

Supplier Guide Supply Chain Collaboration

General Functionality Process Guide



- The General Functionality is a **generic guide** that provides information about the SAP Business Network and the Ariba Network including how to navigate, setup, edit and access the information that you require
- All screenshots and **examples** contained within Ariba process guides are taken from various Buyers test Ariba Network accounts. All documents and the content within the documents are fabrications and in no way reflect any past, current or future documents and any similarities are pure coincidence.
- Your Business System Administrator can assist with permissions and login on details
- Permissions allow access to specific sections of the Ariba Network, if there is a section that you require contact your system Administrator, refer to Identifying and Contacting your System Administrator
- The Supplier Information Portal can be accessed via the Help Centre, a direct link or via Customer Relationships, refer to Accessing the Supplier Information Portal
- The transaction workbench lets you create pre-set views based on how you work, and the customers you manage.
- Get to the documents you need faster than by sorting through individual orders or invoices.



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Transactional Workbench

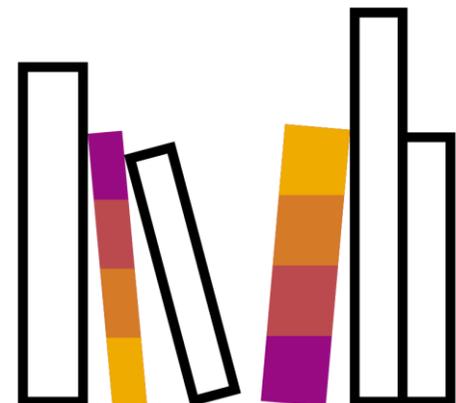
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User Access and Login



Once the System Administrator has created an access for you, two emails will be triggered from Ariba Commerce Cloud

❖ You will receive two emails,

The **first email** - Contains your Username, this is in an email format and may or may not be your actual email

The **second email** - Contains a temporary password



Use the link on the first email to access the Ariba Network, enter the Username from the email

then

Enter the Temporary Password on the second email

❖ You will be prompted to change your password



AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Your User ID on the Ariba Account.

To
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Jen Williams,

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01052990747-T) with the following username:

Username:

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

Your administrator also gave you access to the Cloud Integration Gateway portal. You can click the following link to log in to your Cloud Integration Gateway account using your username and temporary password.

<https://integration.ariba.com>

After your first login, both your Ariba user account and your Cloud Integration Gateway account share the same credentials.

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Your password on the Ariba Network Account.

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear

This message contains important information about your new user account related to your company's Ariba account(AN01052990747-T).

Your temporary password to access your new user account is:

Temporary Password: **KMH5maJ4**

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba account (AN01052990747-T).

If you do not want to receive future notifications, update the email addresses in your account or discuss this with your company's Ariba Account Administrator. To update the email addresses associated with your account, [click here](#).

If you have any questions, go to the [Ariba Exchange User Community](#).

For information about transaction thresholds, features, and upgrade pricing [click here](#).



After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

➤ Go to <https://supplier.ariba.com>

To Login:

1. Enter **Username**
2. Enter your **Password**
3. Click on **Login**
4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password



- 1) Enter your **email OR username**
- 2) Click **Submit**
- 3) An email from Ariba Commerce Cloud will be sent to the registered email address

- ❖ Multiple customers – **1 login**
- ❖ **Username** in form of email – does not need to be a real email address – e.g. bob@abc.com





The System Administrator creates users, applies permissions and should be contacted when there is questions, updates or changes to your log in profile

Contact the Business System Administrator when:



- ❖ You need permissions to access a tab required for your role
- ❖ You need to have you password reset

1. Click on your user **Initials**
2. Select **Contact Administrator** from the drop down list
 - ❖ There are different options to contact the System Administrator, use the option wanted
3. Click on **Done** to Return to the page you accessed the drop down list from



The screenshot illustrates the steps to contact the system administrator. Step 1 shows the user's initials 'BS' in the top right corner of the application. Step 2 shows the dropdown menu that appears after clicking the initials, with 'Contact Administrator' highlighted. Step 3 shows the 'Contact Your Account Administrator' dialog box, which contains the following information:

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for supporting you. The administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions.

Account Administrator Information

Name: _____
Email Address: _____
Office Phone: _____
Fax: _____

Done



❖ Accessing "My Account" allows users to make updates to their SAP Business Network Account

Note: Only change information that requires updates

Changes in My Account should only be completed when required, for example:

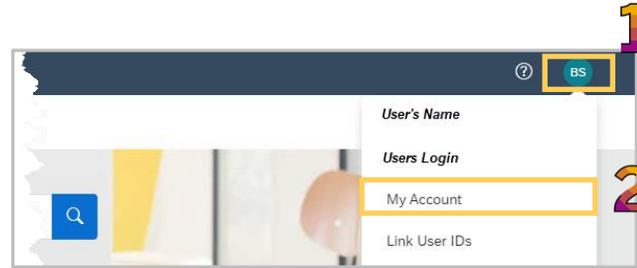
- ❖ A name Change
- ❖ Business Role Change
- ❖ Changing your Password

Note: All changes will trigger and email to confirm that you have requested the changes

1. Click on your user **Initials**
 2. Click on **My Account**
- The **My Account** screen is displayed

Note: that your System Administrator has entered the information while creating your account

- ❖ Update the required fields
3. Click on **Save**, a green ribbon indicates the changes have been saved successfully a red ribbon indicates that information is missing or incorrect



My Account

Save
Close

Account Settings
Mobile Settings

* Indicates a required field

Account Information

Username: * ⓘ
[Change Password](#)

Email Address: *

First Name: *

Middle Name:

Last Name: * ⓘ
[Personal Information Change Log](#)

Business Role: ▼

Preferences

Preferred Language: ▼ ⓘ

Preferred Timezone: * ▼ ⓘ

Default Currency: * Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Manager
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

8



When you have more than one login across different buyers or you need to access another users account during periods of leave you can link the accounts for easier access

There are two different ways to link an account:



- ❖ **Approval Needed:** Use this processes when another user is going on extended leave and you need to access their account during that time
- ❖ **No Approval Needed:** Use this account when you have multiple logins across multiple buyers

1) Click on your user **Initials**

2) Select **Link User ID's**

- ❖ The Link User ID's screen is displayed
- ❖ Select the option required

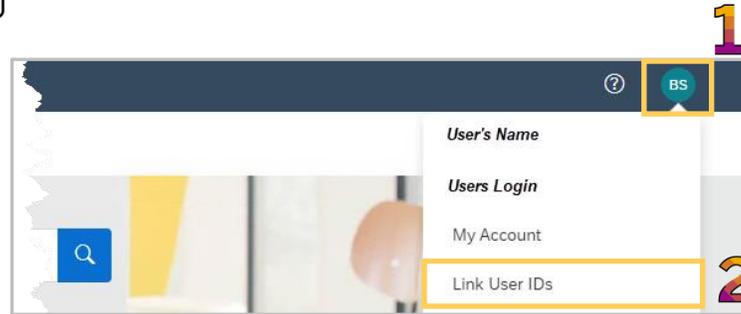
Approval Needed:

Enter the user name of the account you wish to access then click on **Send link Request**

No Approval Needed:

Enter the user name, enter the password, then click on Link Accounts

Note: You must be the account holder for No Approval needed



Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

Password:*



Table Options Menu provide users with the option to personalise the way information is displayed, it does not replicate across other users

The table options menu changes the view of the information in the information ribbon on the screen

- ❖ Not all screens  provide a Table Menu Options option
- ❖ Screens with a  indicate there is an opportunity to personalize how the information is shown on a screen
- ❖  Different screens provides a different list of options based on the information contained within the screen
- ❖ Suppliers can sort by a set of the options listed



Show / Hide Columns

- ✓ Type
- ✓ Order Number
- ✓ Ver
- ✓ Customer
- Inquiries
- ✓ Ship To Address
- Ordering Address
- ✓ Amount
- ✓ Date
- ✓ Order Status

More...

Group by Column

- Customer
- Ship To Address
- Order Status

Export to Excel

- Export all Rows
- Export Current Page

Date Display

- Show Time

Table Size

- ✓ 100
- 200
- 300

Show / Hide Columns

- ✓ Document ID
- ✓ Multi-Tier
- ✓ Customer
- ✓ Date
- ✓ Status

Group by Column

- Customer
- Status

Export to Excel

- Export all Rows
- Export Current Page

Show / Hide Columns

- ✓ Subject
- ✓ Message
- ✓ Alert
- ✓ Created

Group by Column

- Created

Export to Excel

- Export all Rows
- Export Current Page

Examples of various Show/Hide columns in Table Options Menus

Show / Hide Columns OK Cancel

<input type="checkbox"/>	Column Name
<input checked="" type="checkbox"/>	Type
<input checked="" type="checkbox"/>	Order Number
<input checked="" type="checkbox"/>	Ver
<input checked="" type="checkbox"/>	Customer
<input type="checkbox"/>	Inquiries
<input checked="" type="checkbox"/>	Ship To Address
<input type="checkbox"/>	Ordering Address

Column Headings vary by screen – users can determine the columns they wish to view

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
------	-----------	----------	-----------	---------------	--------------	--------	--------------	------------	------	--------	------------------	------------------



Users can switch between the SAP Business Network transaction account and sourcing accounts such as Ariba Discovery and Ariba Contract Management

Some selections have a pop-up message, select the appropriate response

Ariba Discovery – Used for Request for Quote (RFQ) processes, access to global purchase ready buyers

Ariba Proposals & Questionnaires – Used for Sourcing, including responding to prospects

Ariba Contract Management –

SAP Business Network -

1. Click on the down arrow next to the name of the account you are in
2. Select the required account

Note: An error message appears when users do not have the required permissions. If you require access, contact you Business Ariba Network System Administrator. Refer to [Contact the System Administrator](#)



The screenshot shows the SAP Business Network interface. At the top, the user is logged in as 'Enterprise Account'. A dropdown menu is open under 'Business Network', listing options: Ariba Discovery, Ariba Proposals & Questionnaires, Ariba Contract Management, and SAP Business Network. A second dropdown menu is open under 'Ariba Discovery', listing: Ariba Discovery, Ariba Proposals And Questionnaires, Ariba Contracts, and Ariba Network. Below the navigation, there are search filters for 'Orders and Releases', 'SCC Sandbox APJ Integrati...', 'Exact match', and 'Order number'. The dashboard displays four key metrics for the last 31 days: 16 New orders, 37 Orders, 0 Orders to invoice, and 0 Pinned documents.

You do not have the appropriate permissions to access this page.
[Contact your account administrator](#) to request access to this page.

Welcome to Ariba Discovery

- ✓ Gain access to a global community of purchase-ready buyers
- ✓ Cost-effectively market your business
- ✓ Speed up your sales cycle
- ✓ Strengthen your competitive advantage

[Start Using](#) or [Close this message](#)

Seller Dashboard/Home page



- 1) **Access to Help**
- 2) **User Name Initials** – a drop down provides applicable accesses
- 3) **... (More)** – a drop down provides access to track, CSV upload and CSV download options-can also be accessed from other screens
- 4) **Create** – a drop down that provides short cuts to processes, can be accessed from other screen
- 5) **Accessible Tabs** – the tabs that you have permissions to access
- 6) **Quick search options** – Allows searching for selected parameters from the Seller Dashboard /Home page
- 7) **Overview Bar** – helps to focus on important tasks related to orders and Invoices
- 8) **More** – indicates there are more tiles
- 9) **My Widgets** – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page
- 10) **Customize** – Shows the available options for My Widgets

The screenshot shows the SAP Business Network Enterprise Account dashboard. The interface includes a top navigation bar with tabs for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is located below the navigation bar, with filters for Orders and Releases, All customers, and Exact match. The main content area features a 'Getting started' section with five key metrics: 79 Items to confirm (Last 24 Hours), 11 New orders (last 24 hrs), 152 Orders (Last 24 hrs), 91 Items to confirm (Last 31 days), and 132 Items to ship (Last 31 days). Below this is a 'My widgets' section with options for Purchase orders (Last 3 months), Invoice aging, and Activity feed (All). A 'Customize' button is also visible. The dashboard is annotated with numbered callouts: 1 (Help icon), 2 (User Name Initials), 3 (More dropdown), 4 (Create dropdown), 5 (Accessible Tabs), 6 (Quick search options), 7 (Overview Bar), 8 (More indicator), 9 (My Widgets), and 10 (Customize button).

