SAP BUSINESS NETWORK

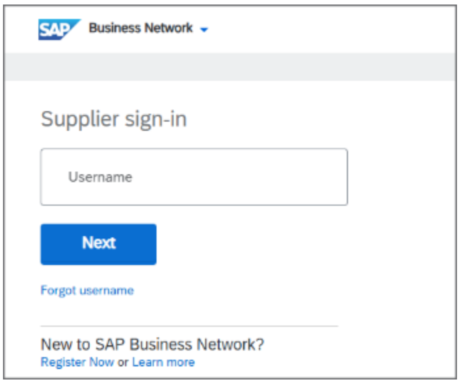
General Functionality

Table of contents

The following table of contents contains hyperlinks. Select a content line to jump to that section.

Log into the SAP Business Network

1. Through your internet browser, open the SAP Business Network supplier portal at https://supplier.ariba.com.



2. Enter your **Username** and select **Next**.
3. Enter your **Password**.
4. Select **Sign in**.

Forgot username or password

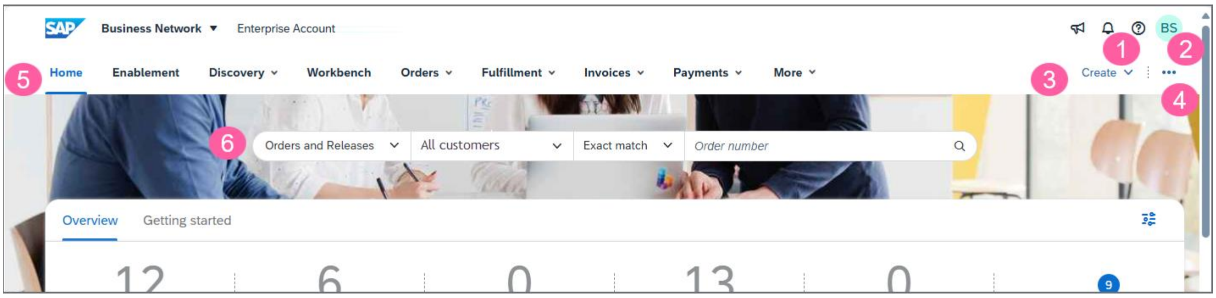
5. If you have forgotten your username or password, select **Forgot username** or **Forgot password**.

6. Enter the **Email address** you used to register with SAP Business Network.
7. Select **Submit**.
8. An email is sent to the registered email address.

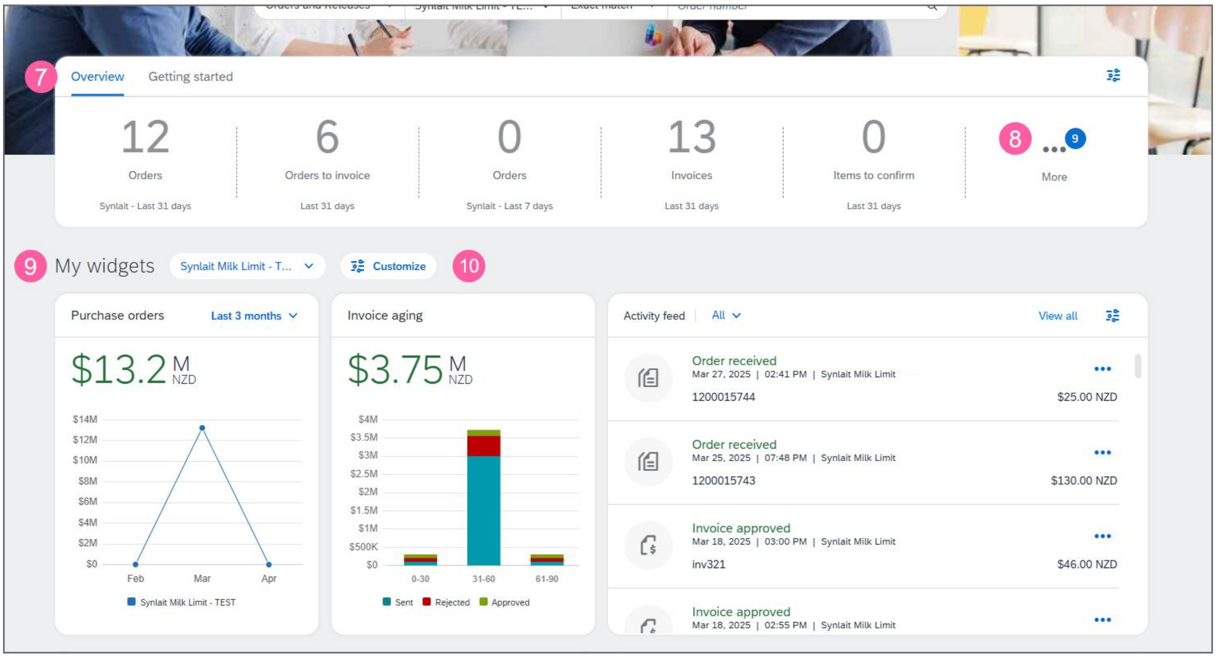
Home page overview

The following options are available from the **Home** page:

- **(1) Help** – Information about the SAP Business Network.
- **(2) Account Settings** (user initials) – User and company settings.
- **(3) Create** – Quick access to create transactions, for example create an invoice. This option is accessible from other screens.
- **(4) More Actions …** – Options to track transactions and upload/download files. This option is accessible from other screens.
- **(5) Tabs** – The system only displays the tabs that you have permission to access.
- **(6) Search** – Quick access to search for transactions.



- **(7) Overview** – The **Overview** section presents customisable tiles that summarise and focus on tasks related to orders and invoices.
- **(8) … More** – Indicates there are more tiles in the **Overview** section that are not visible on screen. In this example there are nine more tiles.
- **(9) My widgets** – The **My widgets** section presents customisable insights about a customer.
- **(10) Customize** – Access customisable options for **My widgets**.



