SAP Business Network – Workbench Adding Leads and Posting Tiles

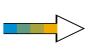Login to Supplier account, locate and click the **Workbench** tab

Click on **Customize**, click on the **+** on the last tile, and scroll down to display the **Leads** and **Posting** Tiles

Click on the **+** on **Matched Leads**, **Invited Leads**, and **Open postings** options to create new tiles

Click on **Apply** to save new tiles and return to the Workbench

Select the filters you wish to use, then click on **Apply** to keep the Tile filters click on **Save Filter,** then **Save**

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

QUICK TIPS

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.

Did you know?

Buyers use Discovery to expand their Supplier base by posting RFX's extending past their existing supplier base. Your **Matched Leads** are based off your product and services and the ship-to/service locations from your company profile matching a Buyers post categories.

QUICK TIPS

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

V Pilot