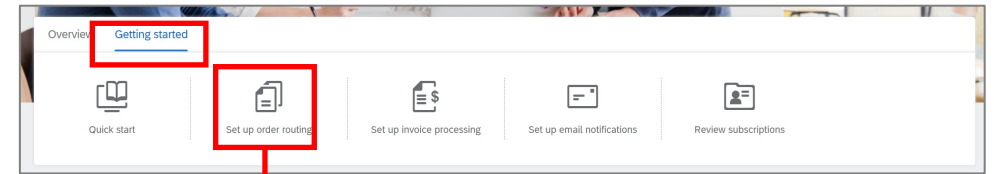
Feature at a Glance

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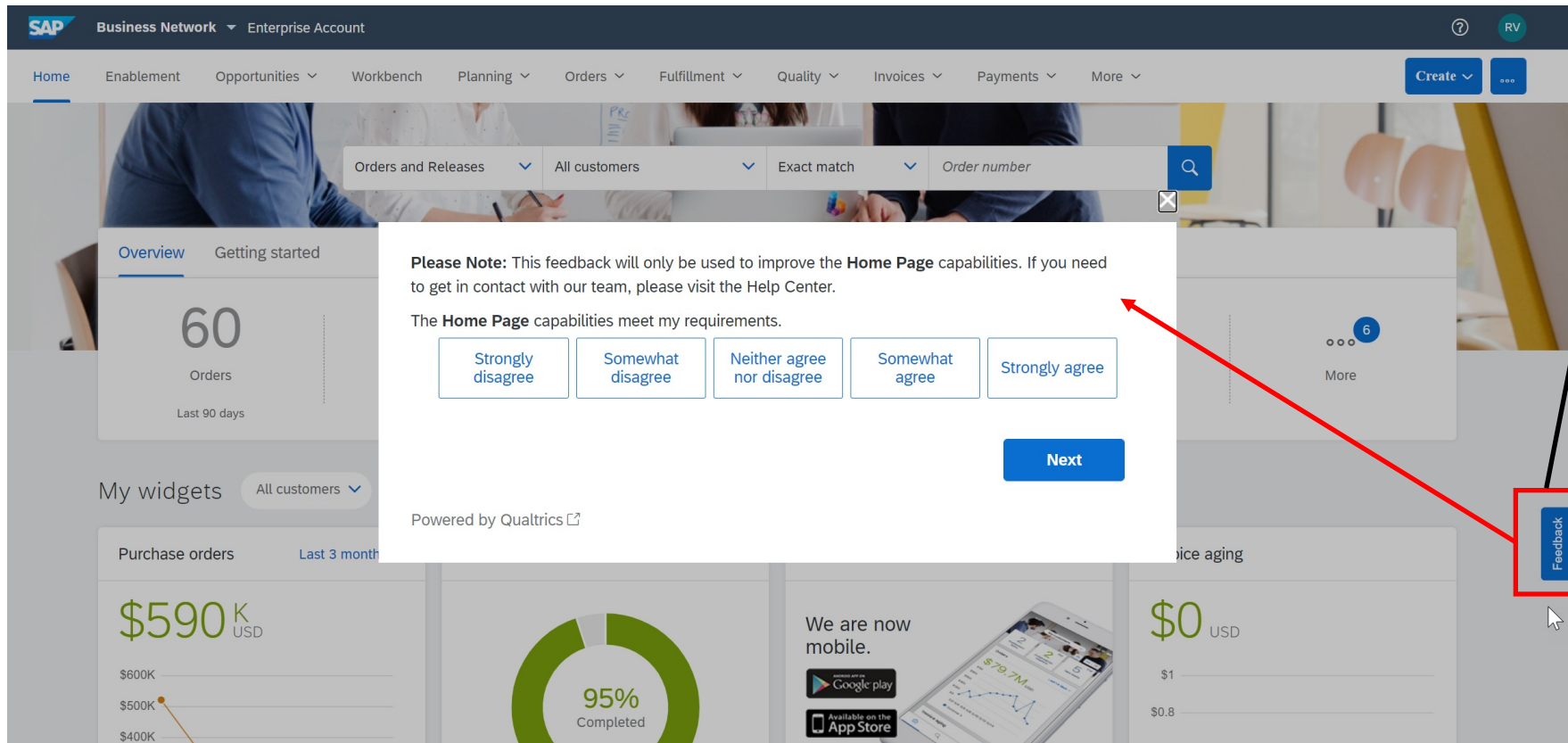
Feedback
Provide in-context feedback about capabilities and ease of use, and provide suggestions for experience improvements

