SAP Ariba Network

How a Supplier can set up Workbench

Introduction

This document will provide direction to SAP Ariba registered suppliers who created the AN account and will have the same person creating the SAP Ariba invoices against PASSHE purchase orders.

WHAT?

To assist registered suppliers in setting up their workbench within their Ariba Network Supplier Dashboard. The workbench located within the supplier Ariba Network account will provide quick access to Orders and Invoices.

WHO?

Smaller suppliers where the contact who created the AN account will be the same person creating the invoices.

HOW?

Quick Reference Guide will be provided to supplier by:
➢ PASSHE Supplier Support Team when approving a smaller supplier's registration
➢ PASSHE Purchasing Agent when processing a PR for a smaller supplier
    ➢ PA will attach the QRG to the PR to be attached to the PO

Quick Reference Guide will be located within:
➢ Supplier Management Folder on the PASSHE SourcePoint Portal
➢ PASSHE Supplier Information Portal

Setting up the Workbench

1 Supplier will log into their SAP Ariba Network account with username and PW.

2 Navigate to the Customer Relationships.

3 Confirm the Trading Relationship.

SAP Business Network ⌄   Standard Account   Upgrade   TEST MODE

Account Settings   Close

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

| Current Relationships | Potential Relationships |

I prefer to receive relationship requests as follows:

⦿ Automatically accept all relationship requests   ○ Manually review all relationship requests

Update

Current (1)   Pending (0)   Rejected (0)

Current Customers

Filter

Customers

Confirm "**Pennsylvania's Sate System of Higher Education**" is listed as Trading

Apply   Reset

If it is not listed or not listed as Trading, take a screenshot and send with brief explanation to supplierhelp@passhe.edu

	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	Pennsylvania's State System of Higher Education - TEST	AN01525385575-T	Trading	5 Apr 2022	⧉	Default	Actions ▾
↳	Reject						

Click **Close**   Close

continued on next page ≫≫≫

4 Navigate to the Workbench.

Click **WorkBench**

5 Add filters.

Click **the PLUS** to add filters

Let's get some results - add tiles to personalize your Workbench

6 Add the Orders and Invoices filters.

Business Network

mu.ariba.com/seller-portal-workbench/edit

Edit Workbench

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

Apply   Cancel

+

ⓘ You have 1 new tile available to customize your Workbench.

Add tile

New orders ⓘ	+	Overdue invoices - Not approved	+
Choose **Invoices** orders ⓘ	+	Overdue invoices - Approved	+
Orders to invoice ⓘ	+	Service sheets ⓘ	+
Invoices ⓘ	+	Orders with service line ⓘ	+
Orders ⓘ	+	Pinned documents ⓘ	+
Rejected invoices ⓘ	+	Invoices pending approval ⓘ	+
Choose **Orders** nces ⓘ	+	Approved invoices pending payment ⓘ	+
Scheduled payments ⓘ	+	Paid invoices	+
Items to confirm ⓘ	+	Draft invoices	+
Items to ship	+	Credit Memos	+
Early payment offers ⓘ	+	Debit Memos	+

7   Apply the filters.

Orders and **Invoices** Tiles are previewed

Edit Workbench

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

Apply   Cancel

Click **Apply**

1	0
Orders	Invoices
Last 31 days	Last 31 days

+

SAP Business Network ▾ Standard Account   Upgrade   TEST MODE

Home   Enablement   **Workbench**   Orders ▾   Fulfillment ▾   Invoices ▾   Payments ▾   Catalogs   Reports ▾   Assessments   Create ▾

Workbench

1	0
Orders	Invoices
Last 31 days	Last 31 days

Orders and **Invoices** Tiles are now shown on the **Workbench**

Customize

Orders (1)

