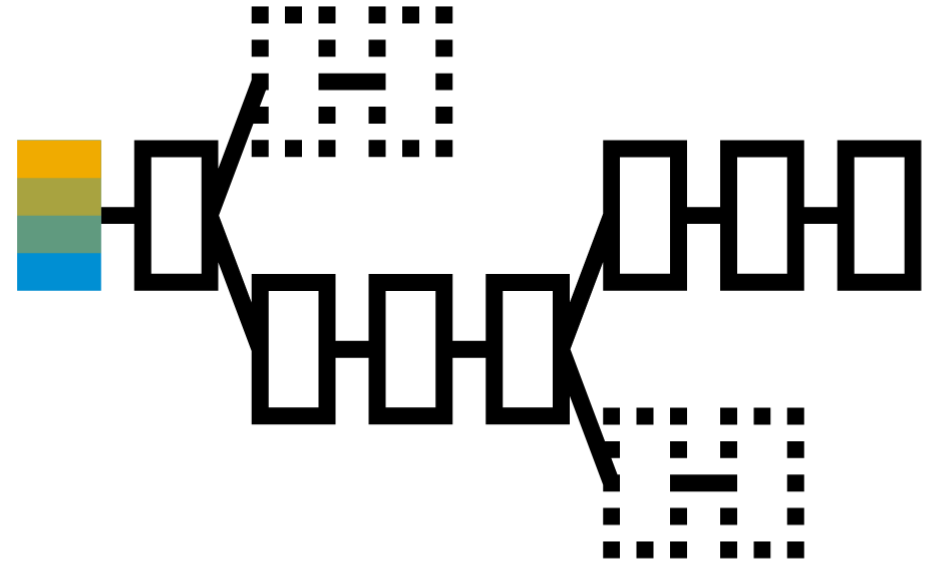


# SAP Business Network Supplier Account Workbench Customization

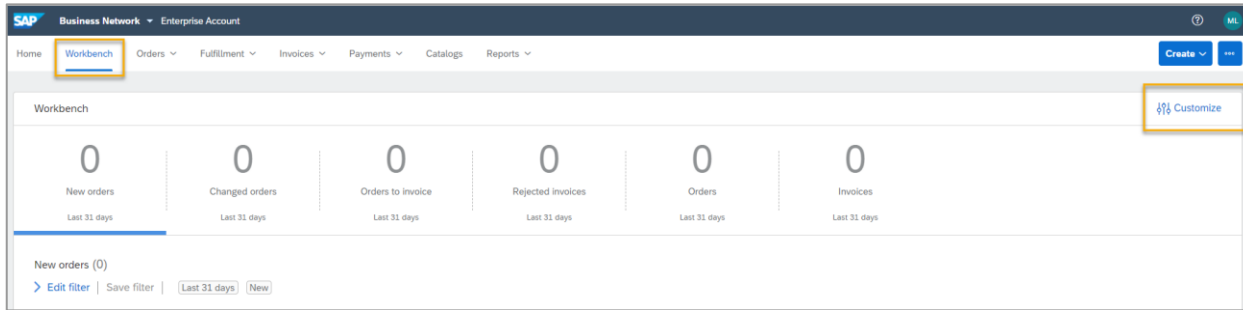
2021

INTERNAL

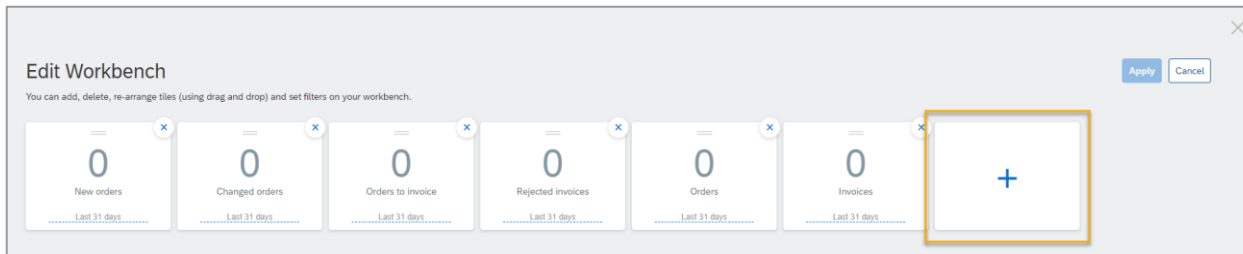


# Customizing your Workbench

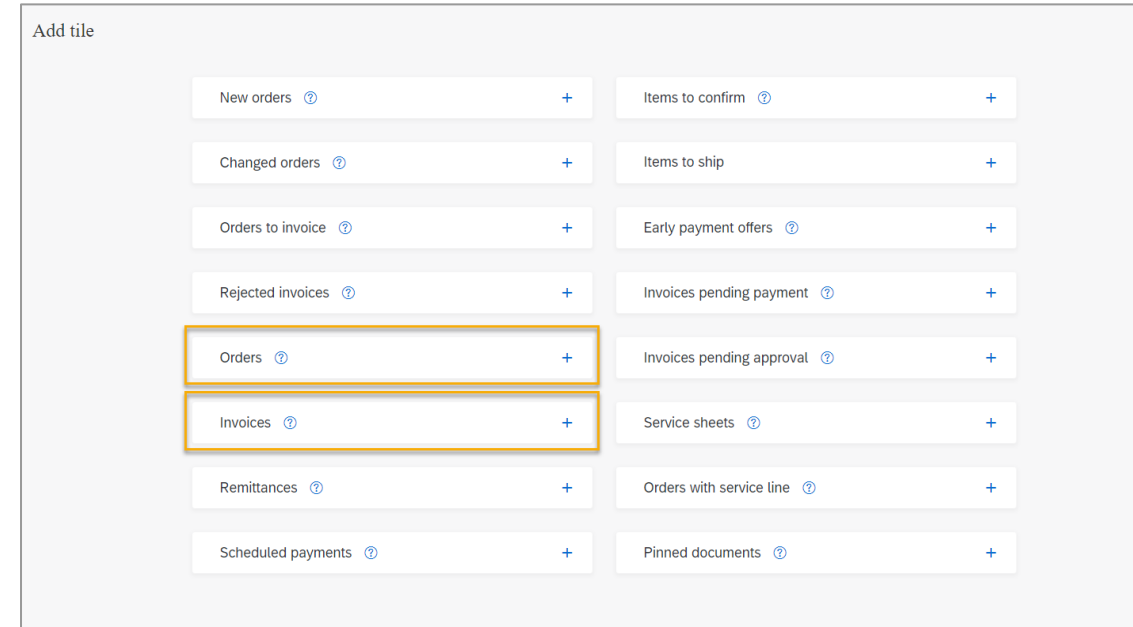
1. Once you are logged in your account, click on your **Workbench** tab. This will display the default tiles. Click **Customize** to add, change, rename or remove tiles.



2. To add a new tile, click on the **+** tile. This will pop up a window for you to select what type of document you want to show on that specific tile.

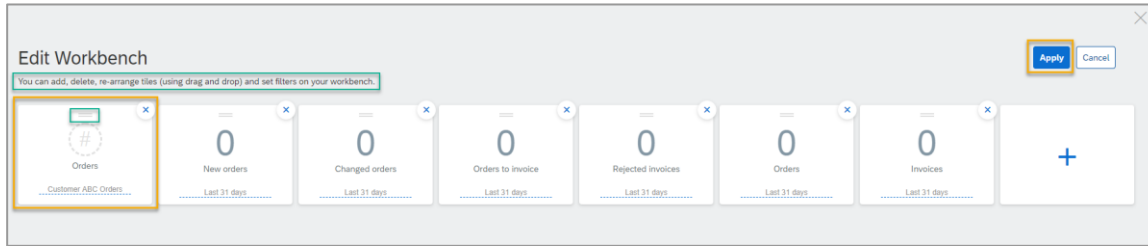


3. Select the type of document you will want to add to the tile by clicking on the **+** sign. *Orders and Invoices are the most commonly used. This will show documents of that type under all statuses.*