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

New: tile and list are *highly user configurable*

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, **c**onfigure which documents to filter from the network and display in the worklist
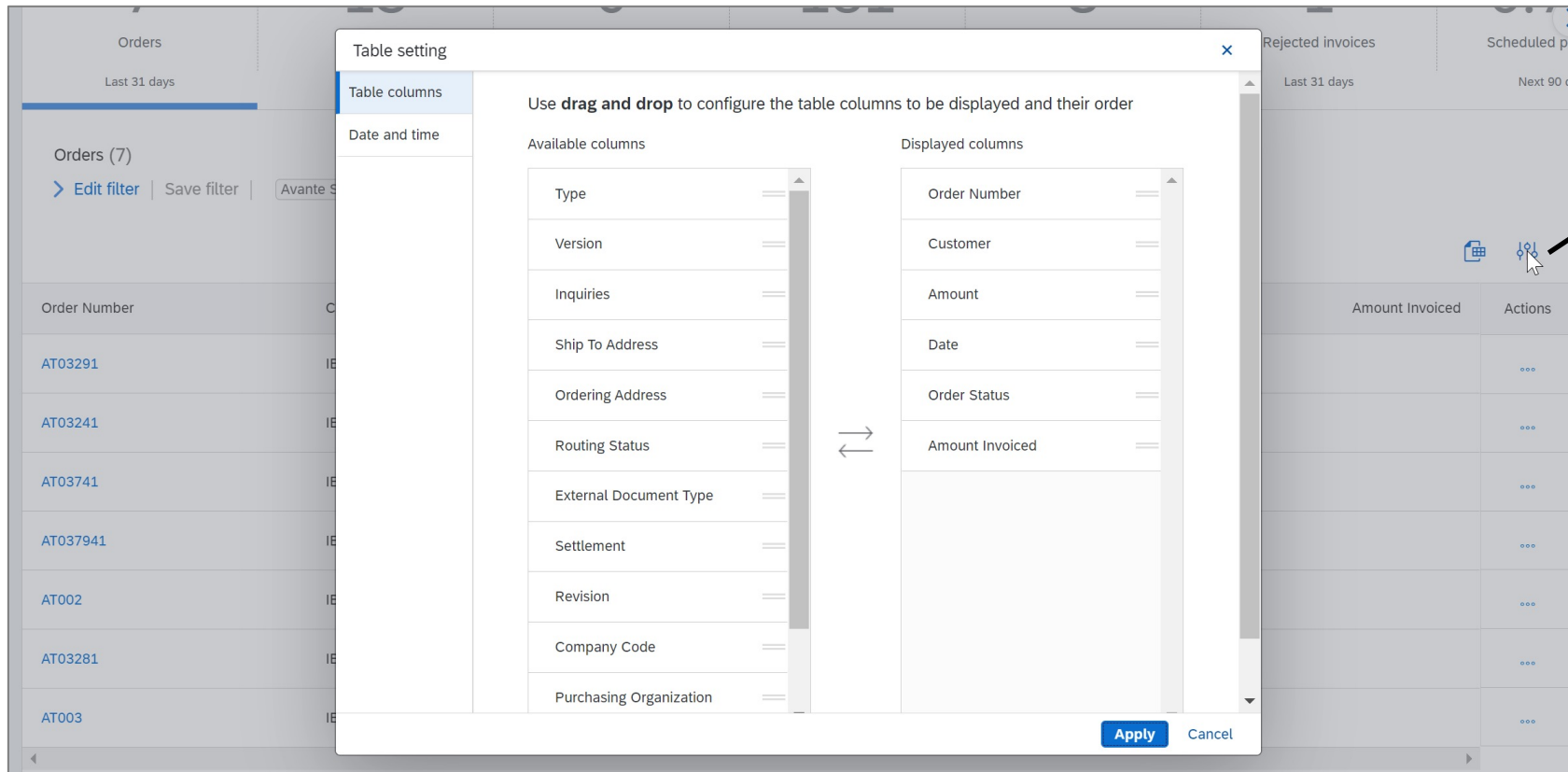
Apply filter criteria
Configure which documents to filter from the network and display in worklist