Account settings

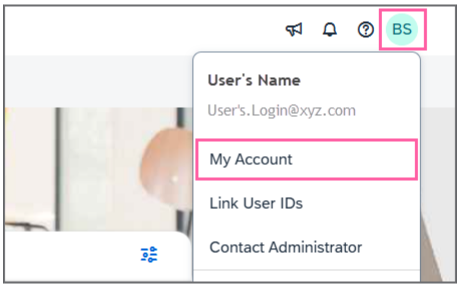
Users can make updates to their SAP Business Network account through **My Account**. The Account Administrator initially entered the information while creating the account.

Only complete changes in **My Account** when required. For example, when there are changes to the:

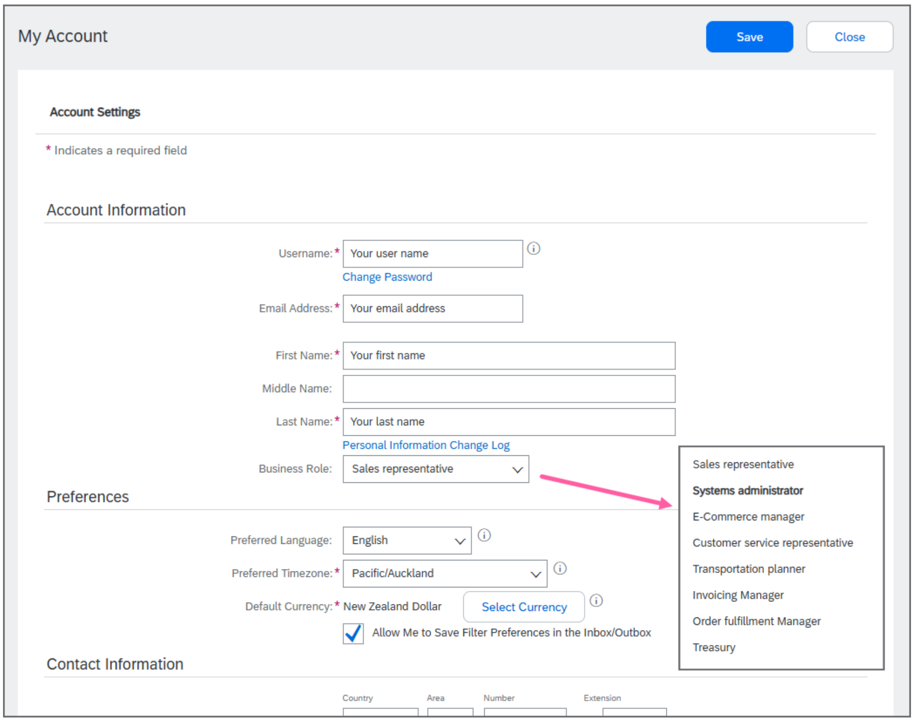
- name
- business role
- password

Note: When a change is made, SAP Business Network sends an email to confirm that you have requested changes.

9. Select **Account Settings** (user initials).



10. Select **My Account**.
11. The system displays the **My Account** screen.



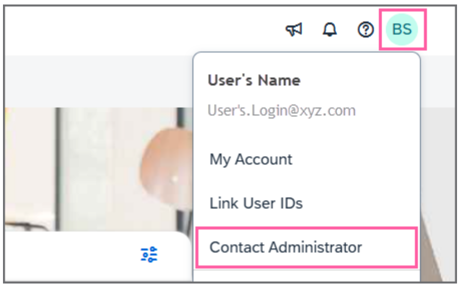
12. Update the required information.
13. Select **Save**.
14. The system confirms:
    - A **Green** ribbon indicates that it has been successfully saved; and
    - A **Red** ribbon indicates an error. Correct the error and select **Save** again.

Contact the Account Administrator

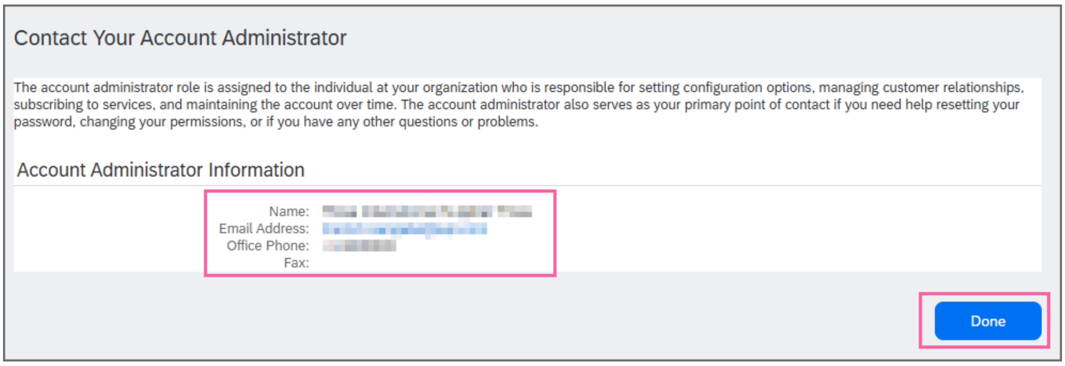
The SAP Business Network Account Administrator creates users and applies permissions. Contact the Account Administrator when:

- You have questions, updates or changes to your log in profile.
- You need permissions to access a tab required for your role.
- You need to have your password reset.

15. Select **Account Settings** (user initials).



16. Select **Contact Administrator** from the dropdown list.
17. The screen displays the contact details for the Account Administrator.

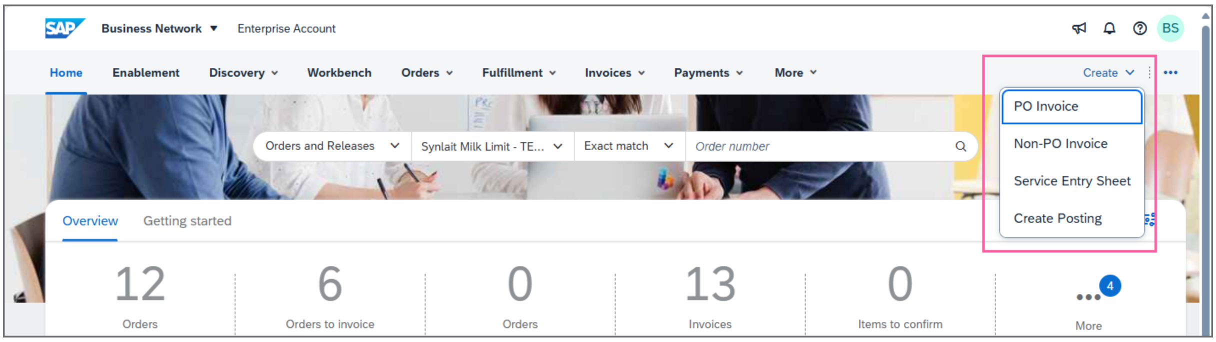


18. Select **Done** to return to the **Home** page.

Create option

The **Create** option enables quick access to processes, for example create an invoice. This option is accessible directly from the **Home** page and other screens.