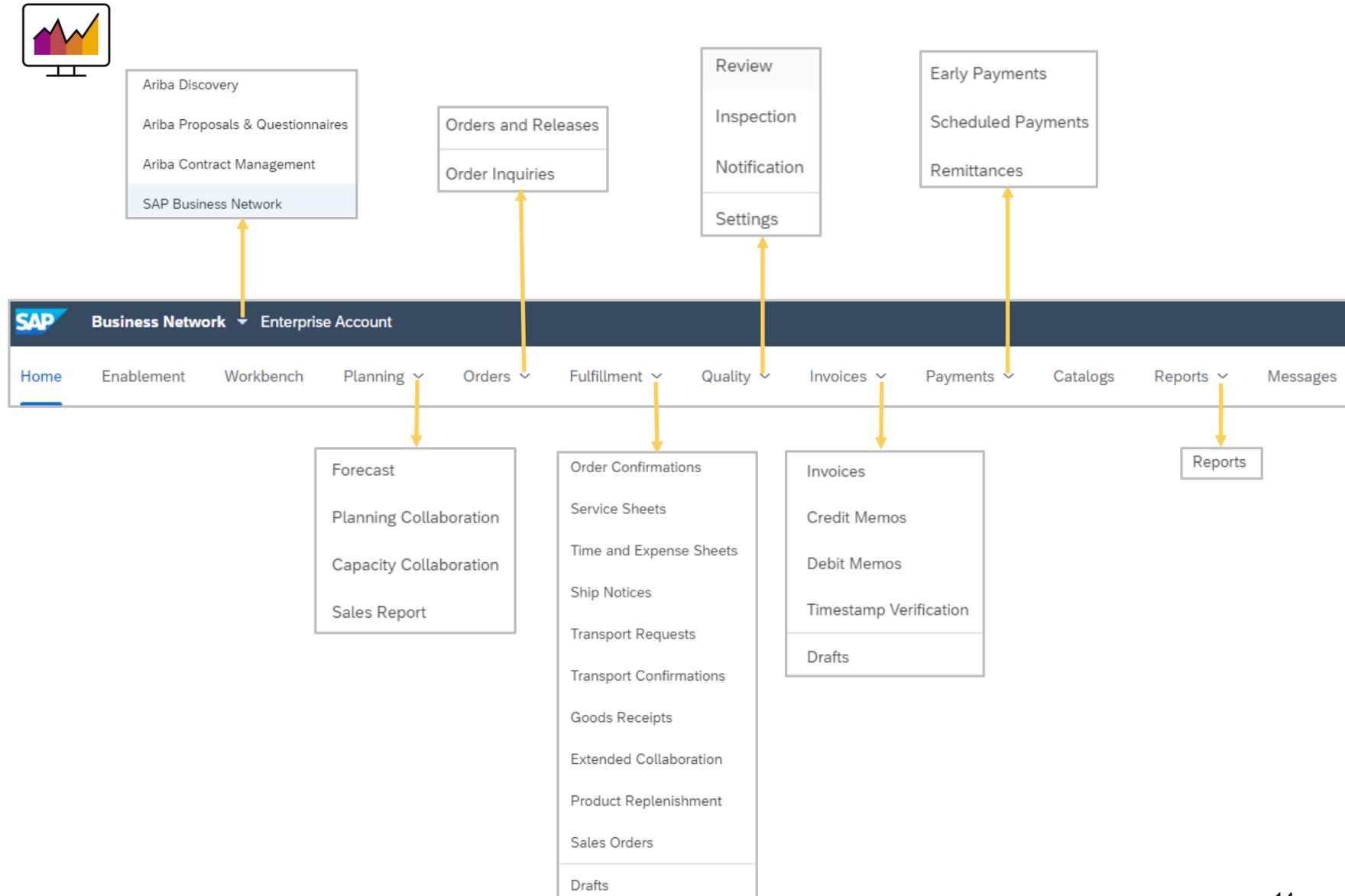


❖ Only the tabs that your Businesses System Administrator has assigned to you will appear, contact your System Administrator if you require other tabs to access required processes



When working with tabs, remember:

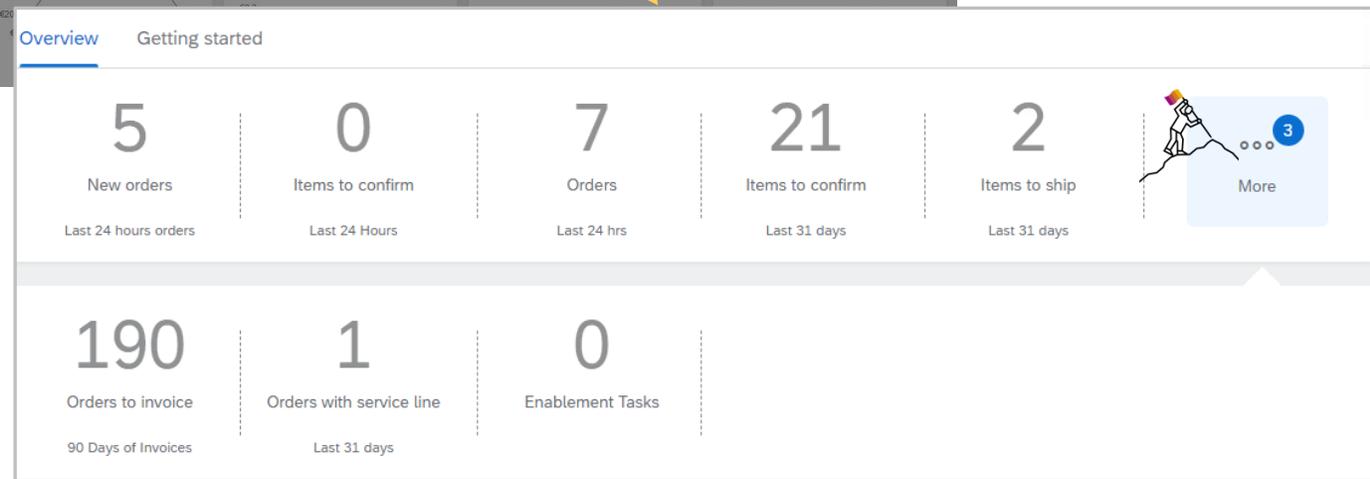
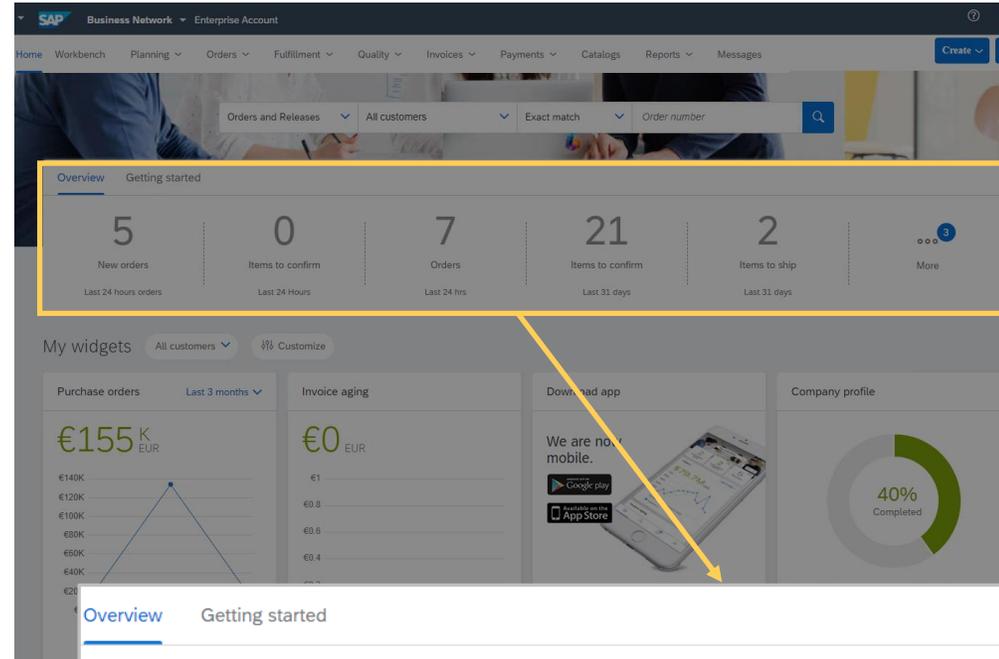
- ❖ The Tabs that each User can see is based on the permissions assigned by your Businesses System Administrator and the required processes determined from the Buyer
- ❖ Not all tabs have drop down lists
- ❖ Not all shown down list selections may be available
- ❖ Some functions can only be performed by the System Administrator
- ❖ The order of the tabs cannot be changed
- ❖ Refer to the Supplier Information Portal for your Buyer for more information about the processes required





The overview bar help suppliers focus on specific tasks related to orders and invoices, tiles can be customized, each tile takes the user to the Workbench

- ❖ The Overview tile bar can be personalized so that a user can keep track of order and/or invoices as part of their job
- ❖ Where there is a number in the indicates that there are more tiles to display in Overview
- ❖ A number indicates that there are more tiles to view, click on More and the tiles will be displayed
- ❖ The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- ❖ You can access each tile by clicking on it
- ❖ The name of each tile can be adjusted to reflect the needs to the user
- ❖ Tiles can be added or removed
- ❖ Personalisation enables suppliers to prioritise and keep track of order and invoices





Widgets that show insights such as invoice aging, leads, purchase order volume and more can be selected, use widgets to gain insights into your Buyer

The My widgets section can be customized by:

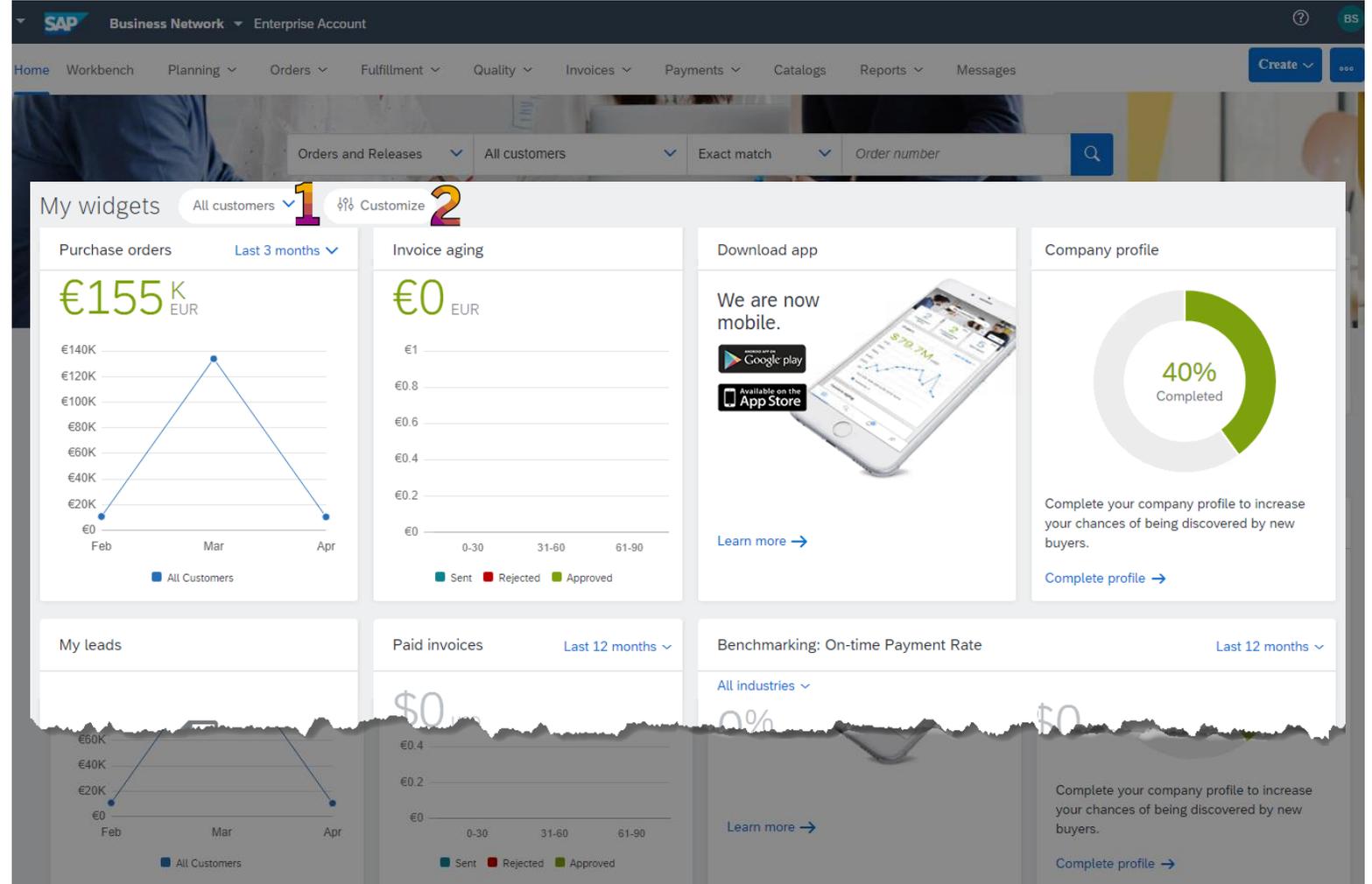
- Buyer
- Tile Type



All Items in Blue can be clicked on to:

- Provide more information
- Change time frame of the information
- Update parts of the Ariba Network
- To Display Customers that you work with:
 - 1) Click on **All Customers** drop down and make your selection
- To Customize:
 - 2) Click on **Customise** and make your selection, refer to **Customising My Widgets**
- My Widgets provides users the options to display information relevant to their function

Note: Not all widgets are the same size, some are larger, also some widgets provide bar graphs, pie graphs, line graphs or information only





Widgets can be customized to provide information on the Seller Dashboard/Home page

1. Click On **Customize**

The Customize my widgets screen is displayed:

removed the widget from the list

adds the selected widget to the list

Hover over the Available widgets name to display a Preview of the widget and what data it shows

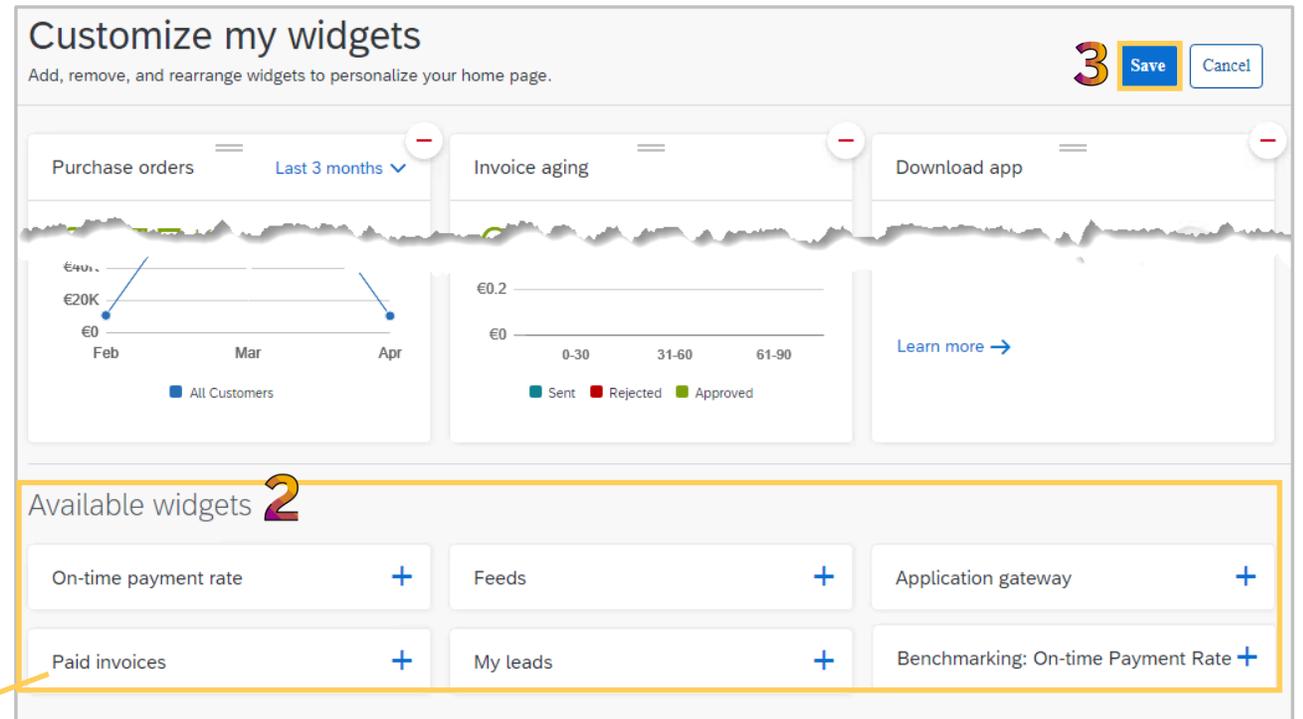
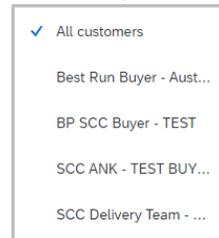
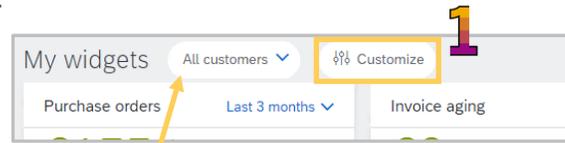
2. Select the widget/s required from **Available widgets**

3. Click on **Save**

The widget is now added to the Seller Dashboard/ Home Page

Note: Clicking on All Customers and selecting a customer from the drop down list the information on the widget is displayed.

Widgets cannot be customised by customer





The ... **(More)** selection provides a list of actions, be aware that not all actions are accepted by your Buyer

There are 4 separate options, they are:

1. **Track** – allows users to view documents that are in different statuses and opportunities to create, open and review documents displayed
2. **CSV Upload** – users upload CSV files they have created using the templates that the Buyer has uploaded for specific documents
3. **CSV Download** – provides the available templates for specific documents and the format they must be in
4. **Excel Files** – the upload/download can be used to transact with Buyers using excel file format



❖ **Note:** Any items that are greyed out are not available for selection and not all Buyers accept CSV files, confirm with your Buyer prior to using this process



The screenshot shows a software interface with a top navigation bar containing 'Logs', 'Reports', and 'Messages'. A 'Create' button and a 'More' button (three dots) are visible. Below the navigation is a search bar with 'atch' and 'Order number' and a search icon. The main content area features two large numbers: '91' for 'Items to confirm' and '132' for 'Items to ship', both with a 'Last 31 days' label. A 'More' button with a blue circle containing the number '2' is next to the 'Items to ship' section. A dropdown menu is open from the 'More' button, listing the following options: 'Track' (1), 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload' (2), 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV Download' (3), 'Templates', 'Excel Files' (4), and 'Upload/Download'. The interface also includes a 'Download app' button and a 'Company profile' section.



The **Create** enables suppliers to create the available options from the Dashboard/Home page



❖ The options available are based on the documents that are transacted with your Buyer, however, using this selection is general rather than specific to a document

❖ To create documents such as Order Confirmations, Ship Notices and Invoices refer to the applicable training documents on the relevant business Supplier Information Portal (SIP)

1. Click on **Create** to display the drop down list



The screenshot shows the SAP Business Network Enterprise Account dashboard. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Create' button is highlighted in a yellow box, and its dropdown menu is open, showing options: PO Invoice, Non-PO Invoice, and Service Entry Sheet. The dashboard includes a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. Below the search bar, there are five data widgets showing counts for 'New orders', 'Items to confirm', 'Orders', 'Items to confirm', and 'Items to ship'. The 'My widgets' section includes 'Purchase orders', 'Download app', and 'Company profile'.

Widget	Value	Time Period
New orders	5	Last 24 hours orders
Items to confirm	0	Last 24 Hours
Orders	7	Last 24 hrs
Items to confirm	21	Last 31 days
Items to ship	2	Last 31 days

... (More)

Track Options



The **Pending Queue** provides users with information on documents that are in a “pending” status and identifies any resent documents

Track options provide Supply Chain Collaboration Suppliers the ability to track the documents they have sent using CSV, cXML or Excel formats

1) Click on 

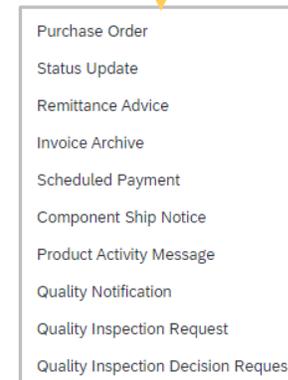
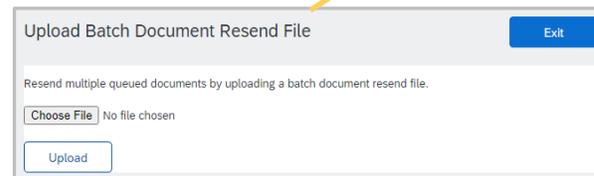
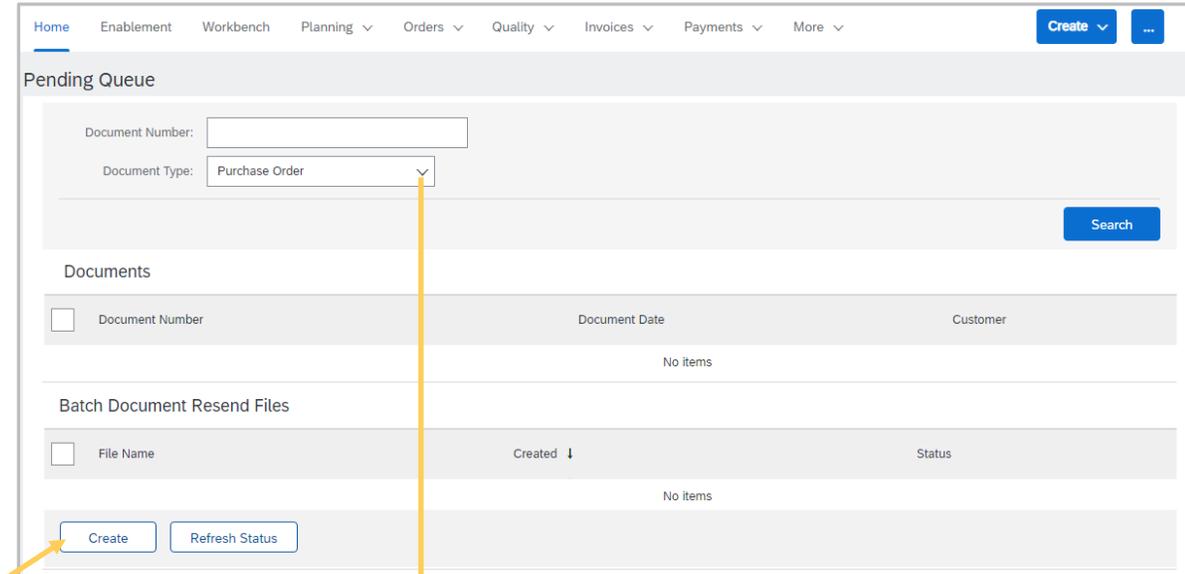
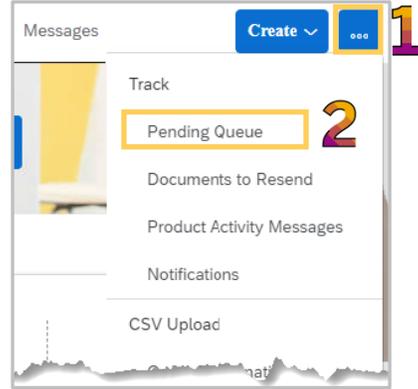
2) Select **Pending Queue**