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.
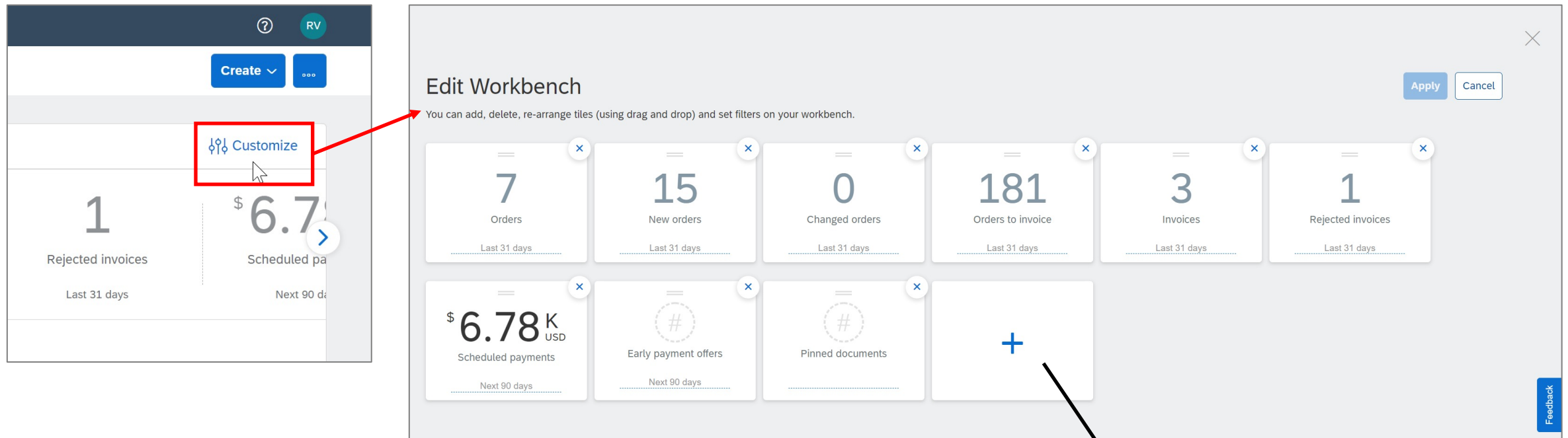

Apply settings
Configure how the worklist layout displays the documents

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 horizonal lines on the top of the tile to drag-and-drop it into the target position. The workbench supports up to 25 tiles.

Reorder
Drag-and-drop tile to target postion

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 home page tile overview bar

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).

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

Feature at a Glance

Introducing: **New Supplier Homepage and Workbench**

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.

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

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).

