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SAP BUSINESS NETWORK GENERAL FUNCTIONALITY SUPPLIER GUIDE

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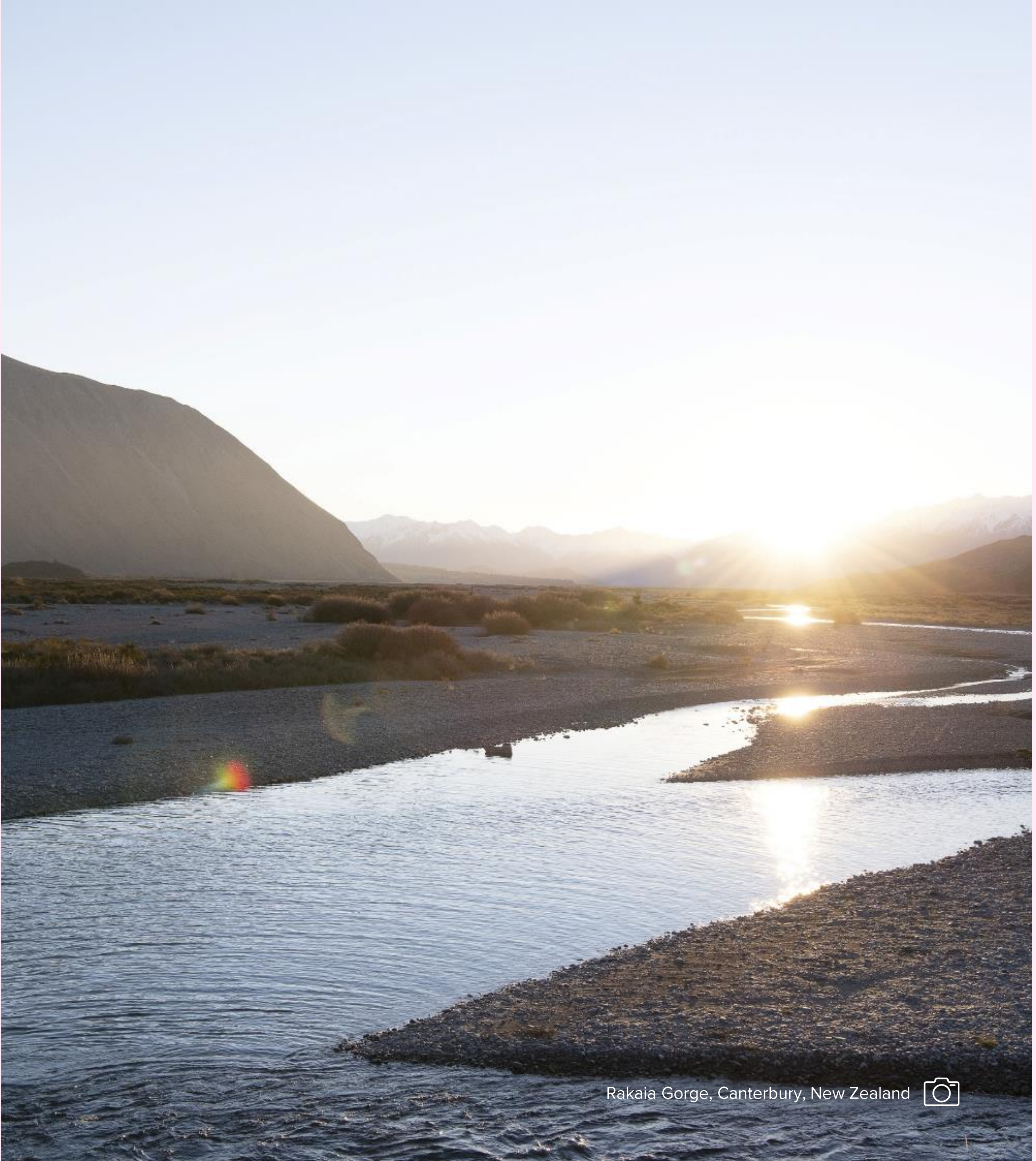

Rakaia Gorge, Canterbury, New Zealand

INTRODUCTION

- A guide that provides information about the SAP Business Network how to navigate, setup, edit and access the information that you require.