- The options available are based on the kinds of transactions between you and your customer.
- Refer to your customer's **Supplier Information Portal** for detailed instructions on creating order confirmations and invoices.

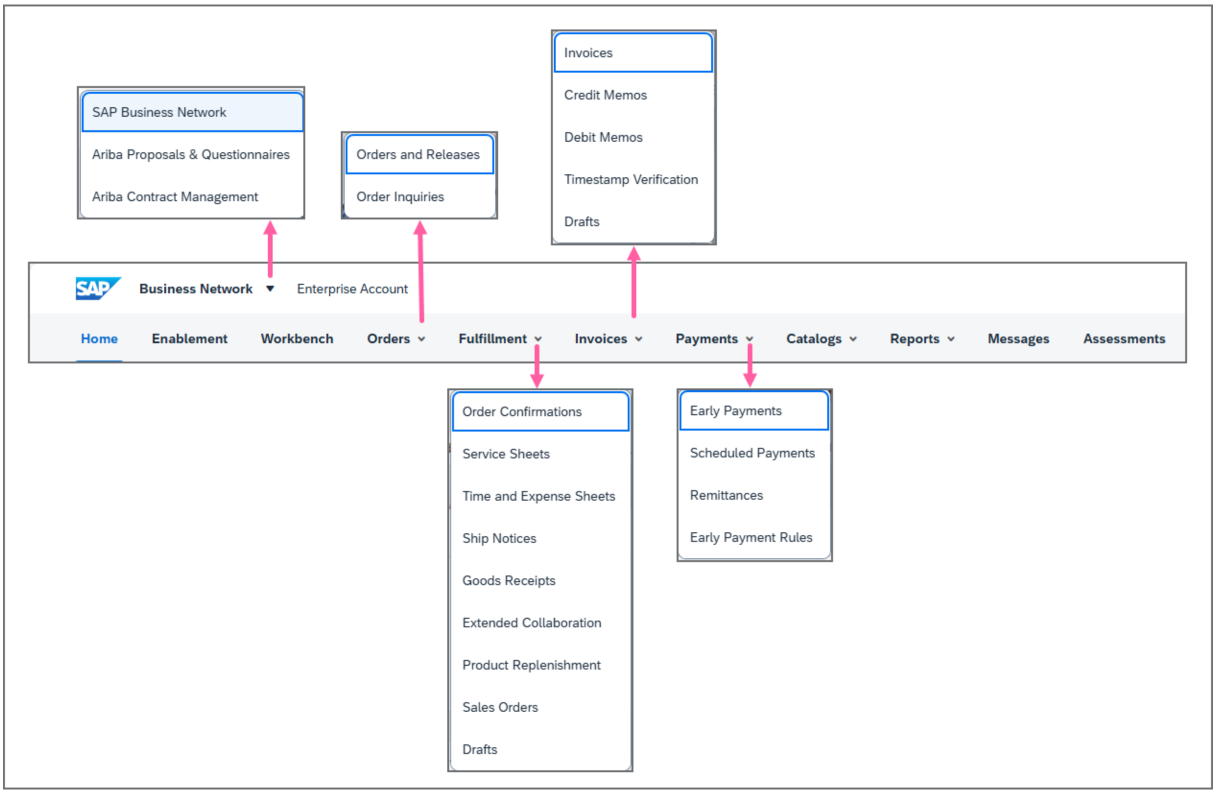


Screen tabs

You only see the tabs that have been assigned to you. Contact your Account Administrator if you require access to other tabs.

When working with tabs, remember:

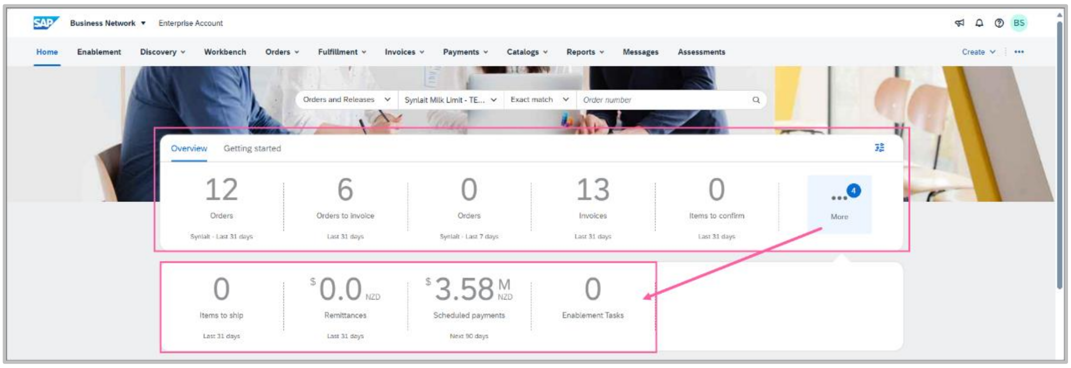
- The tabs visible to a user is based on the permissions assigned by your Account Administrator and the required processes determined by the customer.
- Some functions can only be performed by the Account Administrator.
- Not all tabs have drop down lists.
- The order of the tabs cannot be changed.
- Refer to the **Supplier Information Portal** for more information about the processes you require.



Overview section

The **Overview** section presents customisable tiles that summarise and focus on tasks related to orders and invoices. Each tile takes the user to the **Workbench**.