Export
Export the worklist, based on the current filter criteria and settings
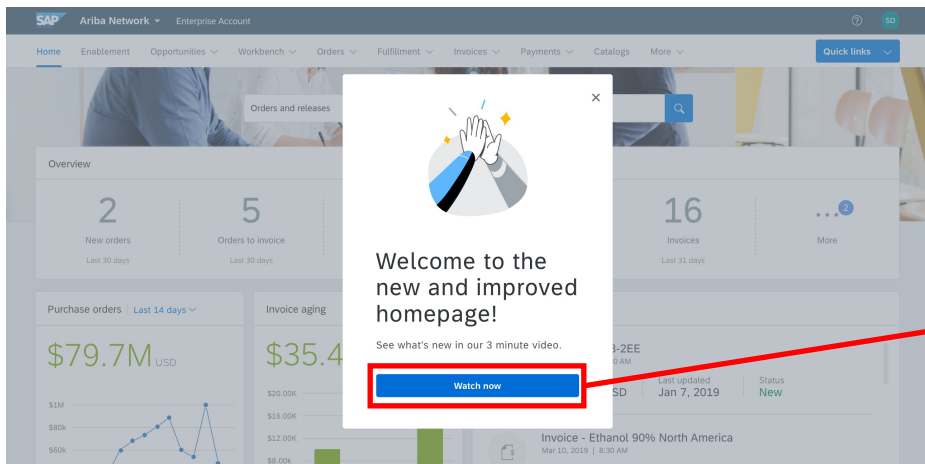
Transition to New Portal & Workbench

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.
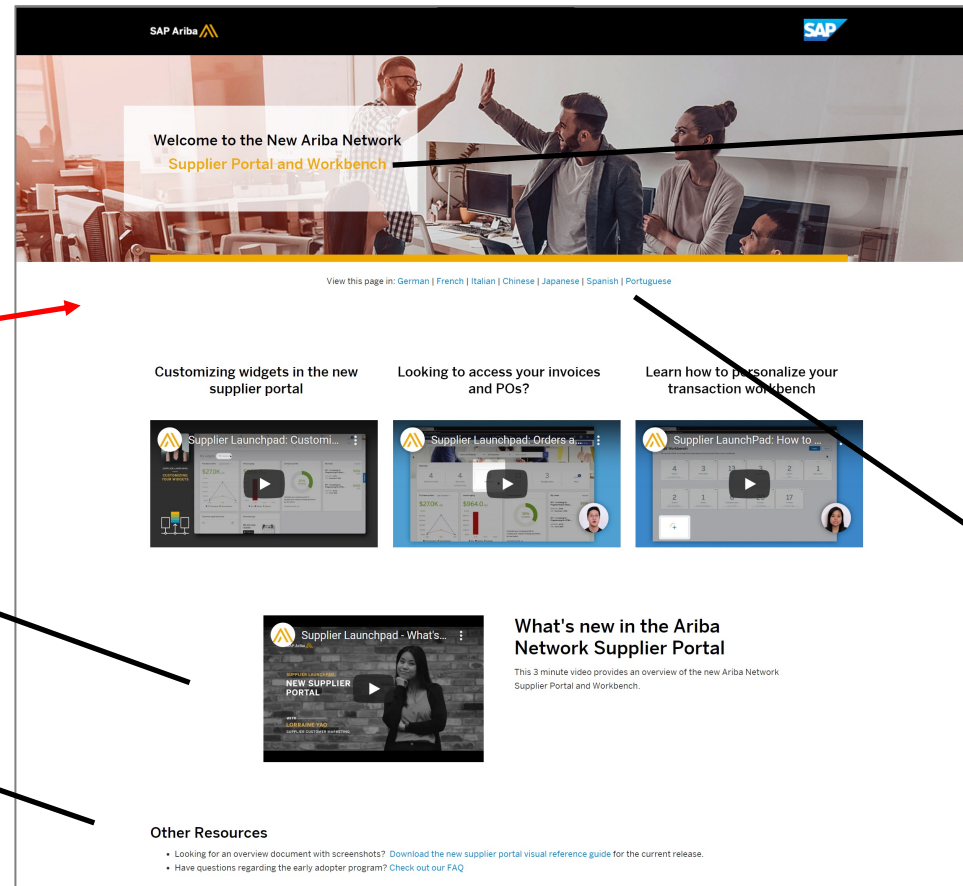

Self-enablement
The supplier self-enablement page is accessible via: https://my.ariba.com/2019-new-supplier-experience.html

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.

