

SAP Business Network for Supply Chain

Supplier Dashboard Setup Training Guide

Introduction

The Workbench in SAP Ariba serves as a centralized, customizable dashboard for buyers and suppliers to monitor, manage, and act on transactional documents like purchase orders, invoices, and shipping notices.

Workbench

Customize

14

New orders

Last 31 days

23

Orders

Last 31 days

3

Items to ship

Last 31 days

2

Items to confirm

Last 31 days

0

Rejected invoices

Last 31 days

0.0

INR

Remittances

Last 31 days

0

Open postings

Last 90 days

0

Matched Leads

Last 90 days

New orders (14)

Edit filter

Save filter

Last 31 days

New

Customers

Select or type selections

Order numbers

Type selection

Creation date

Last 31 days

Order status

Include

New

Select ...

Partial match

Exact match

Show more

Apply

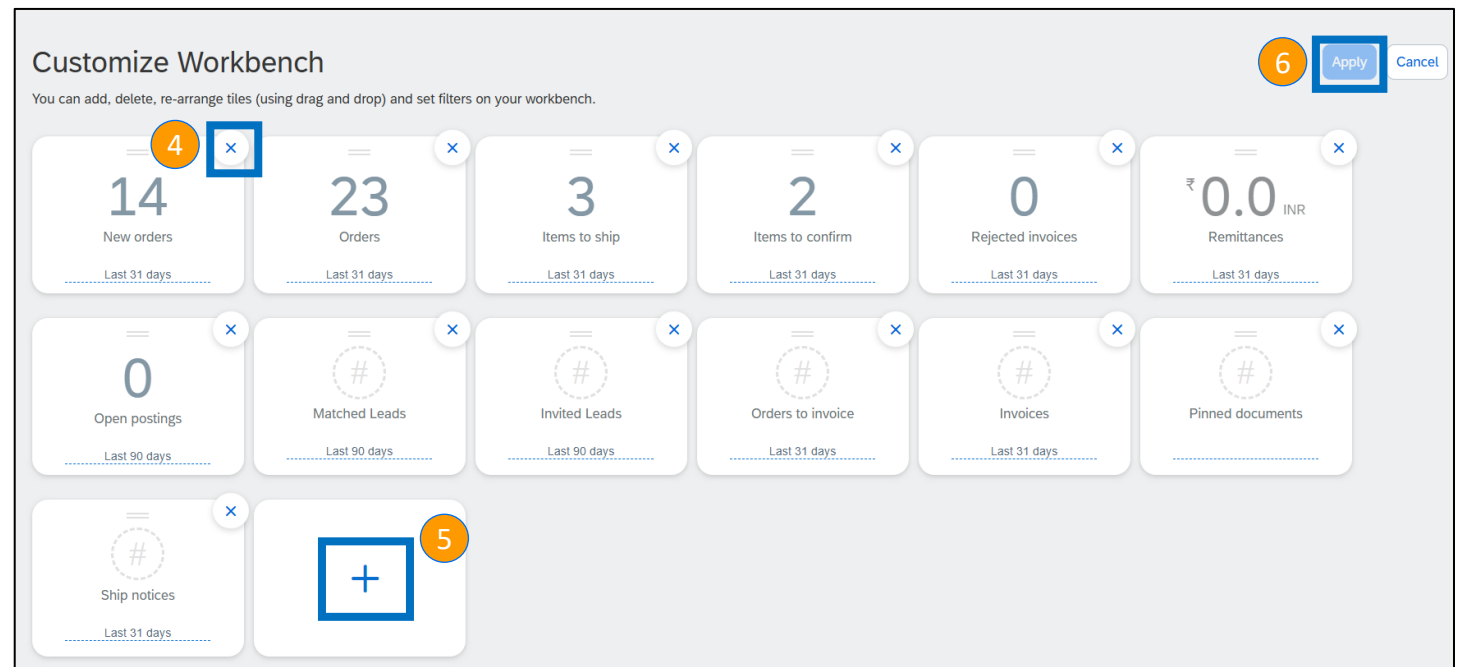
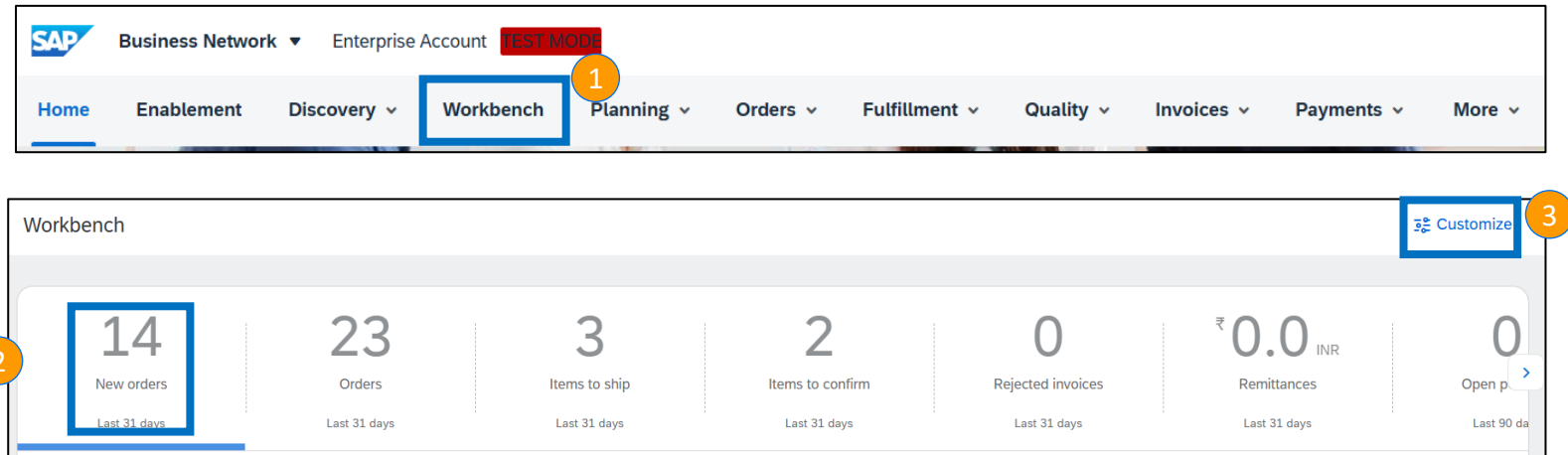
Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4590000651	Agratas Energy Storage Solutions	₹0 INR	Feb 20, 2026	New		...
4590000648	Agratas Energy Storage Solutions	₹150000 INR	Feb 19, 2026	New		...
4590000647	Agratas Energy Storage Solutions	₹150000 INR	Feb 19, 2026	New		...
4590000639	Agratas Energy Storage Solutions	₹10078 INR	Feb 11, 2026	New		...
4590000631	Agratas Energy Storage Solutions	₹40.5 INR	Feb 4, 2026	New		...