- The **Overview** tile bar can be customised.
- The **... More** tile displays a number. This number indicates how many more tiles there are in the tile bar. Select **... More** to display the tiles.
- Customisable filters can be applied to a tile.
- The description on a tile can be customised.

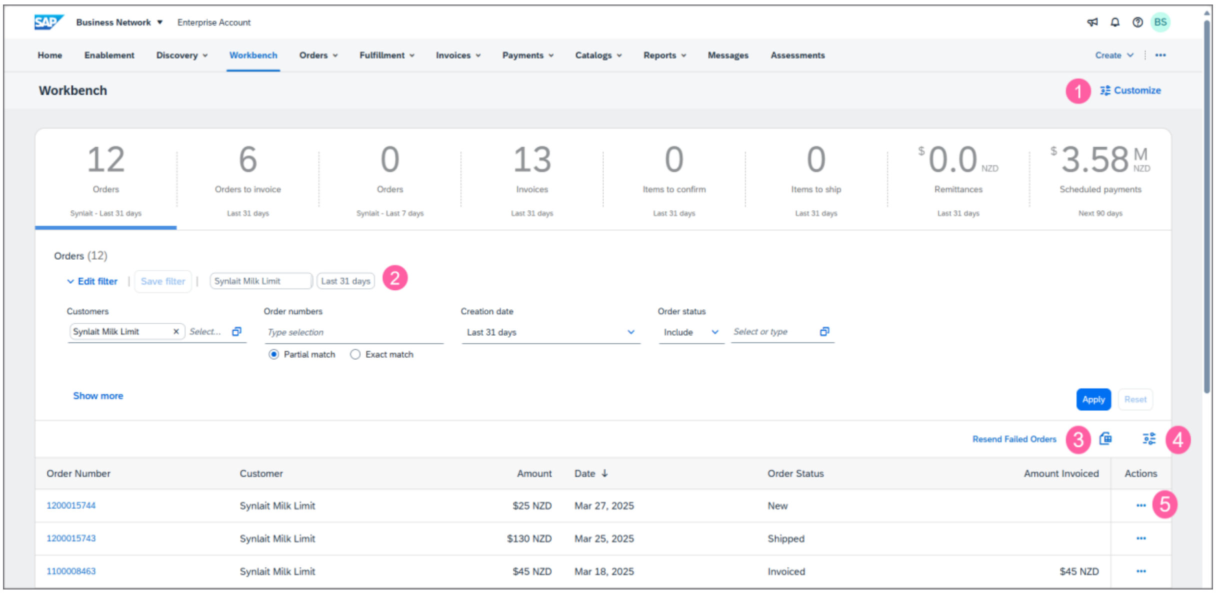


Workbench

The **Workbench** provides a single location for a user to access documents related to their role.

The tiles displayed on the **Workbench** summarise tasks related to orders and invoices. Tiles are customisable.

19. To access the **Workbench**, select the **Workbench** tab. The display shows the tiles set by the user, and the transactions related to the selected tile.
20. Options on the **Workbench** include:
    - **(1) Customize** – Customise the tiles displayed for the user.
    - **(2) Active Filters** – The **Workbench** displays the filters applicable to the transactions displayed.
    - **(3) Export** – Export to an Excel spreadsheet the transactions displayed for the selected tile.
    - **(4) Settings** – Change the settings for the transactions displayed.
    - **(5) Actions** – Complete an action for that transaction directly from the **Workbench** without opening the document.



Customise Workbench tiles

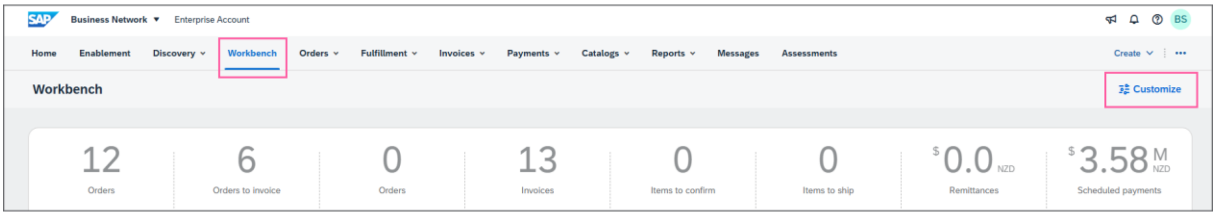
The tiles displayed on the **Workbench** summarise tasks related to orders and invoices. Tiles are customisable by:

- Type of document or process
- Customer
- Time frame

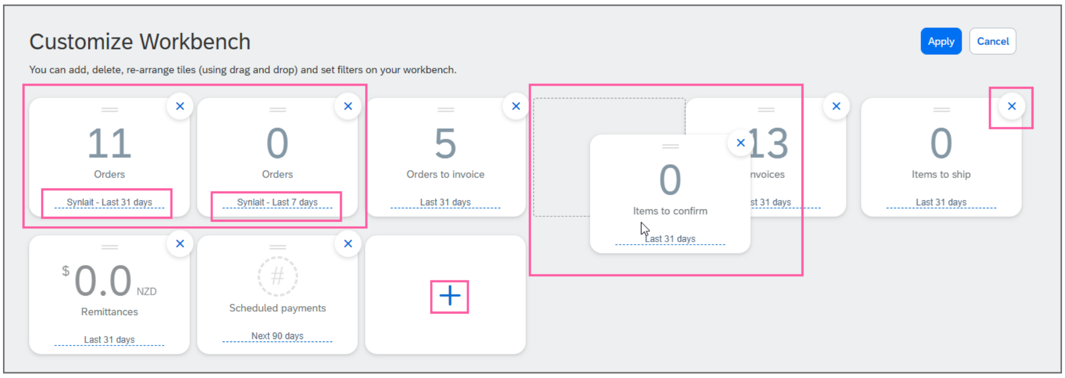
Note: You can select and display the same tile multiple times, customising each for a different customer or time period.

