



ACTIVITY FEED WIDGET

User guide

Last Update : 20/11/2023

HOME PAGE OF THE PORTAL

1) Navigation and action menu



2) Quick access thumbnails to lists

3) Dynamic help center

4) Account information/setup, notifications

5) Widgets



The screenshot shows the SAP Business Network home page for an Enterprise Account in TEST MODE. The page is divided into several sections:

- 1) Navigation and action menu:** A top navigation bar with links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Reports, and Messages.
- 2) Quick access thumbnails to lists:** A central dashboard with five large tiles showing key metrics: 7 New orders (Last 31 days), 20 Orders (Last 31 days), 165 Items to confirm (To confirm), 96 Items to confirm (To reconfirm), and 96 Items to ship (Last 31 days). A 'More' button is also present.
- 3) Dynamic help center:** A search bar at the top right with a 'DC' icon and a 'Create' button.
- 4) Account information/setup, notifications:** A 'My widgets' section with a dropdown menu for 'RICHEMONT INTER...' and a 'Customize' button.
- 5) Widgets:** A grid of widgets including:
 - Purchase orders:** A line chart showing 5.27M CHF for the last 3 months (Sep, Oct, Nov).
 - Shipment tracking:** A form to enter a purchase order number and a 'Track' button, accompanied by a world map.
 - Activity feed:** A list of recent order received notifications with details like date, time, and amount.




USING THE ACTIVITY FEED WIDGET

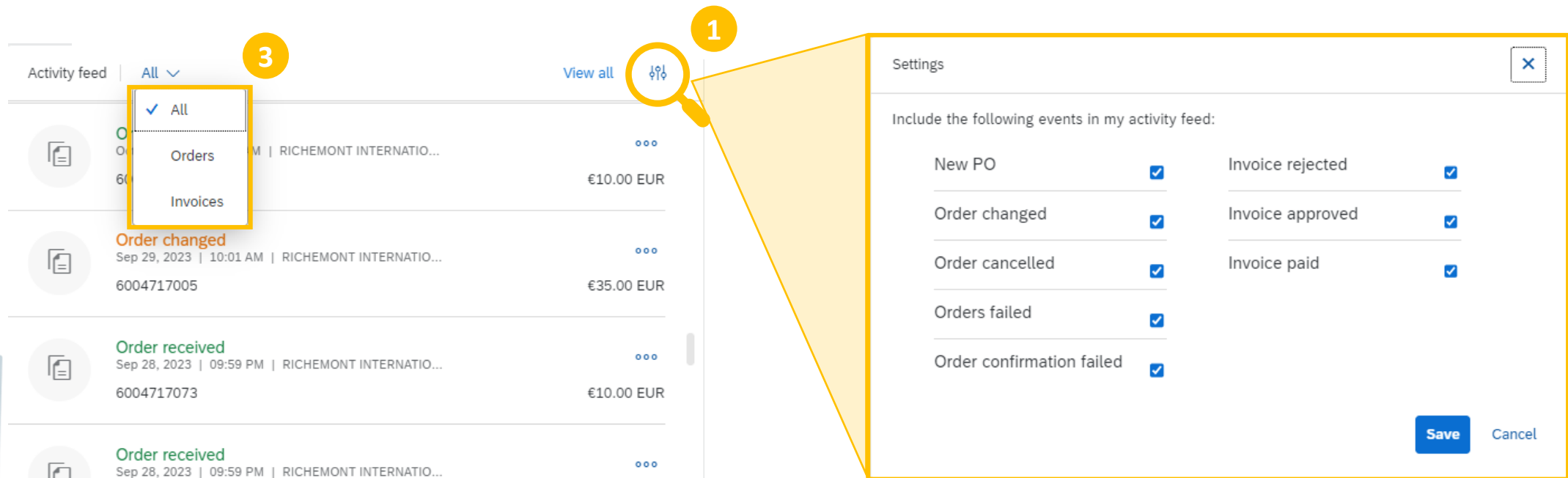
- › This Widget highlights the latest activities on an order or invoice (creation, modification, deletion). Orders are displayed in chronological order of last activity.


The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below this, a search bar is set to 'Orders and Releases' for 'RICHEMONT INTERN...' with an 'Exact match' filter and a search for 'Order number'. The main dashboard features a 'Getting started' section with five key metrics: 7 New orders, 20 Orders, 165 Items to confirm, 96 Items to confirm, and 96 Items to ship, all for the last 31 days. Below this, the 'My widgets' section includes 'Purchase orders' (5.27M CHF), 'Shipment tracking', and the 'Activity feed' widget, which is highlighted with a red border. The activity feed shows a list of 'Order received' events for order RICHEMONT INTERNATIONALE SA - CIG - QUAL.