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.

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
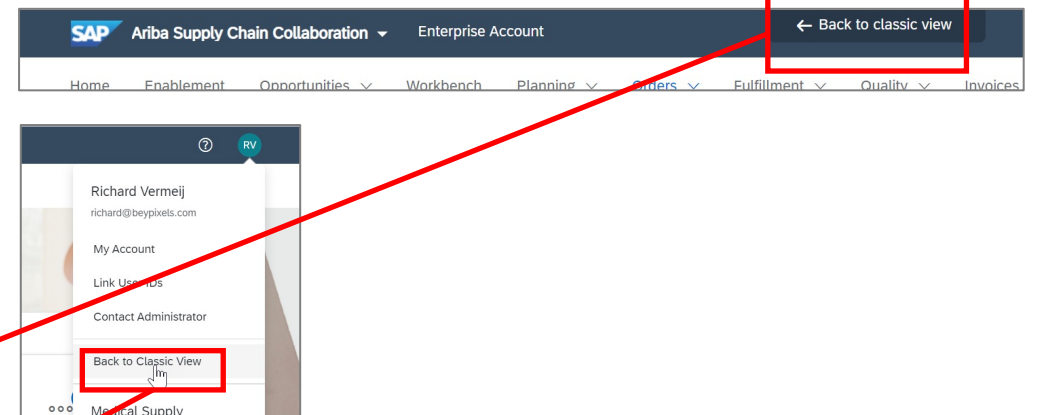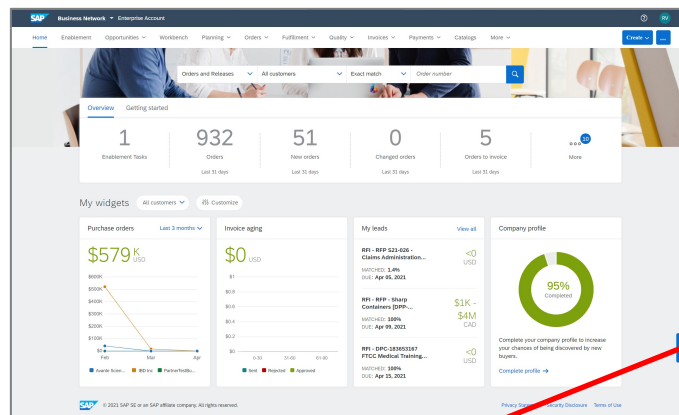
Classic Network Views
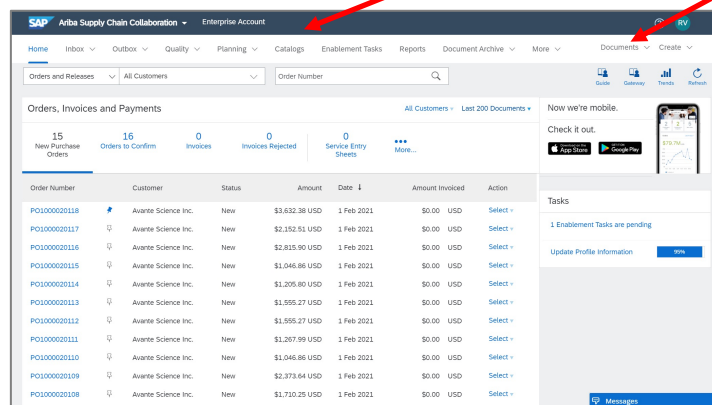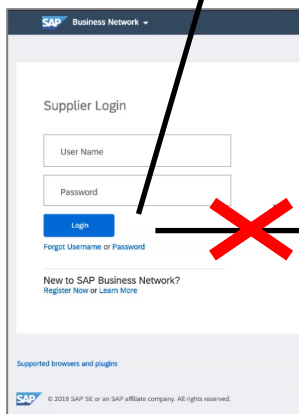
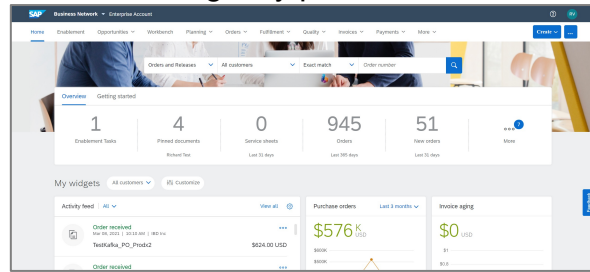# Name Change to **SAP Business Network**