To customise the **Workbench**:

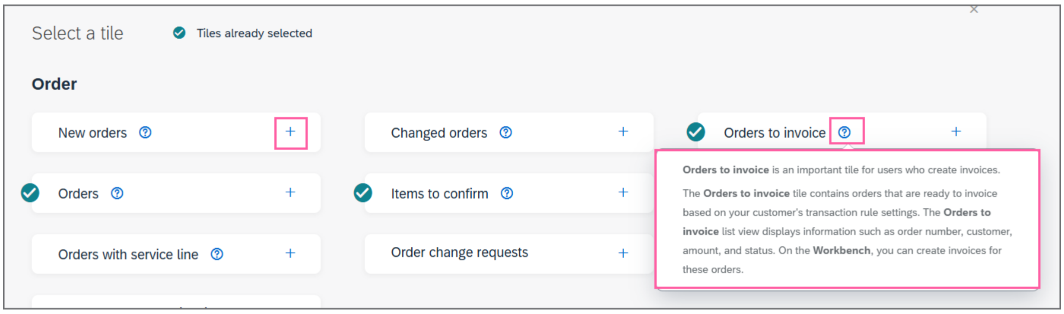
21. Select **Customize**.



22. The system shows the tiles currently displayed.



23. You can customise the description on the tile (shown by the dotted line).
In the example above, there are two **Orders** tiles, the first is for **Synlait – Last 31 days** and the second is **Synlait – Last 7 days**.
24. To re-arrange the order of the tiles, drag and drop the tiles. This also changes the order of the tiles in the **Overview** section of the **Home** page.
25. Select **X** (**Remove tile**), to remove a tile.
26. Select + (**Add Tile**).
27. The **Select a Tile** screen displays, showing a list of all available tiles.



28. Select **?** for more information about a tile.
29. Select the **+** (**Add**) on a tile to add it to your **Workbench**. The system takes you back to the previous screen. The new tile appears as the last tile on your **Workbench** but can be moved as described above.
30. To return to the **Workbench**, select either:
    - **Apply** to save your changes; or
    - **Cancel** to discard the changes.

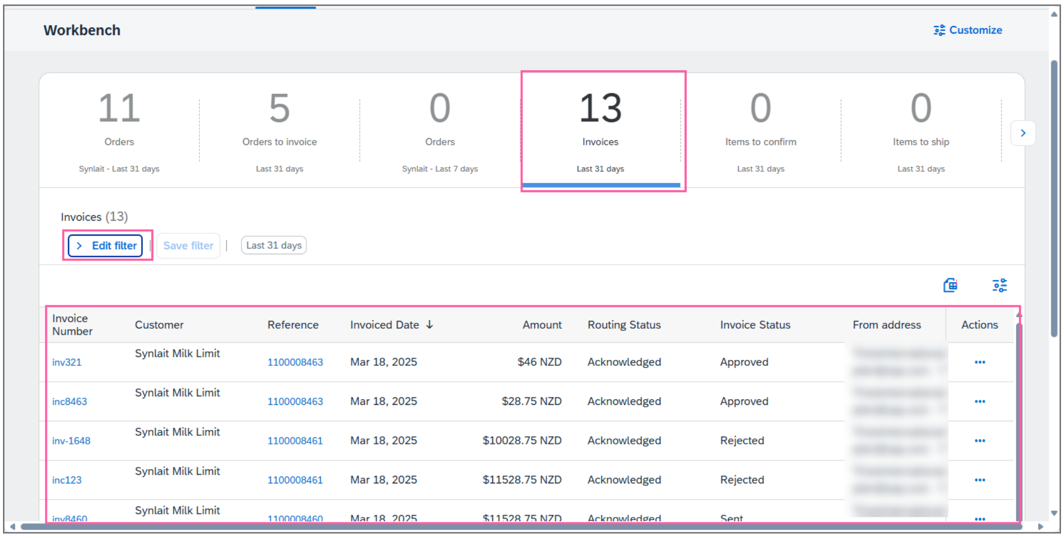
Edit filter

When you select a tile, the related transactions for that tile are displayed in a table below. You can customise which transactions are displayed in the table using filters.

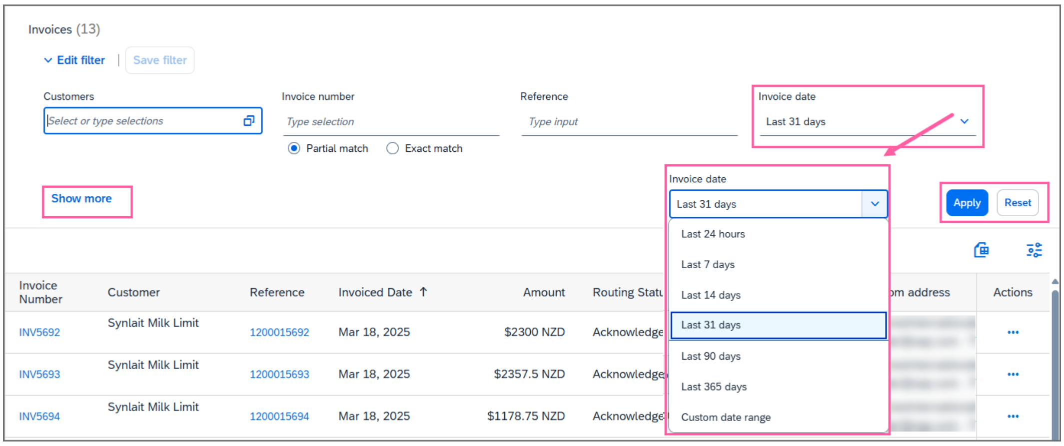
The filters available and the filter criteria depend on the tile selected. Typical filters include:

- Customer
- Date
- Status
- Order type
- Reference

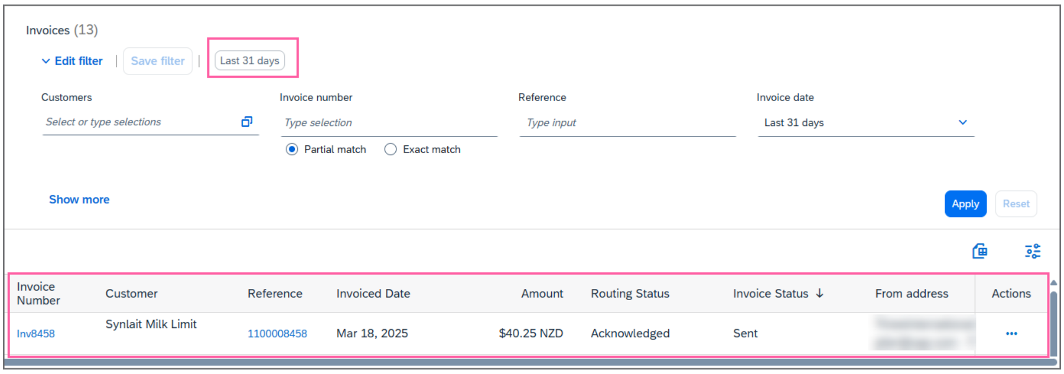
31. Select a tile. The system displays the related transactions.