> Edit filter | Save filter | Last 31 days   New

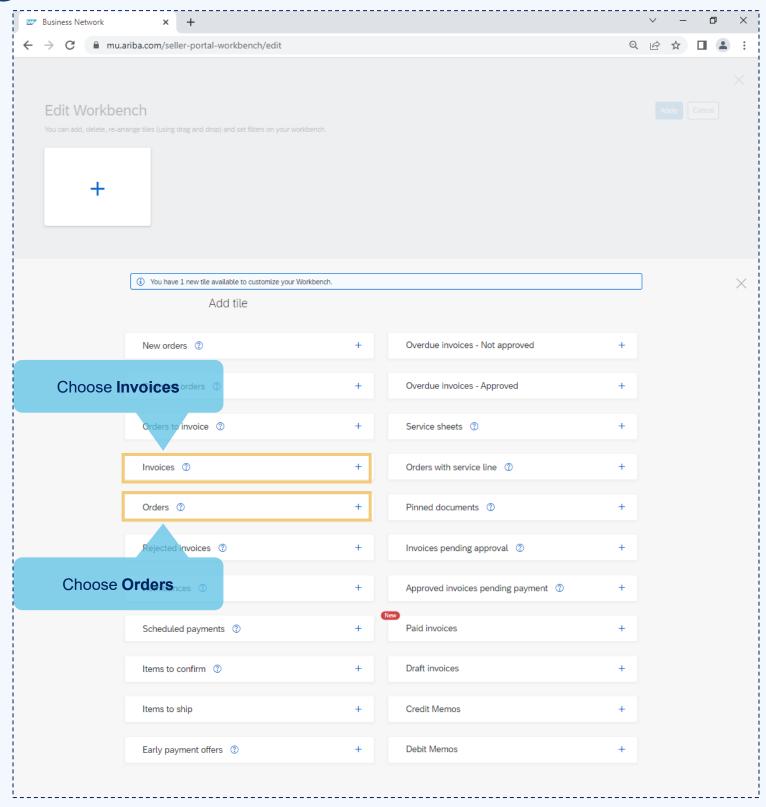| Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500624451	Pennsylvania's State System of Higher Education - TEST	$12.00 USD	Apr 5, 2022	New		...

8 Look for POs. From the Workbench. Click the Orders tab. Choose the appropriate PO.

Identifies a PO on the Workbench

If the correct PO is not listed, reach out to the buyer at PASSHE.

