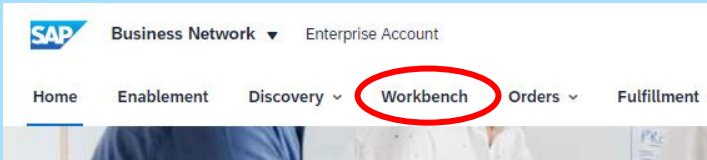


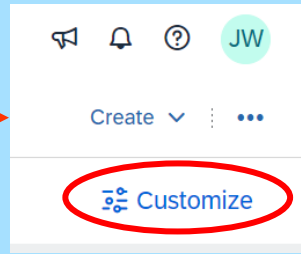
SAP Business Network – Workbench – Adding Leads and Posting Tiles



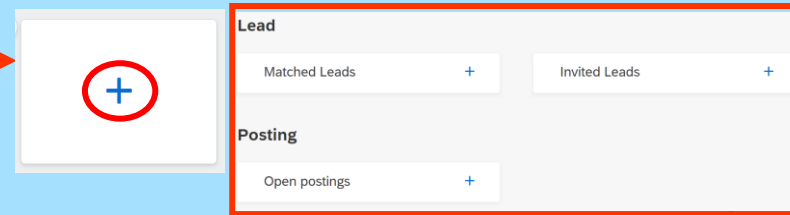
Step 1: Login, locate and click the **Workbench** tab



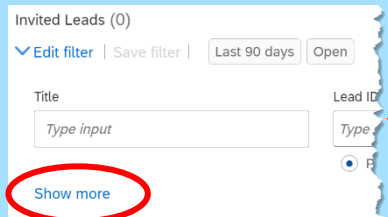
Step 2: Click on **Customize**



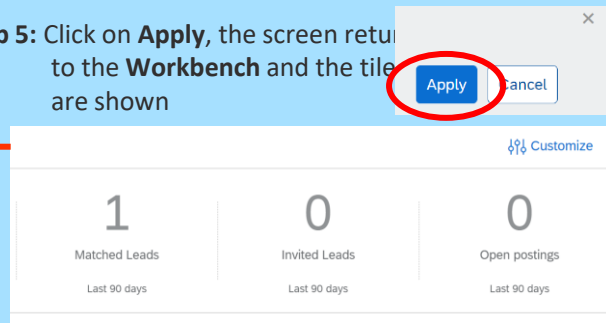
Step 3: Click on the **+** on the last tile, and scroll down to display the **Leads and Posting Tiles**



Step 6: To customize filters, click on the Tile, then click on **Show more**



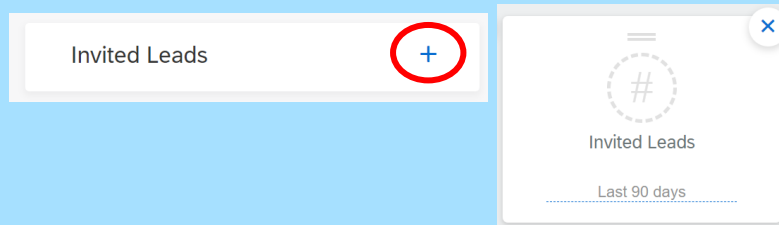
Step 5: Click on **Apply**, the screen returns to the **Workbench** and the tiles are shown



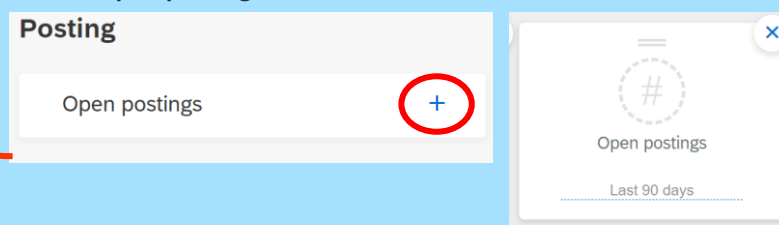
Step 4: Adding Matched Leads, click on the **+** on the **Matched Leads Tile**



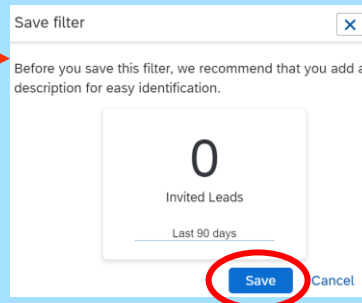
Adding Invited Leads, click on the **+** on the **Invited Leads Tile**



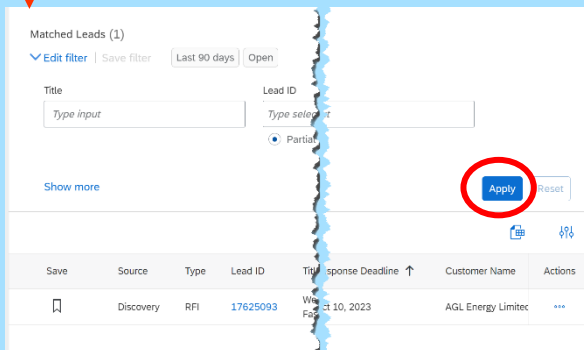
Adding Open posting, click on the **+** on the **Open postings Tile**



Step 8: To keep the Tile filters click on **Save Filter**, then **Save**



Step 7: Select the filters you wish to use, then click on **Apply**



Although the Tiles are on the SAP Business Network Workbench, the “Leads” tiles reflect the information in Discovery

Suppliers must have the “Respond to Posting on SAP Business Network Discovery” permission to respond to the posting

The Leads and Postings Tiles can be added and by using Edit Filters, then Show More to customize the tile information displayed

NOTE: RFXs from Ariba Sourcing (Proposals & Questionnaires do not appear on these Tiles

Did you know? Buyers use Discovery to expand their Supplier base by sending RFX’s extending past their existing supplier base

Suppliers can update or add details and capabilities of your business, including products and services and the locations you serve

Buyers use that information to send out business opportunities that match your company based on the information in the Company Profile