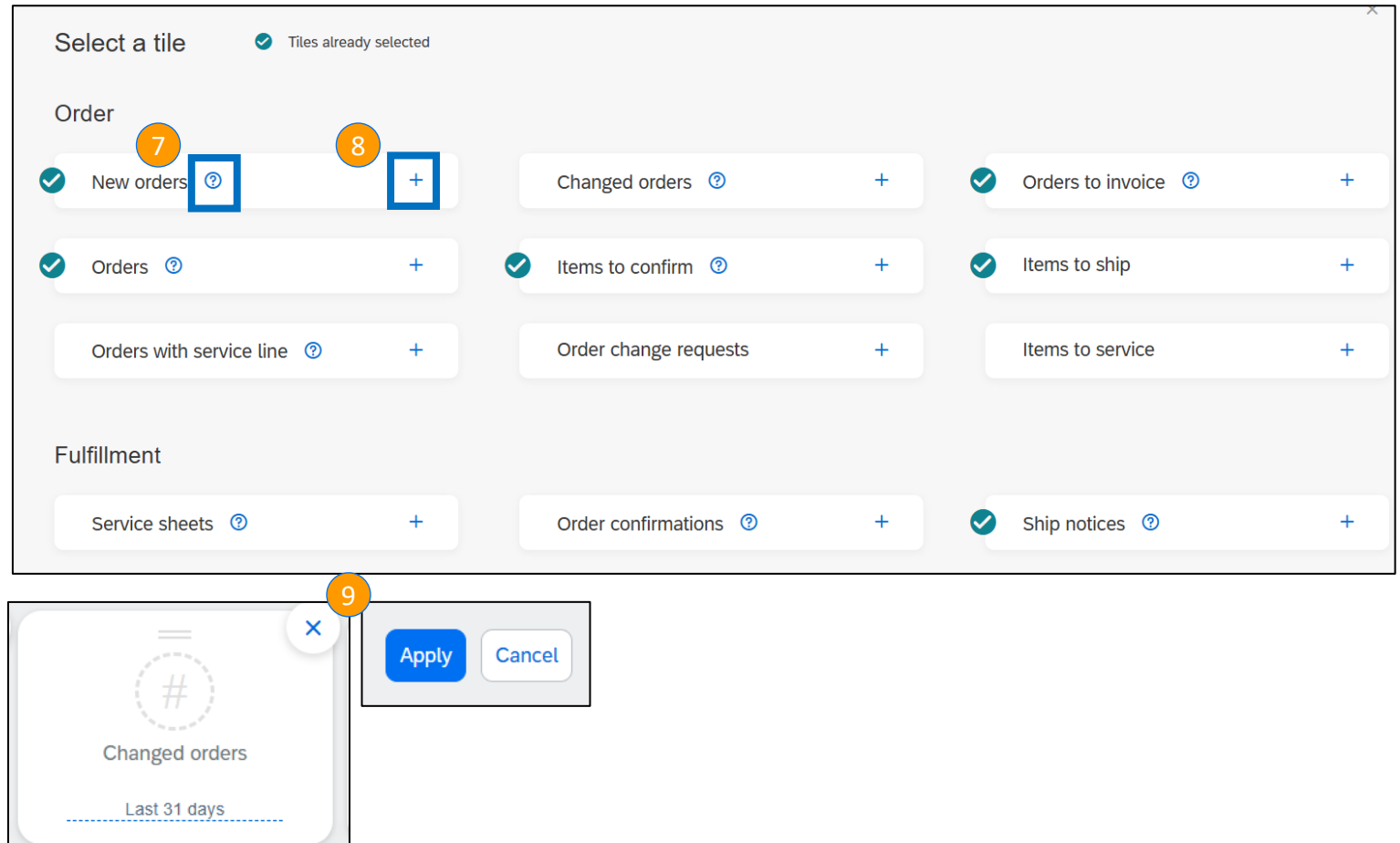
Adding or Removing Tiles

1. On the homepage, click on **Workbench**.
2. You can click on each tile to view items of that tiles.
3. To add or remove tiles, click on **Customize** in the top-right section.
4. Here, you can change the order of the tiles by **dragging and dropping** them and click on **X** to remove them altogether.
5. Click on **+** to add more tiles.



Adding or Removing Tiles

7. You will now be taken to the **Select a tile** page. You can click on the ? to view a small blurb about the tile.
8. Click on the + to add it to the workbench.
9. The Updated Item count for the selected tile will be visible in the Workbench. Click on **Apply** to commit your changes.



Workbench Tile Reference

Tile Name	Document Type in Tile	Status of Documents Associated to Tile	Permission Required to View Tile	More Information
Changed orders	Purchase Orders Scheduling Agreement Release	Changed	Inbox Access	
Component planning collaboration			Component Planning Collaboration	
Credit memos			Inbox Access	
Debit memos			Inbox Access	
Draft invoices	Invoices	Draft	Outbox Access	
Draft PDF invoices for review	PDF Invoices	Converted		You must be onboarded to the PDF invoice service to use this tile.
Early payment offers	Scheduled Payment		Inbox Access	Requires SAP Ariba Payables.
Invoices	Invoice		Outbox Access	
Invoices pending approval	Invoice	Sent Pending Approval	Outbox Access	
Invoices pending payment	Invoice	Sent	Outbox Access	
Items to confirm	Purchase Order Scheduling Agreement Release	New Changed Partially Confirmed		Sorted by Item No.. Excludes orders and releases that are fully invoiced, fully shipped, fully received, or for which confirmation is not allowed. Allows the Split action. Lines created by the split action allow the Delete action. Allows reconfirming of line items.

Workbench Tile Reference

Tile Name	Document Type in Tile	Status of Documents Associated to Tile	Permission Required to View Tile	More Information
Items to ship	Purchase Order Scheduling Agreement Release	New Changed Confirmed	Inbox Access	Sorted by Schedule Line No.. Excludes orders and releases that are fully invoiced, fully shipped, fully received, or for which shipping is not allowed.