LOGGING INTO THE SAP BUSINESS NETWORK

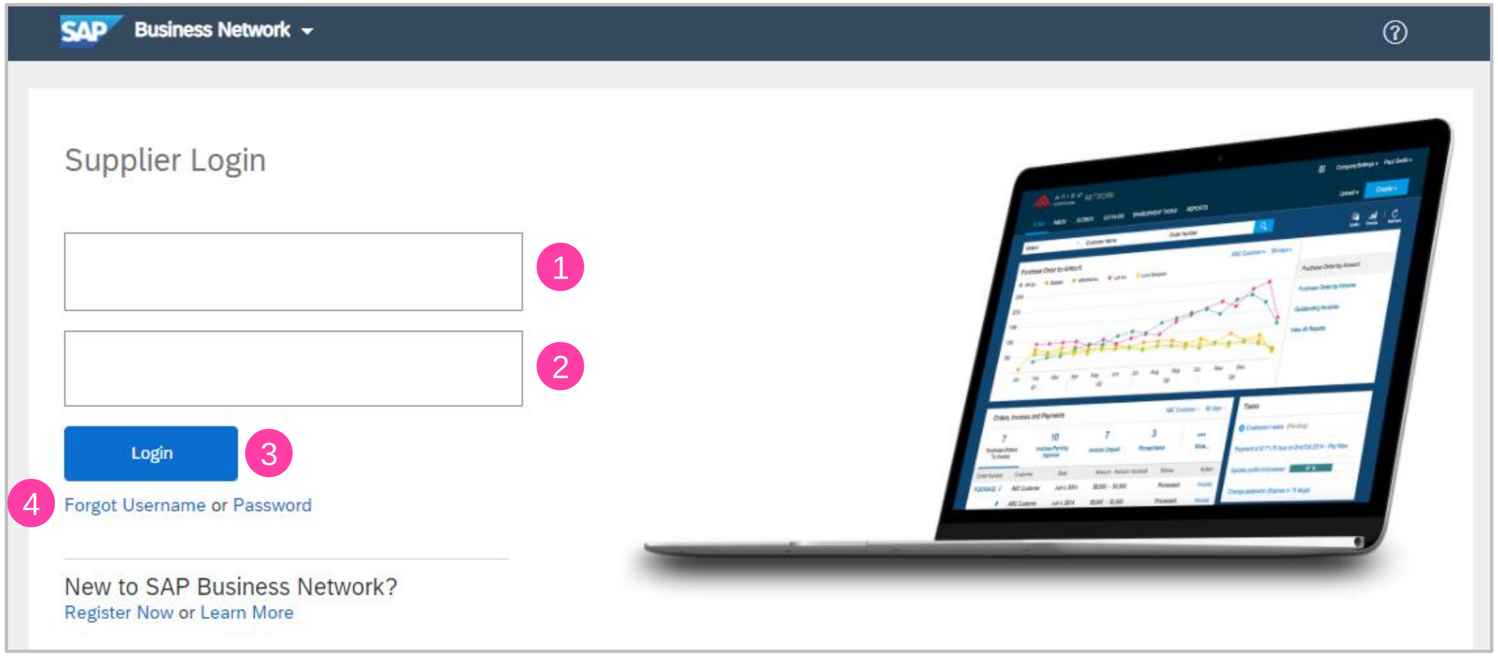
- ➢ Go to https://supplier.ariba.com

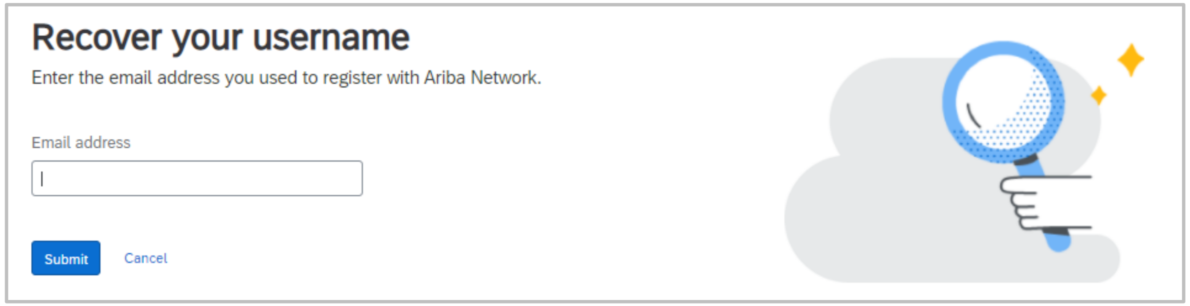
To Login:

1. Enter **Username**
2. Enter your **Password**
3. Click on **Login**
4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password

1) Enter your **email OR username**
2) Click **Submit**
3) An email from Cloud will be sent to the registered email address





CONTACT THE SYSTEM ADMINISTRATOR

The System Administrator creates users, applies permissions and should be contacted when there is questions, updates or changes to your log in profile