32. Select **Edit filter**. The system expands the filter section.



33. Select **Show more** to display additional filters.
34. Set the filters options.
35. Select **Apply**.
36. The system displays the transactions based on the filters applied.

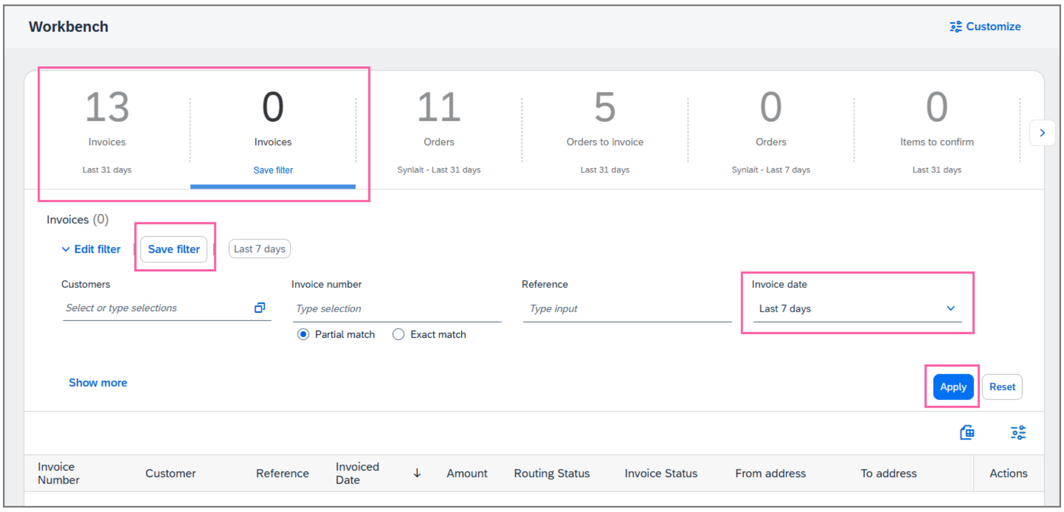


Save filter

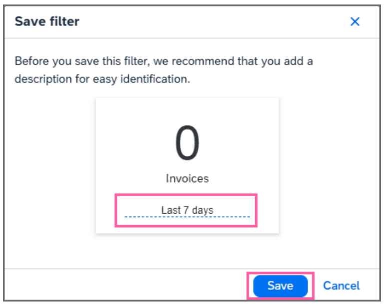
If there is a filter that you would frequently use, you can save the filter for that tile. This option is particularly useful when the same tile is added multiple times to the **Workbench**, each customised using filters. For example:

- Adding separate tiles for different customers.
- Adding separate tiles for different time periods.

The images below show that a second **Invoices** tile has been added to the **Workbench**. The first tile shows invoices from the last 31 days. The filters for the second tile are customised to show invoices from the last 7 days. Follow the instructions below to save the filter settings for a tile.



37. Follow the instructions above to edit and apply the filters for a tile.
38. When **Apply** is selected, the system shows the **Save filter** option.
39. Select **Save filter**.
40. The system displays the **Save filter** screen and prompts you to change the description of the tile.

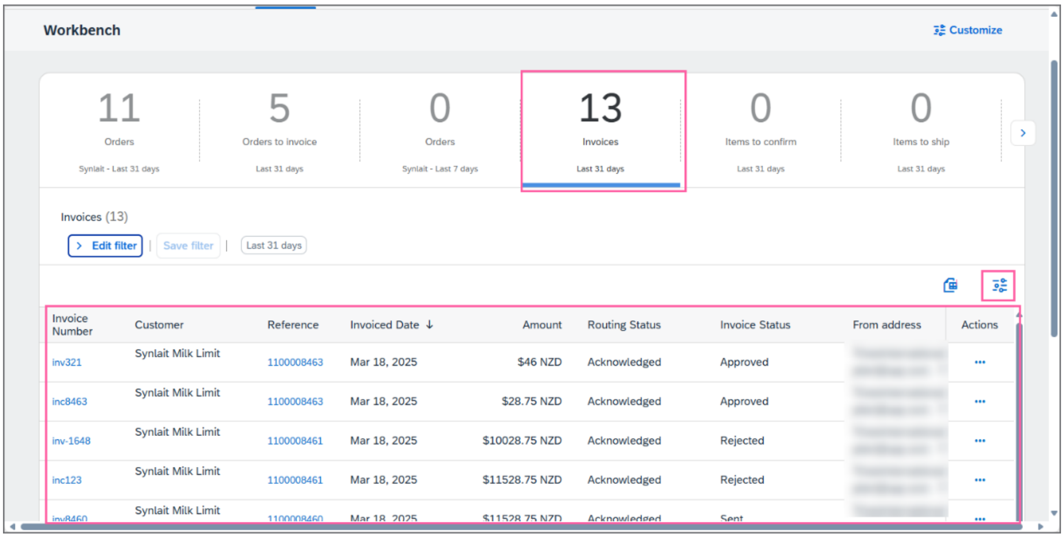


41. Edit the description and select **Save**.

Workbench table settings

When you select a tile, the related transactions for that tile are displayed in a table below. You can customise how the transactions in the table are displayed.