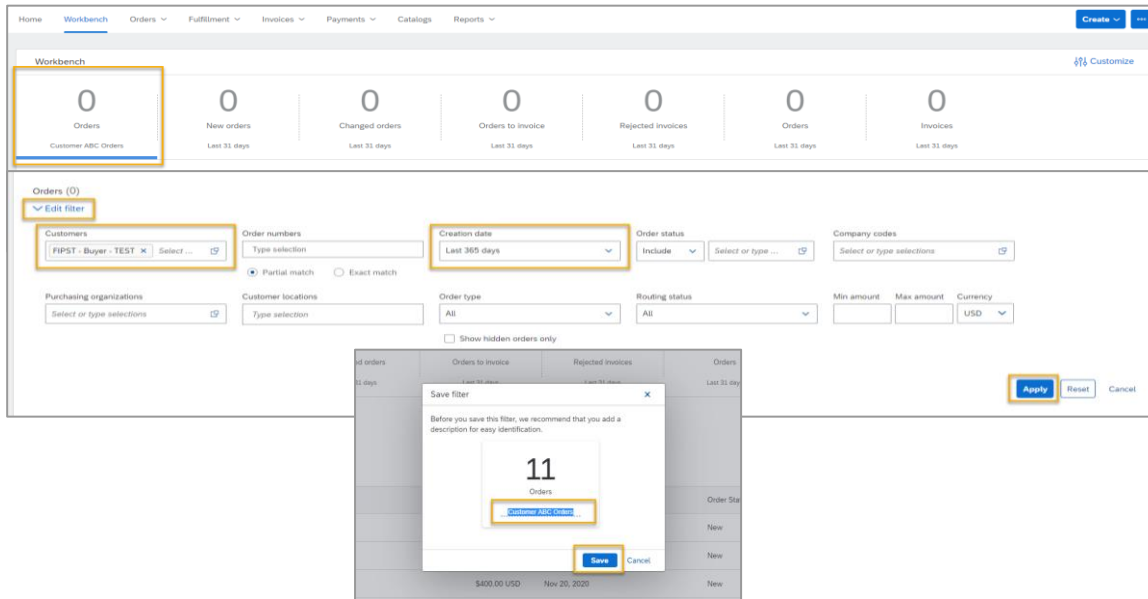


# Customizing your Workbench (continued)

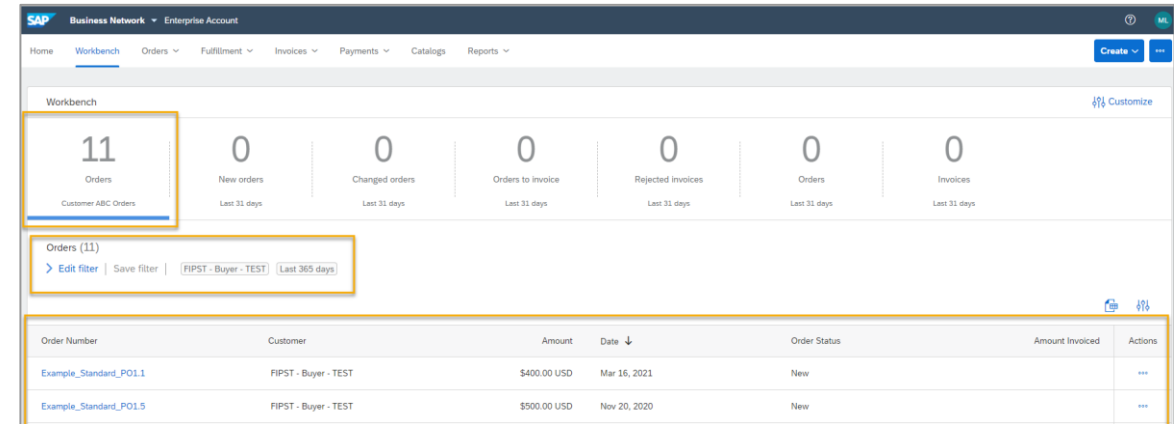
4. Your tile will populate under the **Edit Workbench** page, where you can rename it, as well as *add, delete, rename and re-arrange other tiles (using drag and drop)*. Click **Apply** to save your tiles and go back to your Workbench.



5. Your Workbench will show the newly created tile. Click on **Edit Filter** to customize your tile filter options. You can select a specific customer and date range for the documents you want to show on your tile. Click **Apply** to save your changes. A popup window will appear asking you to confirm you're the name of your tile.



6. Once all changes have been completed, your Workbench and Tile will show your filter customizations. You can edit your tiles and filters at any time.



# Thank you.

**SAP Ariba**  
Supplier Enablement Team