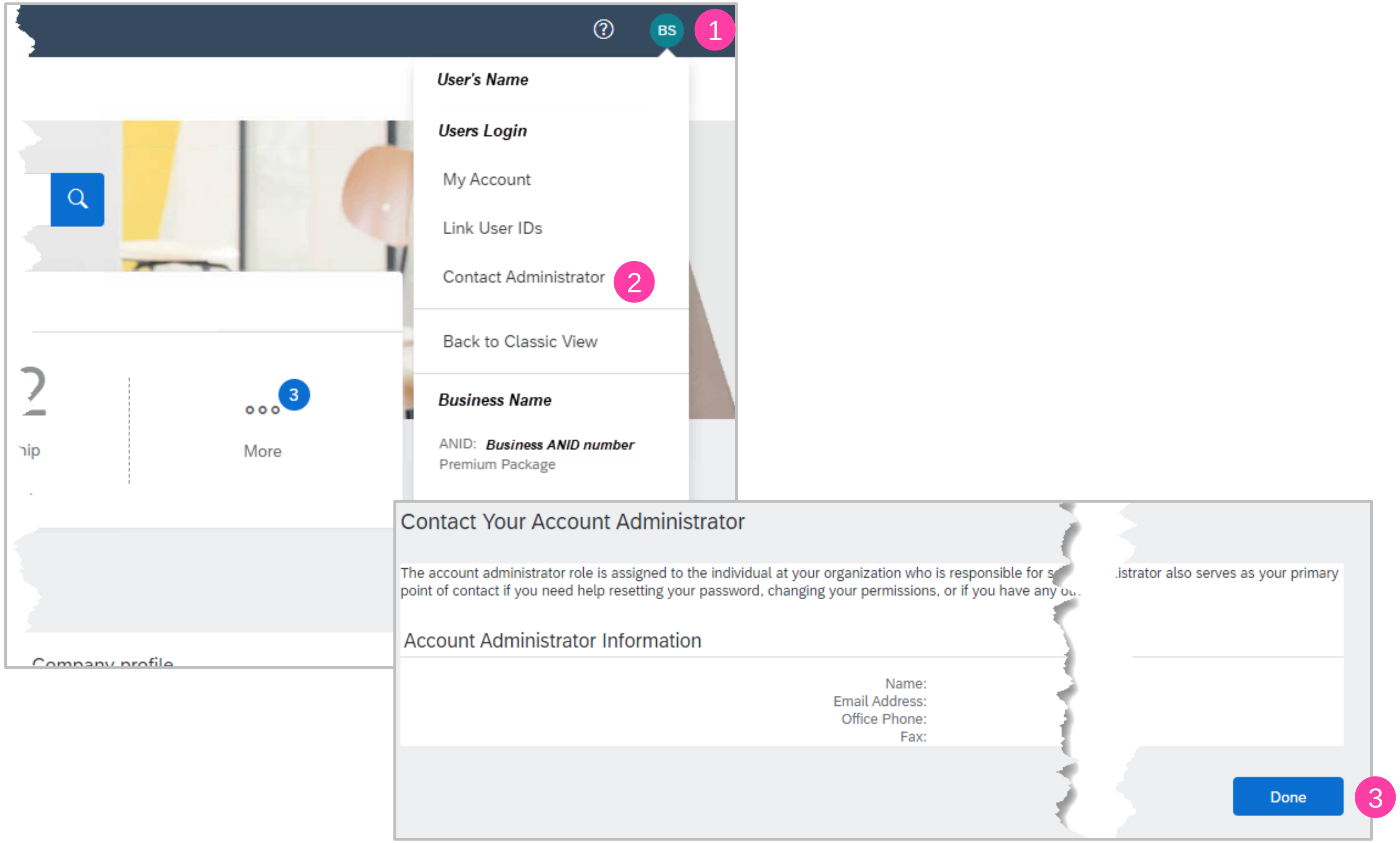
Contact the Business System Administrator when

- You need permissions to access a tab required for your role
- You need to have your password reset

1. Click on your user Initials
2. Select Contact Administrator from the dropdown list

- There are different options to contact the System Administrator, use the option wanted

3. Click on Done to Return to the page you accessed the dropdown list from



ACCESSING "MY ACCOUNT"

Accessing "My Account" allows users to make updates to their SAP Business Network Account

Note: Only change information that requires updates

Changes in My Account should only be completed when required, for example:

- A name Change
- Business Role Change
- Changing your Password

Note: All changes will trigger and email to confirm that you have requested the changes