Feature in Detail
Introducing: **New Supplier Homepage and Workbench**
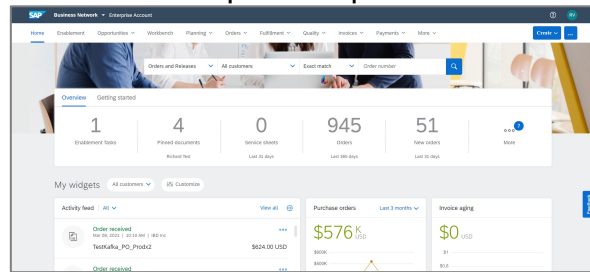
Detailed feature information – SAP Business Network is SAP's Unified Network Strategy

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.
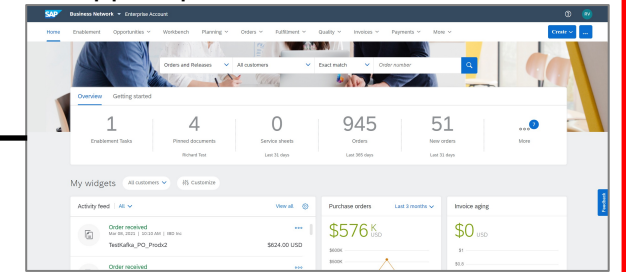
.. Insurance agency portal