❖ Users can search for a specific document and/order a specific document type by selecting it from the drop down list

❖ To activate a search click on Search, any results are displayed

❖ Use **Create** under Batch Resend Files when requested to do so by your Buyer or Support Centre





The **Documents to Resend** identifies what documents a Supplier is required to resend due to errors or system issues

To Resend a Document either action by:

Opening the Document:



- ❖ Click on the **Document Number**
- ❖ Click on **Edit and Resubmit**
- ❖ Correct the errors
- ❖ Complete the document flow
- ❖ Click on **Submit**

Clicking on Actions

- ❖ Select resend

- ❖ Use Search Filters to locate a specific document, by completing the required fields

Use **Search Filters** to locate specific documents for:

- ❖ Recipient
- ❖ Payload ID
- ❖ Document Type
- ❖ Document number
- ❖ Resolution Status
- ❖ Last Error Category
- ❖ Allows specific dates to be searched





Product Activity Messages provide Supply Chain Collaboration suppliers with information about the product they sell to a specific Buyer

Only Suppliers that use cXML can access the information on the Product Activity screen

The status of the Product Activity document is shown

Use Search Filters to locate specific documents for:

- ❖ Specific Customers
- ❖ Document ID
- ❖ Predefined date range in days
- ❖ Allows specific dates to be searched
- ❖ Routing Status

❖ **Note:** To enter a date range select “Other” and enter a date range of 31 days or less



The screenshot shows the 'Product Activity' screen in a web application. At the top, there's a navigation bar with 'Messages' and a 'Create' button. A dropdown menu is open over 'Messages', listing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages' (highlighted with a yellow box and a '2'), 'Notifications', and 'CSV Upload'. A '1' is placed next to the 'Create' button. Below the menu, the 'Product Activity' section has search filters: Customer (All Customers), Document ID, Date Range (Other), Start Date (9 Apr 2021), End Date (22 Apr 2021), and Routing Status (All). There's a 'Show copy documents' checkbox. The 'Number of Results' is set to 100. A 'Search' button and a 'Reset' button are present. Below the filters is a table of Product Activity messages.

Document ID	Multi-Tier	Customer	Date	Status	
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:23:56 PM	Sent	Export cXML
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:23:12 PM	Sent	Export cXML
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:18:44 PM	Sent	Export cXML
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	20 Apr 2021 7:18:31 PM	Sent	Export cXML
Not Available		SCC Delivery Team - Global H19 Client 400 - TEST	18 Mar 2021 2:30:46 AM	Sent	Export cXML



Notifications provides suppliers with information when Purchase Orders are update, modified or changed

- ❖ Notifications is for information only and provides suppliers with a list of notifications relating to documents, there is no action required and notifications can be deleted

Search filters

- ❖ To delete with Notifications:



Select the documents by clicking in the radio button only one item can be deleted at a time

- ❖ There is no requirement to delete Notifications from the list



The screenshot shows the 'Messages' dropdown menu with the following options: Track, Pending Queue, Documents to Resend, Product Activity Messages, Notifications (highlighted), and CSV Upload. The 'Notifications' section below has a search filter 'Type ↓' and a table with the following data:

Subject	Message	Alert	Created ↑
<input type="radio"/> Order Changed : 550000016100010FOR	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$70.00	Order 550000016100010FOR has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	5 Mar 2021
<input type="radio"/> Order Received : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$500.00	A new order 4500002901 for \$money\$EUR\$500.00 from {2} has been received	5 Mar 2021
<input type="radio"/> Order Changed : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$500.00	Order 4500002901 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021
<input type="radio"/> Order Changed : 4500002901	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$600.00	Order 4500002901 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021
<input type="radio"/> Order Received : 4500002902	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$900.00	A new order 4500002902 for \$money\$EUR\$900.00 from {2} has been received	6 Mar 2021
<input type="radio"/> Order Changed : 4500002902	SCC Delivery Team - Global H19 Client 400 - TEST \$money\$EUR\$920.00	Order 4500002902 has been modified by SCC Delivery Team - Global H19 Client 400 - TEST	6 Mar 2021

... (More)

CSV



The CSV format is used in Ariba to provide make transacting with Buyers easier by providing Suppliers the ability to perform a large upload from their ordering system or ERP

❖ CSV file Upload must be supported and approved by the Buyer, using this functionality when not approved to will create issues within the Ariba Network but may also have a monetary impact of your business

❖ A CSV file must be based on the template required by the Buyer

To Upload a CSV:

1. Click on ...
2. Click on the **CSV Upload** Type
3. Select the **Customer** you are uploading the CSV for using the drop down list
4. Click on **Choose File**, Select the file and click on open
5. Click on **Import CSV XXXX**

Note: Greyed out items are not available for selection



The screenshots show the following steps:

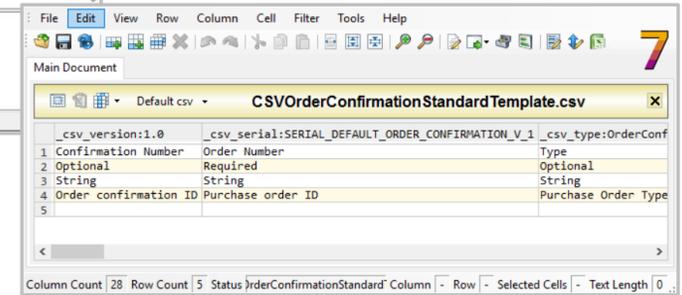
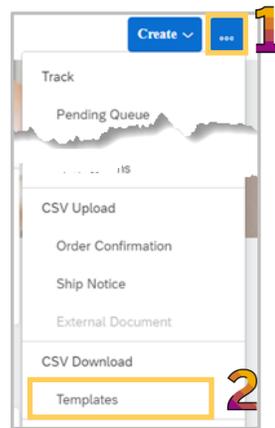
1. Click on the 'Create' dropdown menu.
2. Click on 'CSV Upload' in the dropdown menu.
3. Select a customer from the dropdown list.
4. Click on 'Choose File' to select the CSV file.
5. Click on 'Import CSV Order Confirmation' to complete the upload.



Prior to downloading CSV Templates and using CSV files, confirm that this functionality and process are accepted by your Buyer and is part of transacting using the Ariba Network.

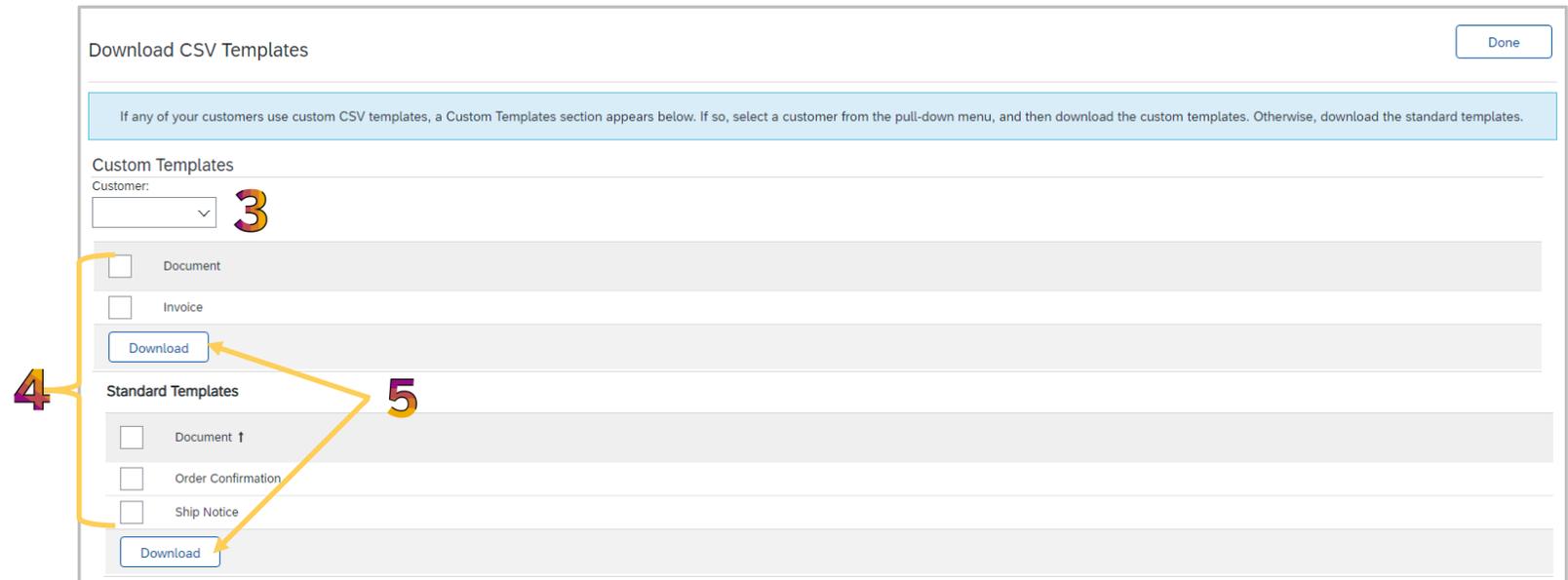
There are **two** types of CSV Templates:

- ❖ Standard Templates – based on Ariba Network best practice information
- ❖ Customer Templates – updated to include Buyer specific fields when required



To Upload a CSV:

1. Click on ...
2. Click on the **CSV Download Templates**
3. Select the **Customer** you are uploading the CSV for using the drop down list
4. Click the template you wish to download
5. Click on **Download**
6. Locate the download icon on the bottom of your screen, click to open, the screen is displayed
7. Click to open, save to access and add information prior to upload



... (More)

Excel Files



Excel files are used by Suppliers to provide large amounts of data from their ordering system or ERP to their Buyer

Only use this process if it accepted by your Buyer

- ❖ The upload/download functionality is for Suppliers to perform mass uploads using Excel format files that are specific for transacting using Supply Chain Collaboration
- ❖ Supply Chain Collaboration templates contain additional fields such as customer and supplier part numbers and purchase order revision level

In order for Suppliers to transact using Excel Files they will need support and approval to do so and are for mass uploads of information not currently supported by CSV file upload such as Invoicing

There are 3 Tabs in the **Upload/Download** selection, they are:

- ❖ **Jobs** – create, edit and run jobs
- ❖ **Downloads** – lists the files extracted during the Jobs *run* process
- ❖ **Uploads** – templates for available upload/download types



- ❖ **Note:** Refer to the applicable guide for specific processes and each different type of mass upload will contain different fields to set parameters



The screenshot shows a software interface with a top navigation bar containing 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. On the right side of the navigation bar are 'Create' and '...' buttons. A dropdown menu is open, showing options like 'Track', 'Pending Queue', 'Download', 'Upload', 'External Document', 'CSV Download', 'Templates', and 'Excel Files'. The 'Excel Files' section is highlighted, and the 'Upload/Download' option is selected. A red '1' is placed next to the 'Create' button in the dropdown, and a red '2' is placed next to the 'Upload/Download' option. Below the dropdown, the 'Jobs' tab is selected, showing a table with columns: 'Name', 'Type', 'Created', 'Changed', and 'Modified By'. Below the table are 'Edit' and 'Run' buttons.