Click the **PO Order Number**

Purchase Order will now display

8 On the PO, click Create Invoice and select Standard Invoice.

9 Enter Invoice Details – All fields with an asterisk (*) are mandatory. Then click the Next button.

10 Check the details of the invoice. If any change is needed, click Previous. Otherwise, click Submit.

Create Invoice

Previous | Save | **Submit** | Exit

Click **Submit**

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123
Invoice Date: Tuesday 26 Apr 2022 11:39 AM GMT-04:00
Original Purchase Order: 4500624451
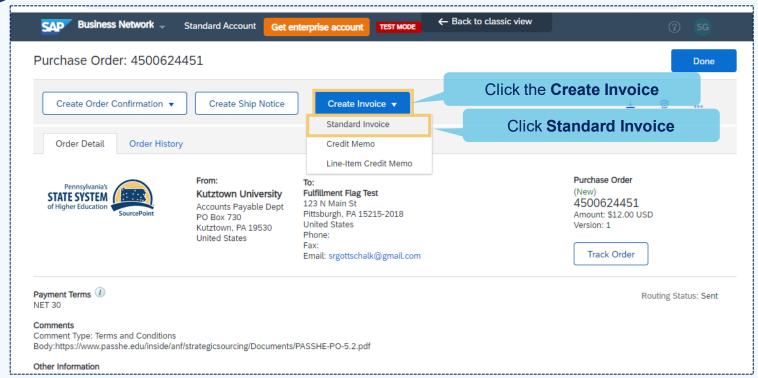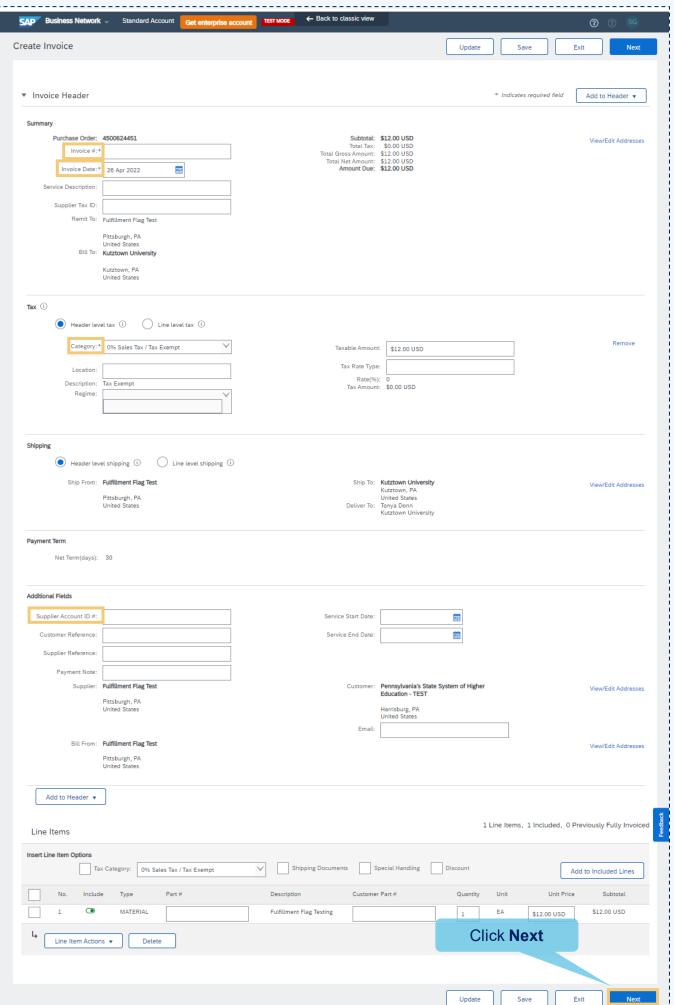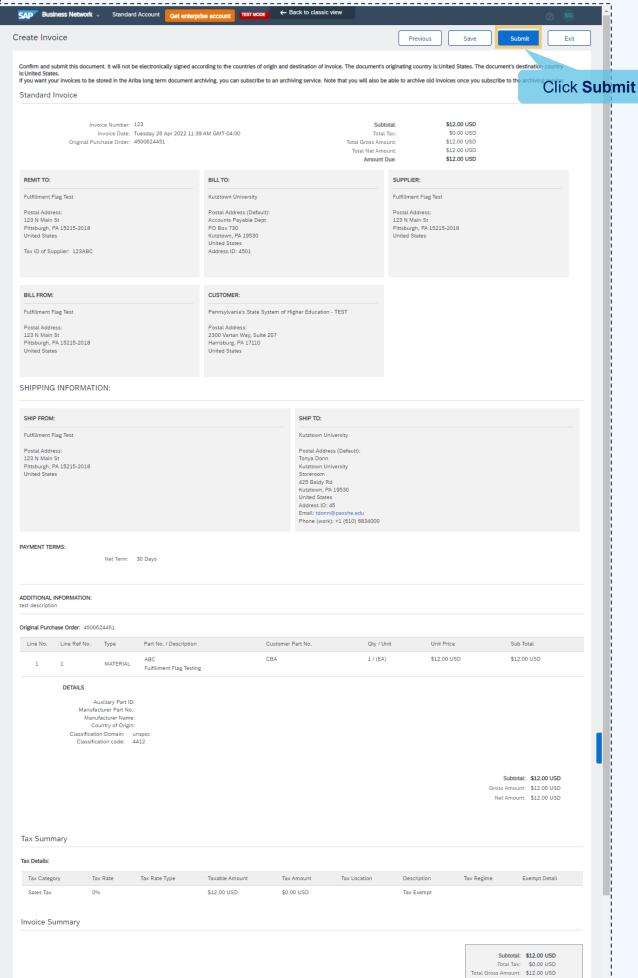
Subtotal: $12.00 USD
Total Tax: $0.00 USD
Total Gross Amount: $12.00 USD
Total Net Amount: $12.00 USD
Amount Due: $12.00 USD