.. Supplier portal

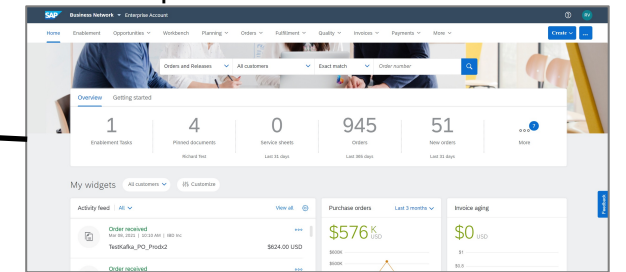**2105 Release focus**

.. Field service provider portal

.. Carrier portal

Feature in Detail
Introducing: **New Supplier Homepage and Workbench**

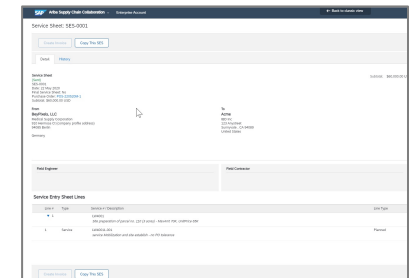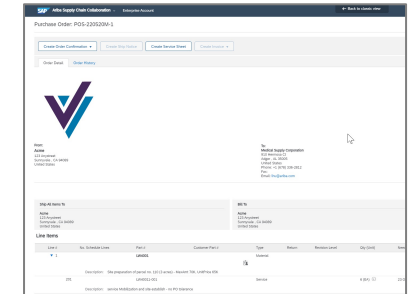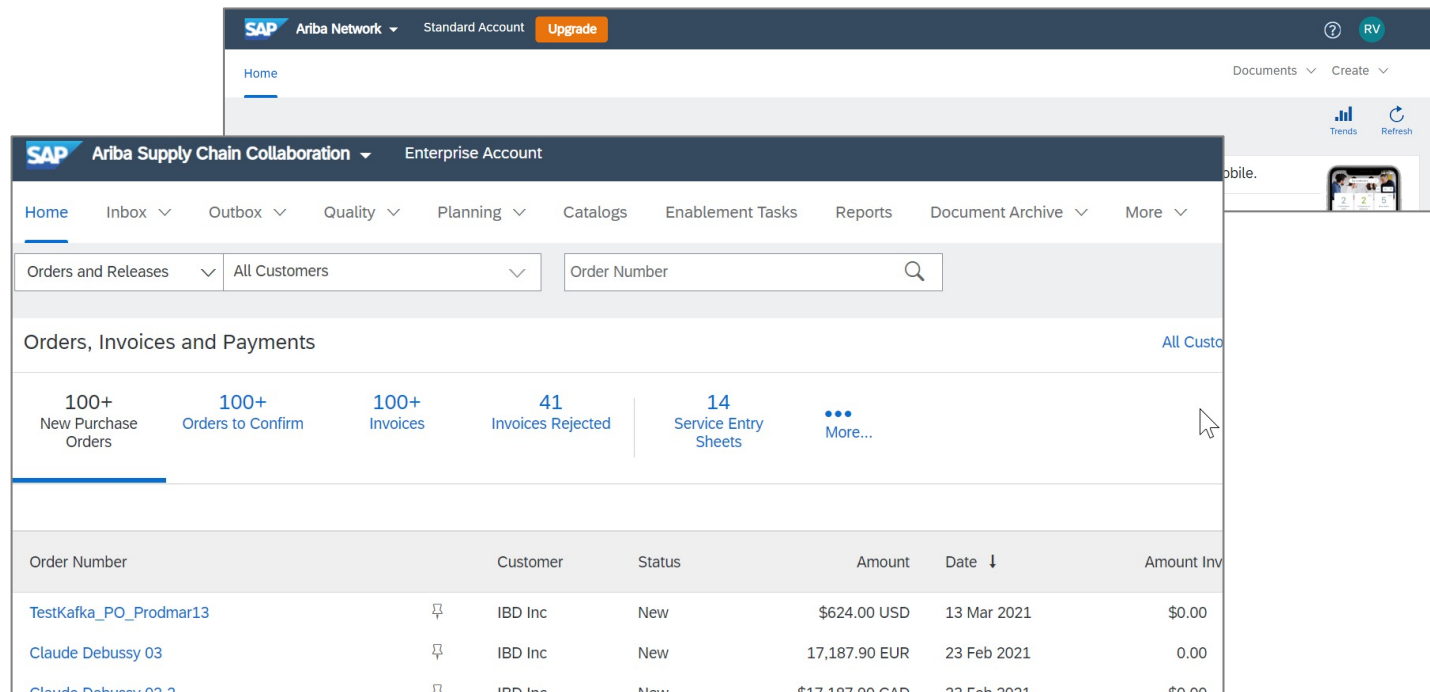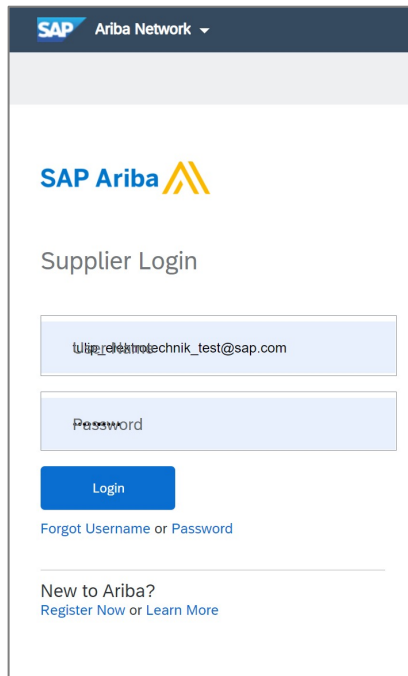### Detailed feature information – Current name of Network home page

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.