Activity	Date	Time	Order Number	Amount
Order received	Oct 31, 2023	12:12 PM	6004730590	\$63,525.00 USD
Order received	Oct 31, 2023	11:24 AM	6004730589	\$0.00 USD
Order received	Oct 30, 2023	01:31 PM	6004717114	€10.00 EUR
Order received	Oct 24, 2023	10:13 AM		

USING THE ACTIVITY FEED WIDGET

- › It is possible to filter the information that will be displayed according to specific needs by pressing  [1].
- › To validate the filter, don't forget to click on “ **Save** ”.
- › Select all documents or select certain document types such as only invoices or orders [2]
- › You can also choose via the drop-down menu to view only invoices or only orders [3]



Activity feed | All  View all

3

- All
- Orders
- Invoices

1

Settings


Include the following events in my activity feed:

New PO	<input checked="" type="checkbox"/>	Invoice rejected	<input checked="" type="checkbox"/>
Order changed	<input checked="" type="checkbox"/>	Invoice approved	<input checked="" type="checkbox"/>
Order cancelled	<input checked="" type="checkbox"/>	Invoice paid	<input checked="" type="checkbox"/>
Orders failed	<input checked="" type="checkbox"/>		
Order confirmation failed	<input checked="" type="checkbox"/>		


2









Save Cancel

USING THE ACTIVITY FEED WIDGET

- › It is possible to directly consult the content of orders or invoices by clicking on the button  and “ **View details** ” [1]
- › You can also consult the list of documents in detail by clicking on “ **View all** ” [2].



Activity feed | All 













	Order received Oct 02, 2023 11:21 AM RICHEMONT INTERNATIO... 6004717075	€10.00 EUR	
	Order changed Sep 29, 2023 10:01 AM RICHEMONT INTERNATIO... 6004717005	€35.00 EUR	
	Order received Sep 28, 2023 09:59 PM RICHEMONT INTERNATIO... 6004717073	€10.00 EUR	
	Order received Sep 28, 2023 09:59 PM RICHEMONT INTERNATIO... 6004717073	€10.00 EUR	



SAP Business Network | Enterprise Account TEST MODE | DC

Home Enablement Workbench Orders Fulfillment Invoices Reports Messages | Create | ...

Activity feed
RICHEMONT INTE... | All types

	Order received Oct 31, 2023 12:12 PM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004730590	\$63,525.00 USD	 View detail
	Order received Oct 31, 2023 12:24 AM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004730589	\$0.00 USD	
	Order received Oct 30, 2023 01:32 PM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004717114	€10.00 EUR	
	Order received Oct 24, 2023 10:13 AM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004730551	38,490.00 CHF	
	Order received Oct 24, 2023 09:14 AM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004717110	1,250.00 CHF	
	Order received Oct 16, 2023 01:55 PM RICHEMONT INTERNATIONAL SA - CIG - QUAL 6004730499	\$0.00 USD	





WIDGETS CONFIGURATION

- › To make the best use of this functionality, it is necessary, upon first connection, to configure the home display so that the widget is easily visible. To do this click on “ **Customize** ”



The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below this, a search bar is visible with filters for 'Orders and Releases', 'RICHEMONT INTERN...', and 'Exact match', along with a search input field containing 'Order number'. The main dashboard area features an 'Overview' section with several key metrics: 7 New orders (Last 31 days), 20 Orders (Last 31 days), 165 Items to confirm (To confirm), 96 Items to confirm (To reconfirm), and 96 Items to ship (Last 31 days). Below the overview, there is a 'My widgets' section with a dropdown menu set to 'RICHEMONT INTER...' and a 'Customize' button highlighted with a yellow border. The widgets displayed include: 1. 'Purchase orders' showing a value of 5.27M CHF and a line chart for the last 3 months (Sep, Oct, Nov) for 'RICHEMONT INTERNATIONAL SA - CIG - QUAL'. 2. 'Shipment tracking' with a 'Purchase order number' input field and a 'Track' button, accompanied by a world map. 3. 'Activity feed' showing a list of 'Order received' events with details like date, time, order number, and amount in USD or EUR.

WIDGETS CONFIGURATION

- › If a Widget is not visible on the home page, you can add it by clicking on the **+** button from the list of available Widgets **[1]**
- › You can also remove Widgets from the home page by clicking on  at the top-right corner of each Widget **[2]**
- › The widget layout is editable by clicking/dragging. Click and hold left click on the icon  to move the widgets, bring the widget to the top of the page **[3]**
- › Click on **“ Save ”** to save your configuration **[4]**

Customize my widgets
Add, remove, and rearrange widgets to personalize your home page.

4 **Save** **Cancel**

2   3

Purchase orders Last 3 months Shipment tracking

5.27M CHF

5M
4M
3M
2M
1M
0

Sep Oct Nov

■ RICHMONT INTERNATIONAL SA - CIG - QUAL

Purchase order number.

Track

Available widgets

Download app	+	On-time payment rate	+	Paid Invoices	+	Benchmarking: On-time payment	+
Approved invoices	+	Invoice exception rate	+	Benchmarking: Invoice cycle time	+	Days to pay	+
Benchmarking: Invoice exception ...	+	Benchmarking: Days to pay	+	Invoice cycle time	+	Change order rate	+
Invoice exceptions	+	Change orders	+	Benchmarking: Change order rate	+	Invoice aging	+
Activity feed	+						

1



RICHEMONT