REMIT TO:

Fulfillment Flag Test

Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

Tax ID of Supplier: 123ABC

BILL TO:

Kutztown University

Postal Address (Default):
Accounts Payable Dept
PO Box 730
Kutztown, PA 19530
United States
Address ID: 4501

SUPPLIER:

Fulfillment Flag Test

Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

BILL FROM:

Fulfillment Flag Test

Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

CUSTOMER:

Pennsylvania's State System of Higher Education - TEST

Postal Address:
2300 Vartan Way, Suite 207
Harrisburg, PA 17110
United States

SHIPPING INFORMATION:

SHIP FROM:

Fulfillment Flag Test

Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

SHIP TO:

Kutztown University

Postal Address (Default):
Tonya Donn
Kutztown University
Storeroom
425 Baldy Rd
Kutztown, PA 19530
United States
Address ID: 45
Email: tdonn@passhe.edu
Phone (work): +1 (610) 6834000

PAYMENT TERMS:

Net Term: 30 Days

ADDITIONAL INFORMATION:
test description

Original Purchase Order: 4500624451

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	ABC Fulfillment Flag Testing	CBA	1 / (EA)	$12.00 USD	$12.00 USD

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Classification code: 4412

Subtotal: $12.00 USD
Gross Amount: $12.00 USD
Net Amount: $12.00 USD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	0%		$12.00 USD	$0.00 USD		Tax Exempt		

Invoice Summary

Subtotal: $12.00 USD
Total Tax: $0.00 USD
Total Gross Amount: $12.00 USD
Total Net Amount: $12.00 USD
Amount Due: $12.00 USD

11 PO Flip is complete.

Confirmation is shown

Invoice 123 has been submitted.

- Exit invoice creation.

Click Exit Invoice creation

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12 PO shown within SAP Ariba will show Total Invoiced amount.

Purchase Order: 4500624451   Done

Create Order Confirmation ▾   Create Ship Notice   Create Invoice ▾

Order Detail   Order History

From:
Kutztown University
Accounts Payable Dept
PO Box 730
Kutztown, PA 19530
United States

To:
Fulfillment Flag Test
123 N Main St
Pittsburgh, PA 15215-2018
United States
Phone:
Fax:
Email: srgottschalk@gmail.com

Purchase Order
(Invoiced)
4500624451
Amount: $12.00 USD
Version: 1

Track Order

Payment Terms ⓘ
NET 30

Routing Status: Acknowledged
Related Documents: 123

Comments
Comment Type: Terms and Conditions
Body:https://www.passhe.edu/inside/anf/strategicsourcing/Documents/PASSHE-PO-5.2.pdf

Other Information
Company Code: SSHE
Purchasing Unit Name: KUTZTOWN

Ship All Items To

Kutztown University
Storeroom
425 Baldy Rd
Kutztown, PA 19530
United States
Ship To Code: 45
Phone: +1 (610) 6834000
Email: tdonn@passhe.edu

Bill To

Kutztown University
Accounts Payable Dept
PO Box 730
Kutztown, PA 19530
United States

Deliver To

Tonya Donn
Kutztown University

Line Items   Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material		1 (EA)	27 Apr 2022	$12.00 USD	$12.00 USD	Details
		Fulfillment Flag Testing							

Order submitted on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00
Received by Ariba Network on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00
This Purchase Order was sent by Pennsylvania's State System of Higher Education - TEST
AN01525385575-T and delivered by Ariba Network.

See **Total Invoiced**

Sub-total: $12.00 USD
Total Invoiced: $12.00 USD

Create Order Confirmation ▾   Create Ship Notice   Create Invoice ▾

Click **Done**

Done

Privacy Statement   Security Disclosure   Terms of Use

13 On the Workbench on the Orders tile, the Order now shows in Invoiced status. On the Invoices tile, the Invoice is now listed for reference.

14 End of Process. The supplier can now log out of the Ariba Network.