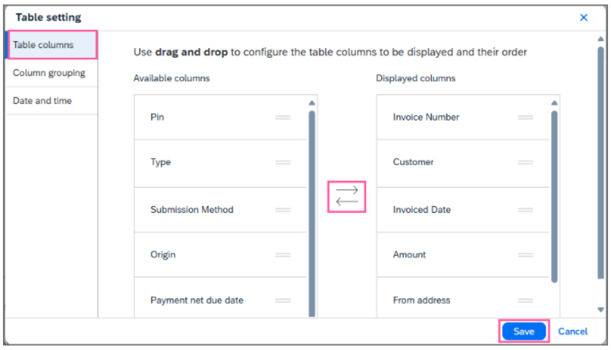
42. Select a tile. The system displays the related transactions.



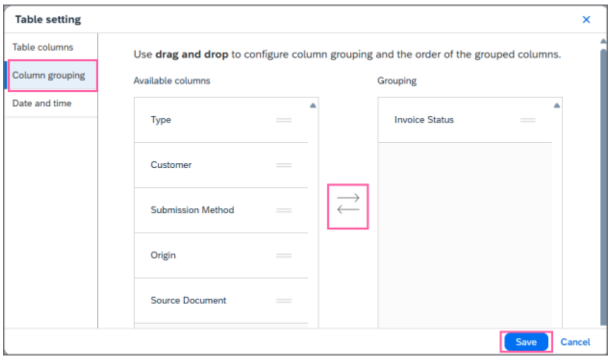
43. Select any column name to change the order of transactions displayed.
    In the example above, the transactions are ordered by **Invoiced Date** in descending (↓) order. Select the same column name to change the order to ascending (↑).

44. Select **Settings**. The system displays the **Table setting** screen.
    You can customise the table by:

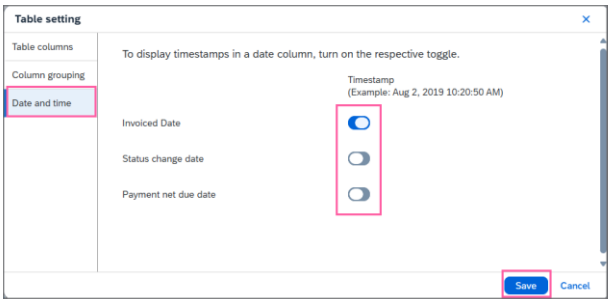
- **Table columns** – Drag and drop to add or remove columns displayed in the table.



- **Column grouping** – Customise how transactions are grouped.



- **Date and time** – Customise the timestamp for columns displaying dates. Set to “off” to only show the date; set to “on” to show both date and time.



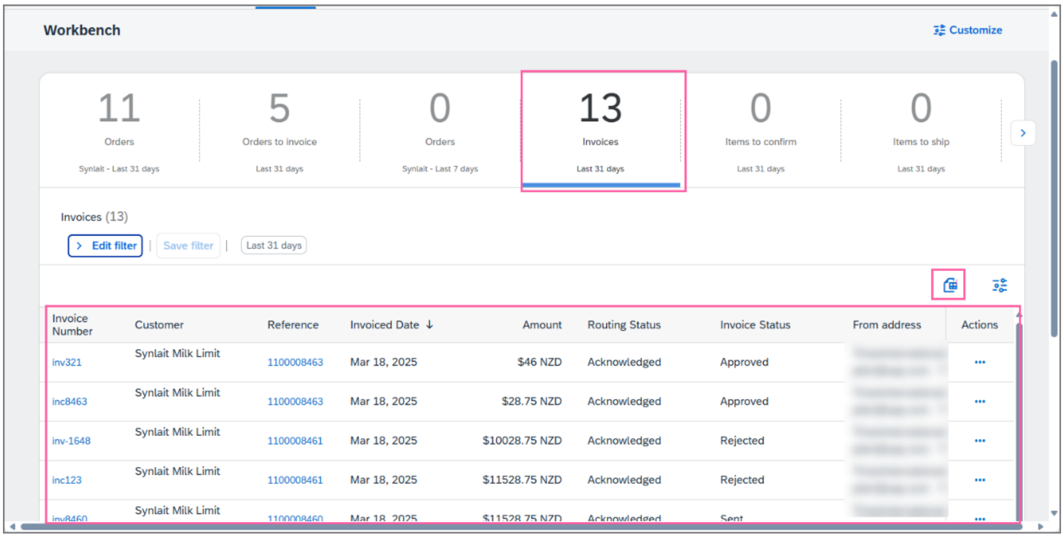
45. Select **Save** to apply changes.

Export data from the Workbench

When you select a tile, the related transactions for that tile are displayed. These transactions can be exported into an Excel spreadsheet. The exported transactions can be useful for your record keeping. For instance, matching the transactions to your ordering system or ERP (for non-integrated suppliers).

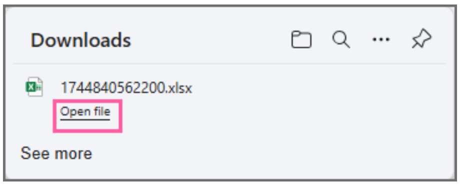
Note: Only the transactions for one tile can be exported at a time.