New orders	Purchase Order	New	Inbox Access	
Order	Purchase Order Scheduling Agreement Release		Inbox Access	
Order change requests	Purchase Order		Inbox Access	Requires SAP Business Network
Orders to invoice	Purchase Order Scheduling Agreement Release		Inbox Access	
Orders with service line	Purchase Order		Inbox Access	Orders with one or more service lines are included.
Overdue invoices (Approved)	Invoices		Outbox Access	Only displays invoices from customers that send the payment net due date to SAP Business Network when the payment net due date has passed.
Overdue invoices (Not Approved)	Invoices		Outbox Access	Only displays invoices from customers that send the payment net due date to SAP Business Network when the payment net due date has passed.
Paid invoices	Invoices		Outbox Access	Only displays invoices for customers that send an update to SAP Business Network from their invoice processing system when an invoice is paid.

Workbench Tile Reference

Tile Name	Document Type in Tile	Status of Documents Associated to Tile	Permission Required to View Tile	More Information
PDF invoice conversions	PDF invoices			You must be onboarded to the PDF invoice service to use this tile.
Pending PDF invoice conversions	PDF invoices	Conversion Pending		You must be onboarded to the PDF invoice service to use this tile.
Product Sourcing Projects	Product Sourcing Projects			Available only to suppliers with the S/4HANA product sourcing collaboration type. Displays information about and a link to SAP S/4HANA product sourcing projects that you have been invited to.
Pinned documents	Purchase Order Scheduling Agreement Release			Displays all documents a user has pinned using the pin action in applicable workbench tiles or the SAP Business Network Supplier mobile app.
Rejected invoices	Invoice	Rejected	Outbox Access	
Remittances	Invoice	Rejected	Outbox Access	
Return items	Purchase Order		Inbox Access	Displays all items marked as return items by your customers. Depending on your customer's transaction rules and your account permissions, you can create credit memos for one or more return items.
Scheduled payments	Scheduled Payment		Inbox Access	
Service sheets	Service entry sheet		Inbox Access	

Thank you.