The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop down list

- ❖ Jobs are created based on the parameters set by the user
- ❖ The Types of jobs available are based on the Buyer requirements
- ❖ Job types once created and be edited or rerun
- ❖ Further options are displayed based on the selection made
- ❖ A Job needs to be created for it to appear in the Downloads Tab

1. Click on **Create**
2. Enter a job **Name**
3. Select the **Type** of job from the drop down
4. Click on **Save**



The job will appear in the screen



The screenshot shows a software interface with a navigation bar at the top containing 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', 'Document Archive', and 'More'. Below this is a tabbed interface with 'Jobs', 'Downloads', and 'Uploads' tabs. The 'Jobs' tab is active, showing a 'Search Filters' section and a table of jobs. The table has columns for 'Name', 'Type', 'Created', 'Changed', and 'Modified By'. Below the table are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. A 'Create/Edit Job' dialog box is open, showing a form with fields for '* Name' (containing 'TEST'), '* Type' (a dropdown menu with 'Consignment' selected), and 'Job Search Criteria' including '* Customer' (containing 'AusNet Services Ltd'), 'Start date' (6 Mar 2021), 'End date' (5 May 2021), 'Supplier part number', 'Buyer part number', and 'Location'. The dialog box has 'Cancel' and 'Save' buttons. The steps in the list are annotated with numbers: 1 points to the 'Create' button, 2 points to the 'Name' field, 3 points to the 'Type' dropdown, and 4 points to the 'Save' button.

Name	Type	Created	Changed ↓	Modified By
<input type="radio"/> Jen test	Quality Notification	29 Apr 2021 12:34:15 AM	29 Apr 2021 12:34:15 AM	
<input type="radio"/> BP-FRC-ATTR-T1	Forecast	15 Apr 2021 1:49:01 AM	15 Apr 2021 1:49:01 AM	
<input type="radio"/> test maria	Order Confirmation	8 Feb 2021 6:57:54 AM	8 Feb 2021 6:57:54 AM	
<input type="radio"/> SAR_OC	Order Confirmation			
<input type="radio"/> F1	Forecast			



Use run job after a job has been created and you wish to view the information

The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop down list

1. Select the Job you wish to run

2. Click **Run**

- ❖ The Downloads tab screen will be displayed with a status of processing
- ❖ The length of time varies depending on the amount of data
- ❖ Click on Refresh Status is required
- ❖ It is ready to download when *Completed* is displayed



Jobs Downloads Uploads

Search Filters

Jobs

Name	Type	Created	Changed ↓
<input checked="" type="radio"/> BPTST2012041	Consignment	4 Dec 2020 7:44:41 AM	4 Dec 2020 7:44:41 AM
<input type="radio"/> BPTST1	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
<input type="radio"/> 1127	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
<input type="radio"/> CNS REP	Consignment	15 Nov 2019 3:42:58 AM	15 Nov 2019 3:42:58 AM

Edit Run

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Last Run ↓	Status	File
BPTST2012041	Consignment	4 May 2021 9:11:32 PM	Processing	
Jen test	Quality Notification	29 Apr 2021 12:34:58 AM	Completed	↓
BP-FRC-ATTR-T1	Forecast	15 Apr 2021 1:49:12 AM	Completed	↓
SAR_OC	Order Confirmation	29 Jan 2021 5:38:00 AM	Completed	↓
F1	Forecast	25 Jan 2021 12:30:01 AM	Completed	
BPTST2012041	Consignment	4 Dec 2020 7:44:45 AM	Completed	
BPTST1	Consignment	4 Dec 2020 7:40:40 AM	Completed	

Completed ↓

BP201103BP007 Consignment
BP201103BP007 Consignment

Refresh Status



Use Edit a job when you have already created a data set and wish to extract the same data but for different dates, part numbers or locations

The Jobs tab is the tab that is displayed when Upload/Download selection is made from the drop down list

1. Select the Job you wish to run

2. Click **Edit**

❖ Update the required fields

3. Once all edits have been made click on **Save**



Name	Type	Created	Changed ↓
BPTST2012041	Consignment	4 Dec 2020 7:44:41 AM	4 Dec 2020 7:44:41 AM
BPTST1	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
1127	Consignment	4 Dec 2020 7:40:33 AM	4 Dec 2020 7:40:33 AM
CNS REP	Consignment	15 Nov 2019 3:42:58 AM	15 Nov 2019 3:42:58 AM

Buttons: Edit, Run

Search Filters

Jobs

- BPTST1
- bp005
- 1142
- SAR_OC
- F1
- BPTST2012041**
- BPTST1

Buttons: Edit, Run

Create/Edit Job

* Name : BPTST2012041 * Type : Consignment

Job Search Criteria

* Customer : BP SCC Buyer - TEST Supplier part number :

Start date : 1 Nov 2020 Buyer part number : BP007

End date : 4 Nov 2020 Location :

Buttons: Cancel, Save

Page 1



The **Downloads** tab shows downloads that have been generated

- ❖ Only jobs with a complete status can be downloaded

1. Click on **File** next to the job you wish to open
2. The Excel file will open at the bottom of the page, click to open

- ❖ The Excel spreadsheet is displayed

3. Information is added prior to upload based on the Buyer requirements



- ❖ **Note:** Do not add or remove columns from the downloaded job

- ❖ Information can be added, however all mandatory fields must be completed, the mandatory fields are based on the information contained within the applicable guides



Job Name	Type	Last Run ↓	Status	File
BPTST2012041	Consignment	4 May 2021 9:11:32 PM	Completed	 1
1142	Quality Notification	29 Apr 2021 12:34:58 AM	Completed	



Customer ANID	Customer Name	Customer Part No.	Supplier Part No.	Description	Location
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710
AN01055993515-T	BP SCC Buyer - TEST	BP007		BuyerDescriptionBP07	1710



The **Uploads** tab shows a list of the uploads you have loaded into the Ariba Network

1. **Status** of the upload
2. **File** that can be downloaded
3. **Log** to identify the errors generated during the upload process

Jobs			Downloads			Uploads		
Search Filters								
Uploads						1	2	3
Name	Type	Last Uploaded	Status	File	Log			
BP-FRC-UPL-ATTR	Forecast	15 Apr 2021 1:52:32 AM	Completed	↓	↓			
SAR-OC	Order Confirmation	29 Jan 2021 5:42:49 AM	Failed	↓	↓			
1130	Forecast	5 Nov 2020 2:30:58 AM	Completed With Errors	↓	↓			
Forecast Excel	Forecast	20 Nov 2019 8:24:14 AM	Failed	↓	↓			
MV Test	Manufacturing Visibility	5 Nov 2019 1:57:22 AM	Failed	↓	↓			
OC Reconf	Order Confirmation	30 Oct 2019 7:37:01 AM	Completed With Errors	↓	↓			
RO test	Replenishment	30 Oct 2019 3:09:42 AM	Failed	↓	↓			
price enhanc int enblmnt	Order Confirmation	22 Oct 2019 12:55:27 AM	Completed	↓	↓			

[↶ Upload](#)
[Refresh Status](#)
Page 1 [▶](#)

Help Options

There are a number of help options available to Suppliers, there are two types of help:

- ❖ **Generic Help** – that is general in nature about SAP Ariba
- ❖ **Buyer Specific** – that provides information specific to transacting with the Buyer

The options are:

- ❖ **Active Onscreen Help** – provides users with information on the screen, only available on the Seller Dashboard/Home page and Workbench
- ❖ **Help Topics Pane** – provides users with access to different types of help, the help provided in the pane is general in nature and can be a document, and FAQ or a video clip
- ❖ **Help Centre Home Page** – provides users with a query entry field to provide self help options and is the first tab
- ❖ **Guided Help** – takes users through possible options relating to their query
- ❖ **Documentation & Learning** – options and access to documentation and video clips
- ❖ **Contact Us** – users completing the Contact Us form will be directed to the help that best suits their query and the type of account they have
- ❖ **Supplier Information Portal (SIP)** – provides users with information that is specific for transacting with a Buyer using the Ariba Network





Onscreen help allows users to identify the areas they require help with while not leaving the Seller Dashboard/Home page

To activate onscreen help:

1. Click on the 

Blue boxes will appear around each section

2. Click on the  on the corner of the field further help is required with, only sections with the  provides help information



The example shows a training clip that a user can watch there are some fields that will contain steps others with information only

- ❖ **Note:** the available help is displayed in the Help Topics Pane



The screenshot shows the SAP Seller Dashboard interface. The top navigation bar includes 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'Messages'. A blue box with a question mark icon is placed over the top right corner of the navigation bar, labeled with a '1'. Below the navigation bar, there are several key metrics: '144 New orders', '19 Changed orders', '123 Orders to invoice', '8 Rejected invoices', and '272 Orders'. A blue box with a corner icon is placed over the 'Getting started' section, labeled with a '2'. A video player titled 'Personalizing your transaction workbench (2:04)' is overlaid on the dashboard. The right-hand side shows the 'Help Topics' pane with a search bar and various help topics.



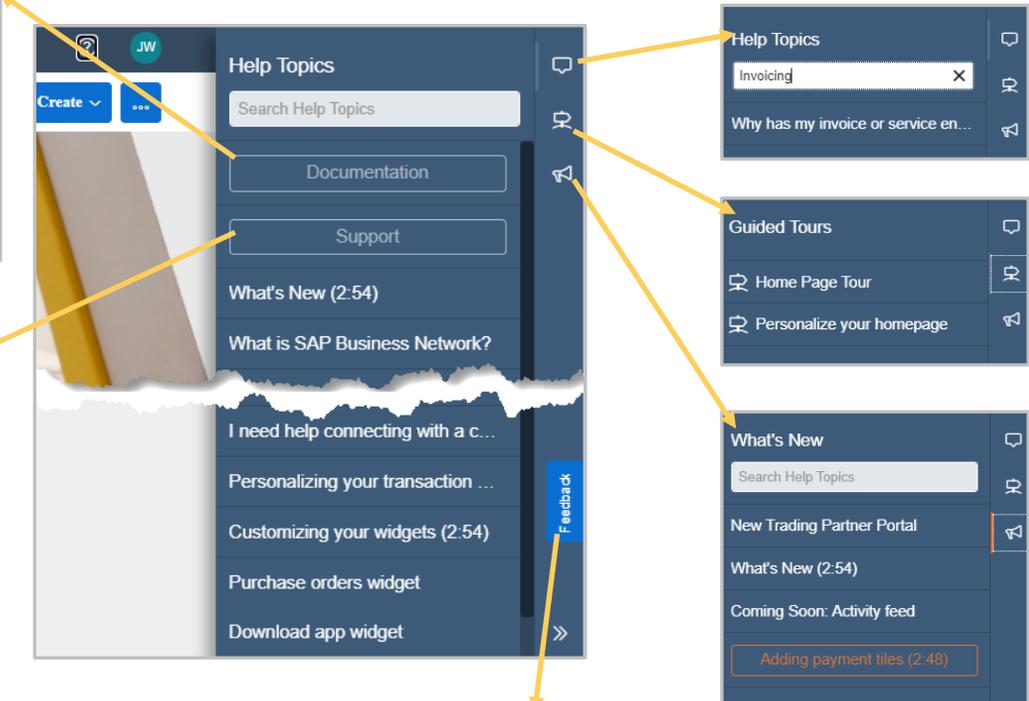
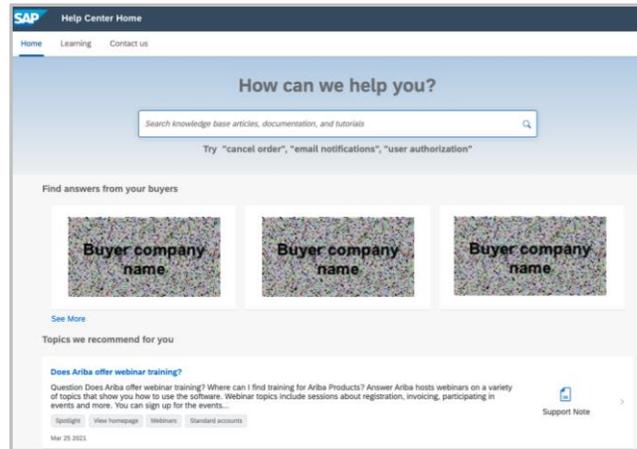
❖ **Note:** All information contained within the Help Topics Pane is generic, to access Buyer specific requirements for transacting using the Ariba Network, refer to Accessing the Supplier Information Portal

The options available on the Seller Dashboard/home page:

- 1) Enter a search topic into the **Search Help Topics field**
- 2) Access **Guided Tours** on the Seller Dashboard/Home page
- 3) See What's New
- 4) Click on **Documentation** to locate generic documents to complete items in the Ariba Network
- 5) Click on **Support** to receive Hep Centre assistance

❖ >> Closes the Help Topics pane

❖ Feedback can be provided on the Homepage



Please Note: This feedback will only be used to improve the Home Page capabilities. If you need to get in contact with our team, please visit the Help Center.

