

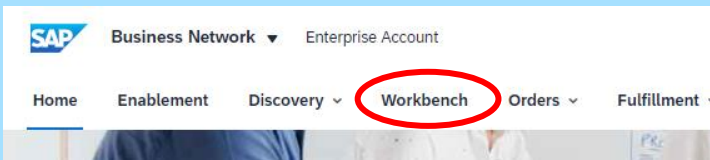


Anonymous 5-question Survey QR code or [Click Me](#)

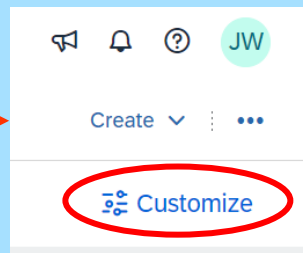
# SAP Business Network – Workbench – Adding Leads and Posting Tiles



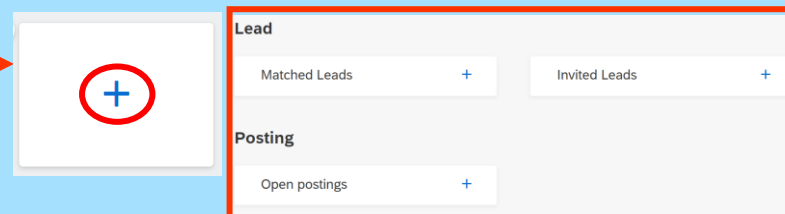
**Step 1:** Login, locate and click the Workbench tab



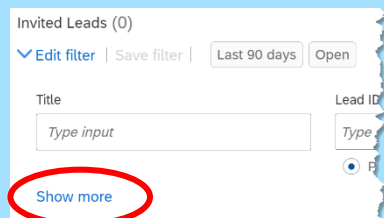
**Step 2:** Click on Customize



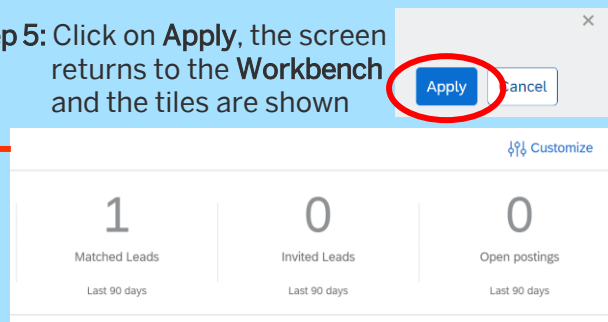
**Step 3:** Click on the + on the last tile, and scroll down to display the Leads and Posting Tiles



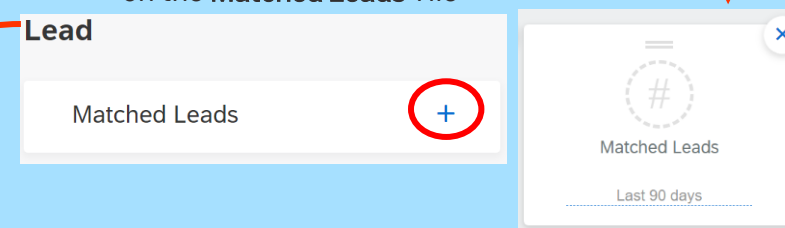
**Step 6:** To customize filters, click on the Tile, then click on Show more



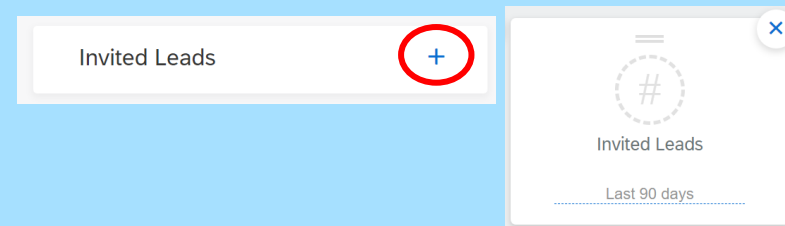
**Step 5:** Click on Apply, the screen returns to the Workbench and the tiles are shown



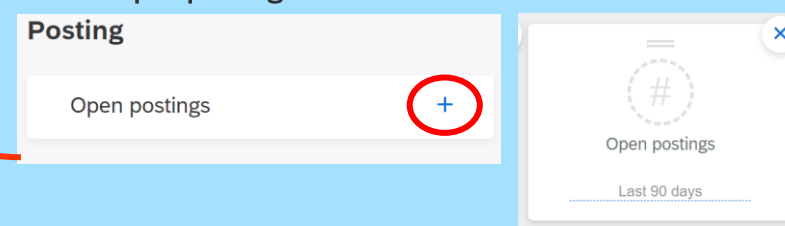
**Step 4:** Adding Matched Leads, click on the + on the Matched Leads Tile



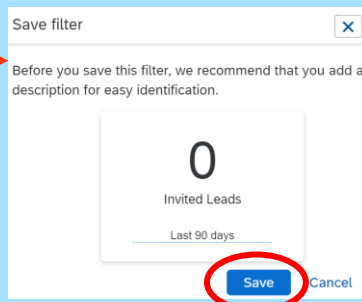
Adding Invited Leads, click on the + on the Invited Leads Tile



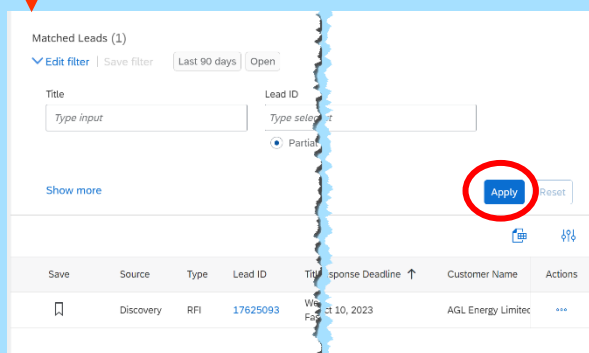
Adding Open posting, click on the + on the Open postings Tile



**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