



SYNLAIT TRAINING GUIDE

NAVIGATING YOUR ACCOUNT

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NAVIGATING YOUR ACCOUNT

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You can find your documents (Purchase Orders, Invoices...) by taking different routes, depending on the document age, type, and on your own preference.

Account Homepage

You can access some documents directly from the tiles on your homepage. You can customize the widgets according to your preferences.

The screenshot shows the SAP Business Network Enterprise Account homepage. It features a top navigation bar with tabs like Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below this is a search bar with filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. A central section displays five tiles for 'New orders', 'Orders to invoice', 'Rejected invoices', 'Invoices', and 'Invoices pending approval', each with a count and a time filter. Below this is a 'My widgets' section with a 'Customize' button. The widgets include a 'Purchase orders' chart showing a value of €35.7K, an 'Invoice aging' chart showing €0, a 'Company profile' donut chart showing 50% completion, and a 'Download app' section with Google Play and App Store links.

The screenshot shows the SAP Business Network Enterprise Account homepage with a 'Documents Ribbon' overlay. The ribbon is a dark bar at the top with a search bar and a '1/3' indicator. It contains a list of document types: Orders, Fulfillment, Invoices, and Payments. The 'Documents Ribbon' text is overlaid on the ribbon, and a list of document types is shown below it.

Documents Ribbon

The ribbon on the top allows you to get directly to a list of the selected type of documents.

- Under **Orders**, you find Contracts, Purchase Orders and Order Inquiries.
- Under **Fulfillment**, you find Order Confirmations, Service Sheets, Time Sheets, Ship Notices and Good Receipts.
- Under **Invoices**, you find your sent and archived Invoices
- Under **Payments**, you find Early Payments, Scheduled Payments and Remittances.

The availability of these documents depends on the scope applicable to your customer(s).

The screenshot shows the SAP Business Network Enterprise Account homepage with an 'Overview Widget' overlay. The widget is a dark bar at the top with a search bar and a '2/3' indicator. It contains a list of document types: Orders, Fulfillment, Invoices, and Payments. The 'Overview Widget' text is overlaid on the widget, and a list of document types is shown below it.

Overview Widget

You can access your latest Purchase Orders and Invoices from the respective tiles.

The screenshot shows the SAP Business Network Enterprise Account homepage with a 'Customization' overlay. The overlay is a dark bar at the top with a search bar and a '3/3' indicator. It contains a list of document types: Orders, Fulfillment, Invoices, and Payments. The 'Customization' text is overlaid on the overlay, and a list of document types is shown below it.

Customization

You can filter by customer, customize and rearrange the tiles appearing on your homepage.

Workbench

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The workbench is your main dashboard, allowing you to focus on what requires action. It is fully customizable.

Workbench

1

Customize

4

New orders

Last 31 days

4

Orders to invoice

Last 31 days

0

Rejected invoices

Last 31 days

0

Invoices

Last 31 days

0

Invoices pending approval

31 derniers jours

2

New orders (4)

Edit filter

Save filter

Last 31 days

New

Order Number	Customer	Amount	Date ↓	Order Status	Amount	Actions
PO00378	Ben's Company - TEST	€9,000.00 EUR	Apr 6, 2021	New		...
PO00377	Ben's Company - TEST	€9,000.00 EUR	Apr 6, 2021	New		...
PO00376	Ben's Company - TEST	€9,000.00 EUR	Apr 6, 2021	New		...
PO00375	Ben's Company - TEST	€9,000.00 EUR	Apr 6, 2021	New		...

3

4

1 / 4

>

Customization

You can edit your Workbench by customizing and/or adding tiles.

You can use the same tile multiple times with different filters.

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

4

New orders

Last 31 days

4

Orders to invoice

Last 31 days

0

Rejected invoices

Last 31 days

0

Invoices

Last 31 days

0

Invoices pending approval

Last 31 days

+

<

2 / 4

>

Filters

You can select specific customers, and define and apply filters.

Edit filter

Customers

Order numbers

Creation date

Order status

Company codes

Purchasing organizations

Customer locations

Order type

Posting status

Min amount

Max amount

Currency

Table Settings

Use **Export to Excel** to export the table onto a spreadsheet.
You can also **customize** the table. Using drag & drop, you decide the information to be displayed in the table, and their order.

Table setting

Table columns

Date and time

Use drag and drop to configure the table columns to be displayed and their order

Available columns

Displayed columns

<

4 / 4

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Actions

Click on the "..." sign to display the available options for a given document.

The options will vary based on the document type and on the transacting rules set up by your customer.

Amount Invoiced

Actions



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Mt Hutt, Canterbury, New Zealand