The Home Page capabilities meet my requirements.

Strongly disagree Somewhat disagree Neither agree nor disagree Somewhat agree Strongly agree

Next



The **Help Centre Home** page gives suppliers access to further information, documentation and options for help

There are 3 tabs available:



- ❖ **Home** – Provides access to Buyer Supplier Information Portals
- ❖ **Learning** – provides access to generic Ariba Network documentation and videos
- ❖ **Contact Us** – complete the form to gain access to other options for assistance such as:
 - ❖ Email
 - ❖ Return Phone call
 - ❖ Chat

❖ **“How can we help you?”** is displayed, enter your query into the field, to activate the search click on the magnifying glass (🔍) or press Enter on your keyboard





On the **Documentation & Learning** tab is browsable Product documentation from help.sap.com

- ❖ Provides quick access to certificate updates and information about past changes
- ❖ Access to updates for “Release Readiness” which contains content for Suppliers on a quarterly basis, providing information about changes, enhancements and functionality
- ❖ Suppliers can also access On-Demand success sessions that provide further information on features and functionality of the network
- ❖ Click on the required folder where any subcategories will be displayed, select the required information
- ❖ Success Sessions are on-demand sessions that suppliers can watch at a time that suits



SAP Help Center Learning Center

Home **Learning** Contact us

Documentation & Learning

This section offers product documentation, release updates, tutorials, and other resources.

Ariba Network Supplier Tutorials

- > Administration
- > Development
- > Getting Started
- > Integration
- > End User Information

On-demand quick tips and longer webcasts

[Watch now](#)

Supplier Release Readiness

[Learn more](#)

Certificate Update Portal

[Learn more](#)



The **Contact Us** tab provides access to Guided Help (Assistance) which provides Suppliers with options to their query based on the information entered into the “How can we help” field

It also starts the Service Request (help) process that identifies the recommended help options based on algorithms, account type and best help option

- ❖ The recommendation are matched to the words entered in your search based on previous Frequently Asked Questions (FAQ's)
- ❖ The blue bubbles provide access to further information on how to correct or perform processes associated with the query you have entered
- ❖ Anything in blue can be selected to provide further information
- ❖ **Contact us** opens a form with a series of questions to identify the support that is required

SAP Help Center Contact us

Home Learning **Contact us**

Start here to find your answer.

Invoicing

Browse below for our AI-based recommendations*

How do I enable the PDF Invoicing feature?
 Question How do I enable the PDF Invoicing feature? Resolution You can enable the PDF Invoicing feature by following the below steps: Sign in to the Ariba Network . In the top right corner, click Account Settings > Settings FAQ Sep 23, 2020

What are the available Close Order options and how can we change them?
 Question When trying to close the Order we see multiple options, how can we change that? And is there a way to restrict users from selecting some of the options? Answer The possible Close Options are as follows: Closed For Change : FAQ Dec 17, 2020

How do I view my customer's transaction rules?

*Powered by SAP AI Search Solution Match...

Choose from the options below to continue.

What do you need to do?

Create new invoice Create credit memo Raise another invoice against PO Invoice was rejected

Edit and resubmit invoice Receive payment **Something else**

Can't find what you're looking for **Contact us**



The **Contact Us tab** provides access to:

- ❖ Open Services Requests
- ❖ Closed Services Request
- ❖ Access to Help Options based on information entered into a form
- ❖ Four Sourcing Suppliers Only priority access for supplier who have an RFQ or RFI ending in 60 minutes

❖ Service Requests are call that have been made to the Help Centre about issues, functionality or system issues

1. To create a new **Service Request**, enter the type of service request you require

2. Click on the  to start the process



❖ If you have an Event ending within 60 minutes and are unable to provide a quote, click on the “**Click here to request immediate assistance**”

SAP Help Center Contact us

Home Learning **Contact us**

Contact us

We're very happy to assist you. First, let us help you with recommendations made by our algorithms based on your profile, and powered by artificial intelligence-based machine learning, to help you find an answer or point you to the right channels for support.

Following up on something?

My Service Requests

Service Request	Created on	Status
Service Request 66215 [close this] SCC Test from HC 2.0	Mar 23, 2021, 9:14 PM	Open
Service Request 40032 test service request for HC 2.0 DUNS	Mar 12, 2021, 12:46 PM	Open

New issue? Start here to create a Service Request.

1 2

Event ending within 60 minutes? [Click here to request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.



After clicking on the **Contact us** you can access other help options

1. Click on the **Contact us** button on the bottom of the Contact Us tab screen

❖ The Contact Us form is open on the screen, many fields will be pre-populated based on the information previously captured, however review the information on the form and enter information into all fields that have an asterisks

❖ All fields with an asterisks must be completed you cannot move onto the next step in a process without all fields with an asterisks having information provided

❖ A Recommendations Pane is displayed, this provides information based on the query entered

Note: For Supply Chain Collaboration Suppliers (Direct Suppliers) ensure you select SCC from the drop down menu

2. Click on **One last step**



Can't find what you're looking for? Contact us

Home
Learning
Contact us

Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject:*

Full description:*

Attachment:

Issue type:*

Issue area:*

Affected buyers:

PO/Invoice Number:

Top Recommendations

- Administration
- API
- AribaPay
- Catalogs
- Integration
- Invoice or Service Sheet
- Purchase Orders or Change Orders
- Subscription fees
- Supply Chain Collaboration
- Trading or customer relationships

2. How does this impact your normal business processes?

Business Impact:*

3. Please review your contact information for correctness:

First name:*

Last name:*

Username:

Company:*

Email:*

Phone:*

Extension:

Confirm phone:*

My phone number is correct.

Ariba Network ID:*

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

One last step





Based on the information provided, Suppliers will be shown a list of customised options indicating the channel that can provide assistance

- ❖ The Recommendations are based on the issues type, Supplier type (direct supply source suppliers) and Support Availability

1. Select the method you wish to use by clicking on the radio button

2. Click on **Submit**

- ❖ Once you have clicked on Submit, information to access the Help is provided

- ❖ Ensure any attachments required have been provided, use back to add an attachment to the Contact Us form

- ❖ If the issue has been resolved or the information has been found to assist click on Cancel

SAP Help Center Contact us

Home Learning **Contact us**

Choose this contact method for the fastest resolution of your issue:

1 **Recommended**

Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 2

Do not record my phone call.

Other methods you may choose:

Live chat: **open**

You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.

Note: Pop-ups need to be enabled in your browser.

Back **Submit** **2** Cancel



Each Buyer that a Supplier transacts with will have the Supplier Information Portal (SIP) displayed

- The SIP contains information that is specific to transacting with a Buyer

1. Select the SIP required
2. Locate and select the information required

- The SIP provides information that is both generic and specific for transacting with each Buyer

- Each Buyer may have different process requirements

- Links are blue

- ADAPT is a online training for generic processes as may not be displayed

- Summit and Training Sessions can be accessed from the SIP, suppliers can watch sessions using an On-Demand process. A supplier registers to access the content and can watch at a time the suits

How can we help you?

Search knowledge base articles, documentation, and tutorials

Try "cancel order", "email notifications", "user authorization"

News highlight

Welcome to Help Center 2.0

Find answers from your buyers

Name of Buyer **1**

Name of Buyer

Name of Buyer

See more

Supplier Information Portal

SAP Ariba

2

Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with [Organization]. For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.

What information are you looking for?

<p>Adapt Training Link Adapt interactive training provides users with information about using the Ariba Network - Click Here</p>	<p>Supplier Information Session Review a recording introducing you to our Ariba Network Initiative and all its details. Coming Soon</p>	<p>Ariba Network General Resources General resources for suppliers transacting using the Ariba Network. Ariba Network Introductory Video</p>
<p>Integration & Catalog Documentation regarding catalog & integrations processes for transacting via the Ariba Network. Coming Soon</p>	<p>Standard Account Information Access to Standard Account Support. Standard Account Welcome Page Self-Help Portal Supplier Info Pack Functional Training Video</p>	<p>Training Guides & Videos Learn how to transact with Coming Soon</p>

Support Methods for Getting Your Specific Questions Answered:

- My account is not working properly and I have a technical issue:** Contact the Ariba Support Team by clicking on the question mark in the upper right-hand corner of your account then Support to submit a service request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to expedite your request.

Transactional Workbench



The Transaction Workbench provides one location for users to find documents that relate to their role



❖ Tiles provide filtered views of information and are customizable, tiles can be created and saved with the ability to name the tile and determine the numbers of days of information to be displayed

❖ To access the Workbench click on the Workbench tab

1. **Customize** – allows users display the tiles based on their requirements
2. **Export** – allows users to export a specific tiles information to an Excel spreadsheet
3. **Settings** – users can change the settings based on their requirements
4. **Actions** – allows users to perform actions without opening the document first
5. **Active Filters** – indicate the active filters for the tile displayed and the filters attached
6. **Tiles** – allows users to display the information required

The screenshot shows the SAP Transaction Workbench interface. The top navigation bar includes tabs for Home, Enablement, Workbench (highlighted), Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button is visible on the right. Below the navigation bar, the 'Workbench' section displays several tiles with key metrics: 110 New orders (with a '6' icon), 21 Items to confirm (with a '21' icon), 2 Items to ship (with a '2' icon), 197 Orders to invoice (with a '197' icon), and 1 Orders with service line (with a '1' icon). A 'Customize' button is located in the top right of the Workbench section. Below the tiles, there is a section for 'New orders (110)' with options to 'Edit filter', 'Save filter', and 'Last 90 days' (with a '5' icon). A table below this section lists order details:

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4500003641	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New	...
4500003640	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New	...
4500003593	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 21, 2021	New	...

Numbered callouts (1-6) are placed on the screenshot to correspond with the list items on the left. Callout 1 points to the 'Customize' button. Callout 2 points to the 'Export' icon. Callout 3 points to the 'Settings' icon. Callout 4 points to the 'Actions' column in the table. Callout 5 points to the 'New' filter button. Callout 6 points to the '110' tile.



The transaction Workbench allows users to display the information they require for faster access and it can be customized by:



- ❖ Customer
- ❖ Type of Document or process
- ❖ Time frame

Tiles provide a filtered view, from the Workbench Screen:

1. Click on Customize

2. To add a Tile, click on +

A list of all the available tiles appear,

Note: Multiple Tiles with the same name, for example, New orders and have them for different customers or time periods

The ? provides further information about the tile

3. Click on the + at the end of the tile you wish to add

The Tile is added



The screenshot illustrates the SAP Ariba Workbench interface with the following elements:

- Top Navigation:** Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, Messages, Create, and a menu icon.
- Workbench Summary:** Five tiles showing key metrics: 110 New orders, 21 Items to confirm, 2 Items to ship, 197 Orders to invoice, and 1 Orders with service line. Each tile includes a 'Save filter' link and a time frame (e.g., 'Last 31 days').
- Edit Workbench Dialog:** A modal window titled 'Edit Workbench' with the instruction: 'You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.' It shows the same five tiles with a '+2' button to add more.
- Add tile List:** A grid of available tiles including 'New orders', 'Changed orders', 'Orders to invoice', 'Rejected invoices', 'Orders', 'Invoices', 'Remittances', 'Scheduled payments', 'Items to confirm', 'Items to ship', 'Early payment offers', 'Invoices pending payment', 'Invoices pending approval', 'Service sheets', 'Orders with service line', and 'Pinned documents'. Each tile has a '+' button and a '?' icon.
- Callout Box (Pinned Documents):** Explains that 'Pinned Documents' can be used with the SAP Ariba Supplier mobile app to follow up on important documents. It states that the 'Pinned documents' tile shows all pinned documents and provides details like Customer, Document Type, and Status. Users can navigate to document details and unpin documents.
- Callout Box (Actual Count):** A blue box pointing to the 'Pinned documents' tile in the 'Add tile' list, stating: 'You'll see the actual count on the Workbench page.'