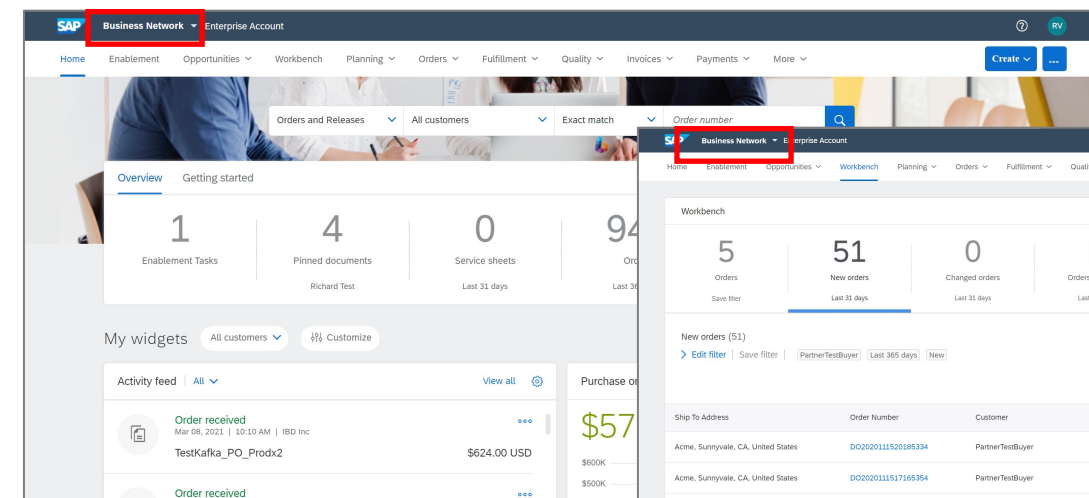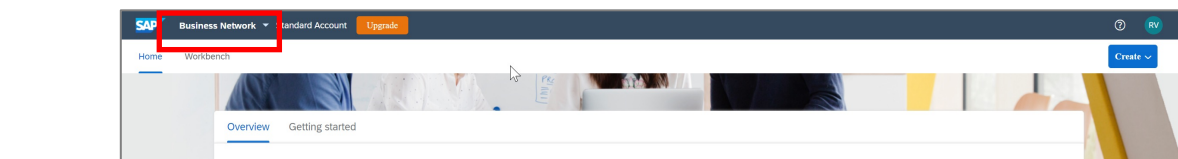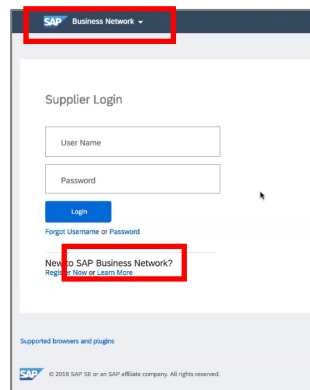Supplier login   Ariba Network home page   Order, Invoice, ..
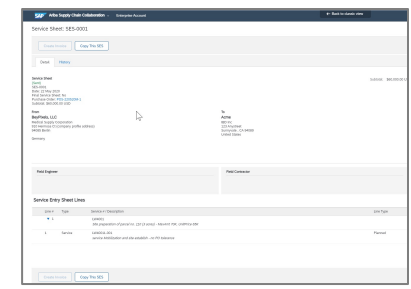
Feature in Detail
Introducing: **New Supplier Homepage and Workbench**

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.

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

SAP Ariba

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THE BEST RUN **SAP**