How to set-up an overview of orders and invoices

1) Click on Workbench.

2) Click on "+".

3) Choose tiles you wish to keep on your dashboard (workbench): remember to select **Orders**, **Invoices** and **Rejected Invoices**.

4) Click on **Apply**.

SAP	Business Netwo	ork 🔻 Standard	Account		
Home	Enablement	Workbench	Orders ~	Fulfillment 🗸	Invoid
	1				
			2.		
			+		
		Let's get some result	s - add tiles to perso	onalize your Workbench	

New orders (2)	+	Early payment offers ⑦	
Changed orders ⑦	+	Service sheets ⑦	
Orders to invoice ③	+	Orders with service line ③	
Invoices 🕜	+	Pinned documents ③	
Orders ⑦	+	Invoices pending approval (?)	
Rejected invoices ⑦	+	Approved invoices pending payment ⑦	
Remittances 💿	÷	Draft invoices	
Scheduled payments ⑦	+	Credit Memos	
Items to confirm ③	+	Debit Memos	
Items to ship	+		-

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How to find all your orders on Ariba



1) In order to locate your orders, click on Workbench.

2) Click on Orders.

3) Choose Edit filter.

4) In Orders filter click on **Creation date** and choose preffered creation date range from drop-down menu (best option is 365 days).

5) Click on **Apply** filter.

6) Click on Save filter.

7) Rename your filter.

8) Click on Save.

Note: In case you still miss any purchase order please reach out to <u>contact.elink@novartis.com</u> and provide the PO number and your ANID (Ariba Network ID).

How to find exact PO number on Ariba

2 15	0
Orders	Rejected invoices
Last 365 days	Last 31 days
Order numbe	rs
CP Type select	ion
4 O Partial m	natch Exact match
	2 15 Orders Last 365 days Order numbe

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To find PO exact PO number on Ariba, please follow these steps:

- 1) Click on Workbench.
- 2) Click on Orders.
- 3) Click on **Edit filter**.
- 4) Type PO number and choose **Exact match**.
- 5) Click on **Apply**.

Please do not forget to put a prefix (C028-, C018or C010-) before PO number for Swiss orders.