When a Tile is added to the Workbench it appears at the end of the list

- ❖ Tiles can be moved, hover over the  when a hand appears holds down the mouse button and move to the desired tile position
- ❖ The information above the dotted line can be changed from the default to reflect something else, for example “Jane’s View”

Note: The pop up box indicates that the number of Changed Orders does not appear in the Customize view

Further Tiles can be added by clicking on the 

To remove tiles, Click on the 

1. Once you have added and removed the required Tiles, click on Apply



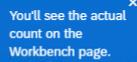
- ❖ Drag and drop any of the workbench tiles to re-arrange the order in which they appear and the tile order will appear in the overview bar of the homepage



Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

1 Apply Cancel

 110 New orders Last 24 hours orders	 21 Items to confirm Last 31 days	 2 Items to ship Last 31 days	 197 Orders to invoice 90 Days of Invoices	 1 Orders with service line Last 31 days	  Changed orders Last 31 days	
---	--	--	---	---	--	---

Workbench

110 New orders Save filter	21 Items to confirm Last 31 days	2 Items to ship Last 31 days	197 Orders to invoice 90 Days of Invoices	1 Orders with service line Last 31 days	6 Changed orders Last 31 days
---	---	---	--	--	--



The information contained within each tile can be exported into an excel format document

1. Click on the Tile to display the information
2. Click on 

The Spreadsheet is shown as an icon at the bottom of the screen

3. Click to open, the spreadsheet is displayed

Spreadsheets can be used to perform matching to your ordering system or ERP (for non-integrated suppliers)

 **Note:** Only one tile at a time can be exported



Workbench Customize

110

New orders

Save filter

21

Items to confirm

Last 31 days

2

Items to ship

Last 31 days

197

Orders to invoice

90 Days of Invoices

1

Orders with service line

Last 31 days

6

Changed orders

Last 31 days

Items to confirm (21)

[Edit filter](#) | [Save filter](#) |
 [Next 90 days](#) | [Last 31 days](#) |
 [Exclude confirmation not all... +1](#) |
 [Exclude fully shipped](#) |
 [Exclude fully received](#) |
 [Exclude fully invoiced](#)

|
2  

Item No.	Supplier Part No.	Description	Need By	Ship By	Requested Quantity	Confirmed Quantity	Requested Unit Price	Estimated Shipping	Est.	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No: 4500003384										
10	S_BP001	Lager	Jun 10, 2021		50.00 PCE	50.00 PCE	€1.00 EUR	mm/dd/yyyy		 
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No: 4500003386										
10	S_BP001	Lager	Jun 10, 2021		50.00 PCE	0.00 PCE	€1.00 EUR	mm/dd/yyyy		 
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No: 4500003387										
10	S_BP001	Lager	Jun 17, 2021		50.00 PCE	0.00 PCE	€1.00 EUR	mm/dd/yyyy		 
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Order No: 4500003389										
20	S_BP001	Lager	Jun 10, 2021							

4500003620 SCC Delivery Team - Global H19 Client 400 - TEST

4500003619 SCC Delivery Team - Global H19 Client 400 - TEST

4500003618 SCC Delivery Team - Global H19 Client 400 - TEST

1619397429392.xlsx  1619397407198.xlsx  1619397399732.xlsx 3 

SAP Ariba 

Results

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced
4500003641	SCC Delivery Team - Global H19 Client 400 - TEST	100.00 EUR	24 Apr 2021 05:51:30 AM	New	
4500003640	SCC Delivery Team - Global H19 Client 400 - TEST	100.00 EUR	24 Apr 2021 05:44:20 AM	New	
4500003631	SCC Delivery Team - Global H19 Client 400 - TEST	140.00 EUR	23 Apr 2021 01:06:14 AM	Partially Received	
4500003620	SCC Delivery Team - Global H19 Client 400 - TEST	33.00 EUR	22 Apr 2021 10:51:41 PM	Partially Shipped	
4500003619	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 08:06:16 PM	Partially Shipped	
4500003618	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 07:51:22 PM	Partially Shipped	
4500003616	SCC Delivery Team - Global H19 Client 400 - TEST	10.00 EUR	22 Apr 2021 05:34:07 PM	Changed	



The Workbench table Settings allow suppliers to identify the table headings displayed

The headings provide information without opening the document



❖ Some table headings can be sorted by clicking on the heading in the heading ribbon



Workbench Customize

110 <small>New orders</small> <small>Save filter</small>	21 <small>Items to confirm</small> <small>Last 31 days</small>	2 <small>Items to ship</small> <small>Last 31 days</small>	197 <small>Orders to invoice</small> <small>90 Days of Invoices</small>	1 <small>Orders with service line</small> <small>Last 31 days</small>
--	--	--	---	---

New orders (110)
[Edit filter](#) | [Save filter](#) | [Last 90 days](#) | [New](#)

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4500003641	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New	...

1

To change the **Table column** headings:

1. Click on

Screen opens the Table Settings menu

2. Hover over the until it turns into a hand, drag and drop from one column to the other

To change the table settings Date and Time information

3. Click on **Date and Time** in the side menu

Once all updates have been made

4. Click on **Apply**

Table setting

Table columns

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Type
- Version
- Inquiries
- Ship To Address
- Ordering Address
- Routing Status
- External Document Type
- Settlement
- Revision
- Company Code
- Purchasing Organization

Displayed columns

- Order Number
- Customer
- Amount
- Date
- Order Status
- Amount Invoiced

↔

Apply Cancel

Table setting

Table columns

Date and time

To display timestamps in a date column, turn on the respective toggle.

Timestamp
(Example: Aug 2, 2019, 8:20:50 AM)

Date

Apply Cancel



The Edit Filter allows users to filter tiles by parameters such as:

- ❖ Customer
- ❖ Date
- ❖ Status
- ❖ Customer Locations
- ❖ Order Type
- ❖ Routing

❖ Each Tile has its own set of filters, review the filters and select the ones that are required based on the Tile and the parameters associated with it.

The process remains the same irrespective of the tile used:

1. Click on the Tile you want to customize
2. Click on **Edit filter**



Note: The available parameters are displayed, some selections will have a Checkbox  while others a drop down list

Choose the options from the available filters, once all parameters have been selected

3. Click on **Apply**, the filters appear next the Edit Filter selection



The screenshot shows the Workbench interface with five tiles: 'New orders' (110), 'Items to confirm' (21), 'Items to ship' (2), 'Orders to invoice' (197), and 'Orders with service line' (1). The 'Orders to invoice' tile is highlighted with a yellow border and a '1' in a purple box. Below it, the 'New orders (110)' tile has an 'Edit filter' button highlighted with a yellow border and a '2' in a purple box. A table below shows a single row of data: Order Number 4500003641, Customer SCC Delivery Team - Global H19 Client 400 - TEST, Amount €100.00 EUR, Date Apr 23, 2021, and Order Status New. The 'Orders to invoice (197)' dialog is open, showing various filter options: Customers (checkbox), Order numbers (checkbox), Creation date (dropdown menu with 'Last 90 days' selected), Order status (dropdown menu with 'Include' selected), Company codes (checkbox), Purchasing organizations (checkbox), Customer locations (checkbox), Routing status (dropdown menu with 'All' selected), Min amount, Max amount, and Currency (dropdown menu with 'EUR' selected). The 'Apply' button is highlighted with a yellow border and a '3' in a purple box.



Save Filter allows users to save the parameters for a tile, edit filter only edits the view at the moment a user makes filter changes but is not saved until Save Filter is performed

Once all parameters have been set

1. Click on **Save Filter**



Confirm the description, this can be changed to reflect a specific customer or other description

2. Click on **Save**



SAP Business Network - Enterprise Account

Home Enablement **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Messages

Workbench

0 Changed orders [Save filter](#)

339 Orders to invoice Last 31 days

13 Rejected invoices Last 31 days

564 Orders Last 31 days

221 Invoices Last 31 days

194 New orders Last 31 days

Changed orders (0)

> Edit filter **Save filter** 1 Last 90 days Changed

Order Number Customer Amount Date ↓ Order Status Amount Invoiced

Save filter

Before you save this filter, we recommend that you add a description for easy identification.

0 Changed orders

----- Last 31 days -----

Save 2 Cancel



Take Action options allows users to perform actions without opening the document first

The actions available are based on those set out by your Buyer but can contain:

- ❖ Confirm entire order
- ❖ Update line items
- ❖ Reject entire order
- ❖ Create ship notice
- ❖ Create service sheet
- ❖ Standard invoice
- ❖ Hide



Orders to invoice (197)

[> Edit filter](#) | [Save filter](#) | [Last 90 days](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500003641	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Confirm entire order 1 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Update line items ... </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Reject entire order 2 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Create ship notice ... </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Create service sheet ... </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Standard invoice ... </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Hide ... </div> </div>
4500003640	SCC Delivery Team - Global H19 Client 400 - TEST	€100.00 EUR	Apr 23, 2021	New		...
4500003631	SCC Delivery Team - Global H19 Client 400 - TEST	€140.00 EUR	Apr 22, 2021	Partially Received		...
4500003620	SCC Delivery Team - Global H19 Client 400 - TEST	€33.00 EUR	Apr 22, 2021	Partially Shipped		...
4500003619	SCC Delivery Team - Global H19 Client 400 - TEST	€10.00 EUR	Apr 22, 2021	Partially Shipped		...
4500003618	SCC Delivery Team - Global H19 Client 400 - TEST	€10.00 EUR	Apr 22, 2021	Partially Shipped		...

❖ **Note:** Options that are greyed out are not accessible, this may be because an order confirmation has not occurred first or it is not a process used by the Buyer

Refer to the Buyer Supplier Information Portal to confirm the processes required

1. Click on the ... under Actions to open the selection pane
2. Select the required option

❖ Use Hide to hide the document from the list, documents are not deleted but hidden and can be found using the filter option

Ariba Standard Documents

There are standard documents that are used in the Ariba Network, for Supply Chain Collaboration specific documents refer to the Supplier Information Portal to identify the documents used for transacting with your Buyer

- ❖ The types of documents used by your Buyer is determined by the processes the Buyer has in place for transacting with their suppliers
- ❖ Some Suppliers will be part of an integration project where all information is entered into the supplier existing ordering system or ERP
- ❖ All Suppliers will receive a Purchase Order as this is your source document from your Buyer
- ❖ The Purchase Order can provide insight into the processes required by Buyers, where the Order Confirmation tab is available but the Ship Notice and Invoice options are not this indicates that an Order Confirmation is required by the Buyer and that you cannot complete other processes until an Order Confirmation is created
- ❖ An Invoice is created to achieve payment from your Buyer whether it is goods or services
- ❖ Each document is set up based on the Buyer requirements
- ❖ All Items with an Asterisks is a mandatory field and information has not been provided an error will be generated





The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO

- ❖ A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services

A **Purchase Order** may contains all or some of the following information:



- ❖ Purchase Order Number
- ❖ Order History
- ❖ Purchase Order Status
- ❖ Buyer Contact Information
- ❖ Terms, Comments and Other Information
- ❖ Ship To Details
- ❖ Bill To Details

- ❖ Any information that is greyed out indicates that is can not be selected, for example the Create Invoice cannot be actioned until goods are received

- ❖ Suppliers cannot adjust, deleted or change a Purchase Order only the Buyer can perform this task