46. Select a tile. The system displays the related transactions.



47. Select **Export**.

48. The system downloads the transactions into an Excel spreadsheet.



49. Select **Open file** to view your spreadsheet.

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Results

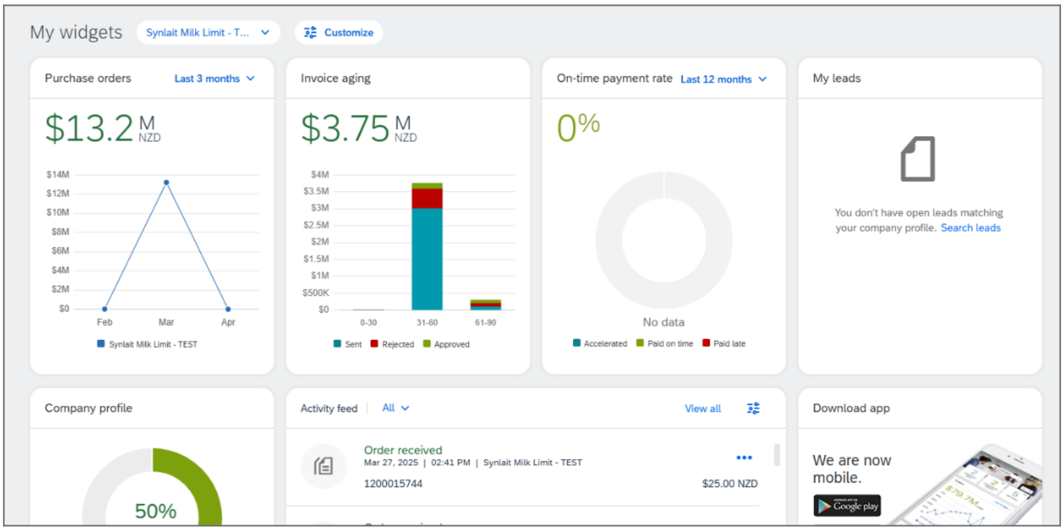
Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status
inv321	Synlait Milk Limit	1100008463	18 Mar 2025 02:53:13 PM	46.00 NZD	Acknowledged	Approved
inc8463	Synlait Milk Limit	1100008463	18 Mar 2025 02:51:06 PM	28.75 NZD	Acknowledged	Approved
inv-1648	Synlait Milk Limit	1100008461	18 Mar 2025 02:40:55 PM	10,028.75 NZD	Acknowledged	Rejected
inc123	Synlait Milk Limit	1100008461	18 Mar 2025 02:25:54 PM	11,528.75 NZD	Acknowledged	Rejected
inv8460	Synlait Milk Limit	1100008460	18 Mar 2025 02:17:54 PM	11,528.75 NZD	Acknowledged	Sent
inv8459v2	Synlait Milk Limit	1100008459	18 Mar 2025 01:59:38 PM	138.00 NZD	Acknowledged	Sent
inv-8459	Synlait Milk Limit	1100008459	18 Mar 2025 01:55:36 PM	143.75 NZD	Acknowledged	Sent

My Widgets

The **My widgets** section shows insights about your customer, such as invoice aging, leads, and purchase order volume.

- The **My widgets** section can be customized by the customer and tile type.
- The blue links on the widgets can be selected to:
  - Provide more detail.
  - Change the time period for the information.
  - Enable quick access to complete a process.
- If you have more than one customer, **My widgets** can focus on all customers or a specific customer. Select the drop-down at the top of the **My widgets** section to change the focus.

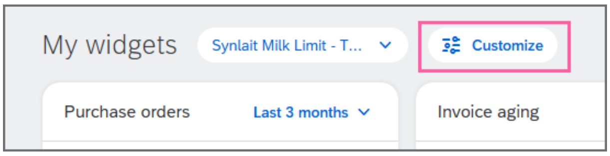
Note: The size of each widget depends on the information displayed. Some widgets display bar graphs, pie graphs, line graphs or text information only.



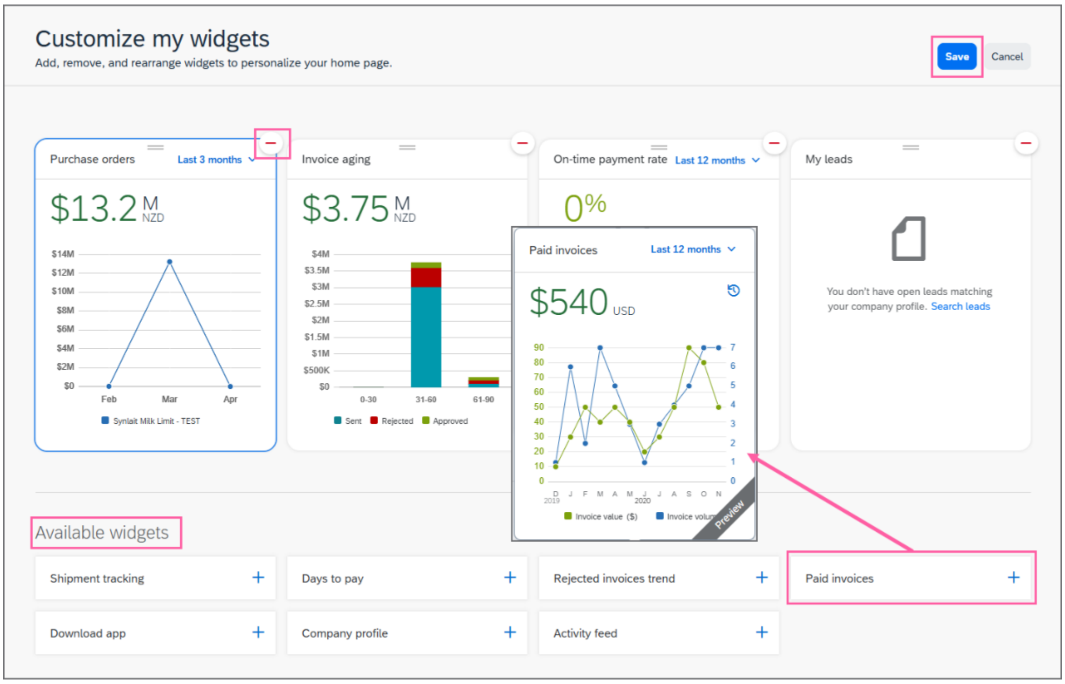
Customize my widgets

Widgets can be customised to provide information on the **Home** page.

50. Select **Customize**.



51. The **Customize my widgets** screen is displayed.



52. Select the **Remove** button (minus symbol on the top-right corner of the widget) to remove a widget from your **Home** page.

53. The **Available widgets** section displays widgets you can add to your **Home** page. You can:

- Hover over a tile in **Available widgets** to display a preview of the widget.
- Select the widget to add it to your **Home** page.

54. Select **Save**.

Note: If you have more than one customer, you cannot customise **My Widgets** for an individual customer. Instead, **My Widgets** (on the **Home** page) can focus on all customers or a specific customer. Select the drop-down at the top of the **My widgets** section to change the focus.