Purchase Order: 4900001882 Done

Create Order Confirmation
Create Ship Notice
Create Invoice
Hide
Print
Export cXML
Download CSV

Order Detail
Order History

From: Buyer Information	To: Supplier Information	Purchase Order (New) 4900001882 Amount: \$1.00 AUD Version: 1
Phone: Fax: Email:		

Payment Terms ⓘ
 NET 0
 Before 30th of the Next Month Due Net

Routing Status: Sent

Comments
 Comment Type: Terms and Conditions
 Body: INSTRUCTIONS TO VENDOR:
 To ensure on-time payment:
 1. Reference the Purchase Order No. on all corresponding invoices.
 2. Send the invoice directly to the P.O Box, fax number or email address noted i ... [View more](#)

Other Information
 CompanyCode: AU0A
 Purchasing Unit Name:

Ship All Items To Ship To Code: Email:	Bill To	Deliver To
---	----------------	-------------------



The Ship Notice is the delivery information and is sent to the Buyer to advise them of the ship date for the materials

- ❖ The Ship Notice can be either a **required** or **optional** document for transacting with the Buyer
- ❖ A Ship Notice can be created for the full Shipment or for partial shipments, based on the requirements of the Buyer

Some Buyers **may** require further information to be added but not limited to:



- ❖ Pack Sizing
- ❖ Expiry Dates for perishable items
- ❖ Batch Codes
- ❖ Production Dates
- ❖ SSCC Numbers
- ❖ Pallet configuration

- ❖ Refer to the Supplier Information Portals specific to the Buyer to identify whether a Ship Notice is required and what information should be provided



Save Exit Next

* Indicates required field

SHIP FROM Update Address

DELIVER TO Update Address

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice #:

Requested Delivery Date: --

Ship Notice Type:

Actual Shipping Date:

Actual Delivery Date: *

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name:

Service Level:

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Tax
4900001676	1	123cp CJP Pump 1		3	EA		\$123.00 USD	\$369.00 USD	\$0.00 USD Remove
Shipment Status									
Total Item Due Quantity: 3 EA									
Confirmation Status									
Total Confirmed Quantity: 3 EA Total Backordered Quantity: 0 EA									
Line	Ship Qty	Batch ID	Production Date	Expiry Date					
1	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details				
Add Ship Notice Line									

▼ DELIVERY DETAILS

▼ PACKAGING

Package 1
Packing Details

Description:

Level Code:

Type Code:

Identifier Code:

Container Serial Reference:

Global Individual Asset ID:

Tracking ID:

Shipping Mark:

Dimensions

Length: Unit:

Width: Unit:

Weight: Unit:

Volume: Unit:

Quantities

Ordered Quantity: 864.0 Unit: BO

Dispatch Quantity: 1 Unit: PAL

Quantity Variance Note:

Save Exit Next



- ❖ All orders received via the Ariba Network require an Invoice to be created in the Ariba Network
- ❖ The Amount of the Purchase Order is exclusive of taxes
- ❖ Buyers may require suppliers to add taxes at either the Header or Line Item Level
- ❖ Add to Header allows suppliers to add attachments
- ❖ The Purchase Order reference number is automatically “flipped” into the Invoice
- ❖ Use Edit and Resubmit for invoices that have been rejected
- ❖ Once an invoice has been sent it cannot be recalled or cancelled, to correct and invoice Contact the Buyer

Create Invoice

Update
Save
Exit
Next

▼ Invoice Header * Indicates required field

[Add to Header ▼](#)

Summary

Purchase Order: **APO253**

Invoice #:

Invoice Date:

Supplier Tax ID:

Remit To:

Bill To:

[View/Edit Addresses](#)

Subtotal: **\$800.00 AUD**

Total Tax: **\$0.00 AUD**

Total Shipping: **\$0.00 AUD**

Total Gross Amount: **\$800.00 AUD**

Total Net Amount: **\$800.00 AUD**

Amount Due: **\$800.00 AUD**

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ



Suppliers are able to extract reports on specific documents to identify where in the process a document is, for example – invoices that are pending, approved or paid

- ❖ Report headings cannot be adjusted, however once a report is extracted the information contained within the report can be used

The available reports include but are not limited to:



- ❖ Invoice
- ❖ Goods Receipt
- ❖ Service Sheet
- ❖ Ship Notice
- ❖ Order
- ❖ Serial Number Report

- ❖ Each report may have a different time span for reporting information on, however if you require a report that has a maximum 14 day time span it can be for 14 days up to two years in the past



The screenshot shows a 'Reports' management page. At the top, there is a navigation bar with links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. A 'Create' button is visible in the top right. Below the navigation, the page title is 'Reports'. A sub-header explains: 'Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.' Below this is a 'Report Templates' section with a table. The table has columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. At the bottom of the table area, there are buttons for Run, Download, Edit, Copy, Delete, Create, and Refresh Status.

This screenshot shows the 'Report' configuration form, specifically the 'Report Description' step. The form has a 'Next' button and an 'Exit' button. The instructions state: 'Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.' The form includes fields for 'Title:*', 'Description:', 'Time zone:' (set to CET), 'Language:' (set to English), and 'Report type:*' (set to Select).

This screenshot shows the 'Report' configuration form, specifically the 'Criteria' step. The form includes several input fields and checkboxes:

- Customer: All Customers (with a 'Select' button)
- Order Number: [Text input]
- Order Amount: [Text input] to [Text input]
- Order Routing Status: [Dropdown menu, set to Any]
- Order Status: [Dropdown menu, set to Any]
- Include Active Orders Only: [Checkbox, unchecked]
- Order Date: [Date picker, 26 Mar 2021] To [Date picker, 26 Apr 2021]
- Maximum Results Returned: [Dropdown menu, set to 100]
- Include Spot Buy Marketplace Information: [Checkbox, unchecked]
- Include Line Item Information: [Checkbox, unchecked]

This screenshot shows the 'Report type' dropdown menu. The menu is open, showing a list of report types:

- Select
- Select
- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creat...
- Failed Invoice
- Failed Order
- Goods Receipt
- Invoice
- Long Term Archive Deposit Report
- Messaging Report
- Multi-Tier Order
- Open Order Report (Supply Chain Impact)
- Order Summary
- Payment Receipt Report
- Payment Transactions
- Proof Of Service Report

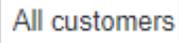
Glossary & Terminology

Seller Dashboard (Home) Fields & Tabs Information

- The first screen seen after logging in is the Seller Dashboard or Home page as the Home tab is highlighted.
- **Note:** that only the processes that your Buyer uses and the permissions set by your System Administrator determines what tabs are visible on the Seller Dashboard /Home page.
- SAP Business Network is displayed in the top Ribbon, selections to various parts of the Ariba Network commence from this screen, but can also be accessed from any other screen the tabs are displayed
- The following table provides users with information about the tab, field or selection option:

Name of Item	Tab, Field or Selection	Description/Use	Name of Item	Tab, Field or Selection	Description/Use
SAP Business Network Header		The SAP Business Network is displayed There is a drop down list that provides access to other items such as Sourcing and Quotes	Fulfillment Tab		This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Fulfillment Guides
Home Tab		The first screen viewed after logging in has the Home tab selected	Quality Tab		This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Quality Guides
Enablement Tab		Steps required to start transacting in the Ariba Network, however please note, these tasks are performed by your system administrator	Invoices Tab		Provides access to creating invoices, credit memos, line item credit memos and debit memos
Workbench Tab		This is where you find all your documents by creating preferred views using filters to make transacting easier	Payments Tab		The payments tab provides suppliers with information about payments from buyers
Planning Tab		This is a Supply Chain Collaboration only process, and is for suppliers providing direct goods. Refer to the Planning Guides	Catalog Tab		The catalog tab provides suppliers with a view of the catalog they are using to transact with their buyer
Orders Tab		The orders tab displays all Purchase Orders sent from buyers in the Ariba Network, including change and inquires purchase orders	Reports Tab		Reports can be extracted for information in the Ariba network

Seller Dashboard (Home) Fields & Tabs Information cont.

Name of Item	Tab, Field or Selection	Description/Use	Name of Item	Tab, Field or Selection	Description/Use
Message Tab		The messages tab is used to send messages to the buyer	Getting Started Tab		Getting Started may be displayed and is to indicate if there are any further tasks required to ensure that transacting through the Ariba Network is smooth
Create Drop Down		The create drop down shows options for creating specific documents such as an Order Confirmation or Ship Notice	Orders and Releases Field		The document options that you can complete a search on, the default is Orders & Releases
More		The ... (more) button allows users to create CSV/PDF documents and tracking information	Customer Selection Option		The list of customers that you are transacting with, users can choose specific customers or leave it in the default of All Customers
User Initials		The initials of the User name	Exact Match Option		Choose either Exact Match or Partial match to the document required
Help		Provides access to the help topic pane, what's new, guided tours, documentation and support	Order Number Search		Enter the number of the document you are searching for,
Back to Classic View		This is a temporary option, once you have entered Classic view you cannot revert back to the Seller Dashboard without logging back in	Commence Search		A magnifying glass triggers a search or indicates that a search can be conducted
Feedback Option		Feedback can be provided on the home page	Drop down Menu Available		Indicates that there is a drop down list of options
Overview		The overview button is on the seller dashboard/home page provides it is customizable	More options available		The ellipsis icon with More indicates that there is more information by clicking on it
My Widgets		Widgets are the boxes that contain information, widgets can be set by the user to provide the information required by that user	Export		Allows users to export information into an Excel format

General Terms

Name of Item	Description/Use	Name of Item	Description/Use
ANID	The ANID is the Ariba Network Identification number, this number is unique for each Ariba Network whether a Buyer or Supplier Network	Credit Memo	A Credit Memo is a credit against a Purchase Order and at header level. For example use a Credit Memo when there has been an overcharge on shipping costs or the wrong Tax rate has been selected
ERS	Evaluated Recipient Settlement indicates that the Buyer will create the Invoice on behalf of the Supplier	Line Item Credit Memo	A Line Item Credit memo is a credit against an Invoice and is when a credit is required for damaged good or return of goods that where not fit for purpose
ERP	Enterprise Resource Planning is the integrated management of business processes such as Ordering and Invoicing	Rejected Invoice/ Edit & Resubmit	When an Invoice is rejected by the Buyer it will create a rejection, locate and open the Invoice and use Edit and Resubmit, correct the error based on the Buyer requirements and resubmit
Purchase Order	A Purchase Order is your document of truth, it is the source document from which all other documents will flow from, only the Buyer can change or update a Purchase Order	Ariba Discovery	Only used by Buyers and Suppliers that use Ariba Discovery to Request for Quote (RFQ) on goods or services
Invoice	An invoice is the document used to pay a supplier for goods or services provided based on the Purchase Order	Ariba Questionnaire and Proposals	Supplier Lifecycle Performance (SLP) is a process used by Buyers. Questionnaires are sent to a supplier from a Buyer and can be a Registration or Purchasing Questionnaire based on the Buyers requirements
Table Options Menu	Table Options menu allow suppliers to change the view of the screen to display different heading or information	Search Filters	Search filters provide users with the ability to narrow search options to locate specific types or documents in their Ariba Network
Ariba Sourcing	Ariba Sourcing is used as part of Direct Materials sourcing, it is a solution for managing sourcing and suppliers across all spend categories	Documents	A Document is the information sent and received via the Ariba Network
Active Buttons	Active Buttons are blue and can be selected to perform a task or process, greyed out buttons indicate that it is a process not used by a Buyer or requires another process to occur prior to activating	Fulfillment	The name of a tab that includes orders, order confirmations, ship notices, Services entry sheets, extended collaboration, product replenishment, drafts, extended collaboration and receipts
Order Confirmation	An Order Confirmation provides a Buyer with confirmation that good or services requested can be delivered or provided based on the information within the Purchase Orders	Opportunities	These represent collaboration requests
Ship Notice	A ship notice also known as an Advanced Ship Notice provides the Buyer with information about the goods arriving to their premises	Drafts	Documents can be saved as a draft for completion at a later point

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