1. Click on your user **Initials**

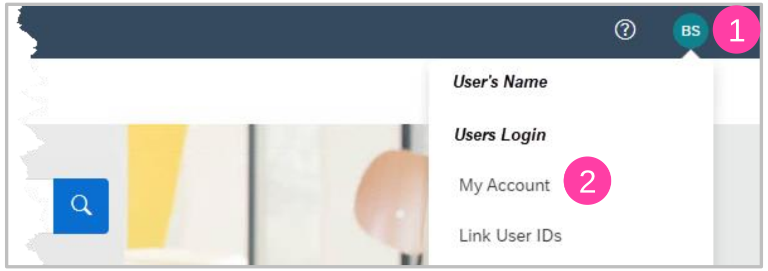
2. Click on **My Account**

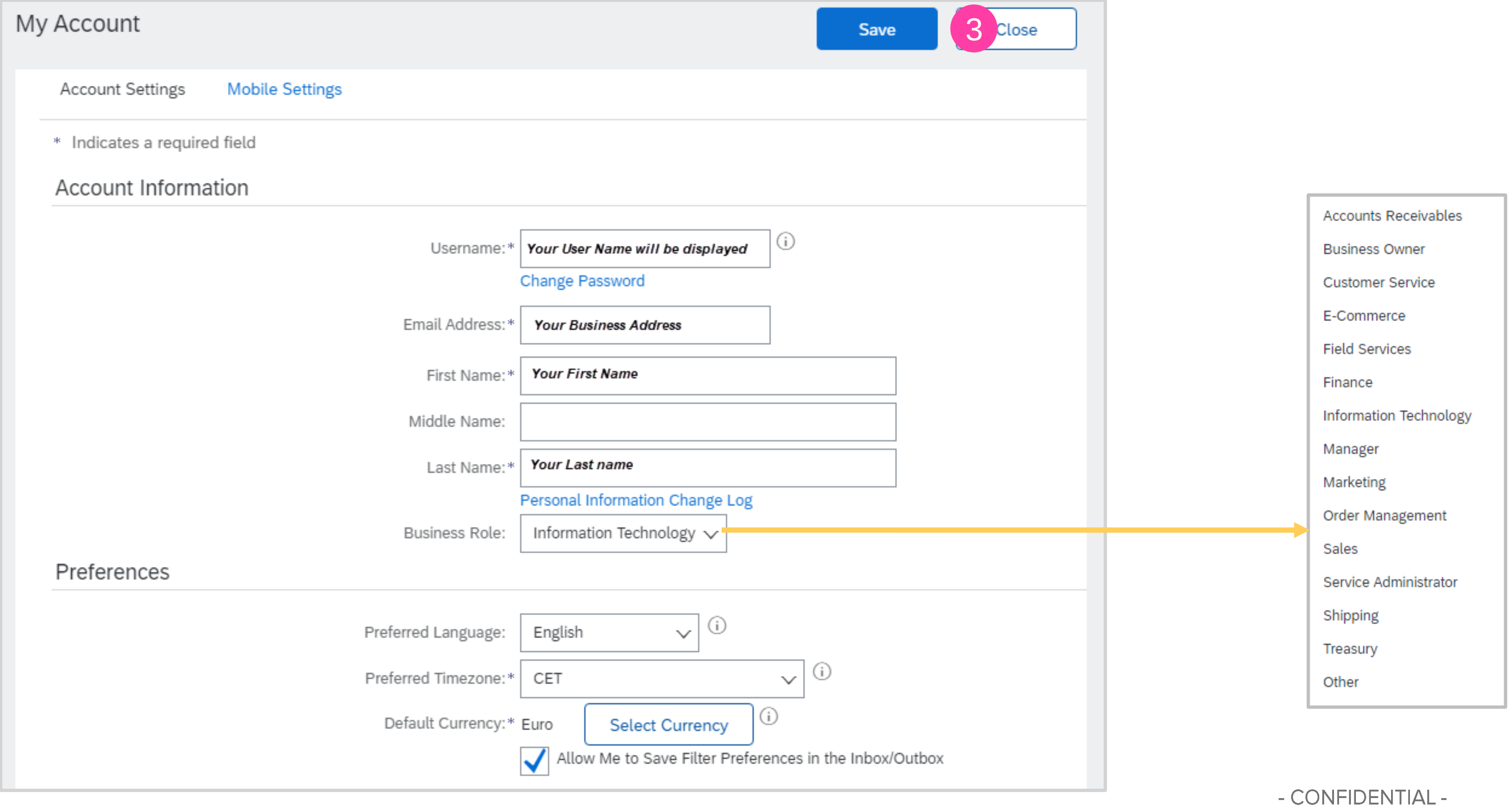
➢ The **My Account** screen is displayed

Note: that your System Administrator has entered the information while creating your account

- Update the required fields

3. Click on **Save**, a green ribbon indicates the changes have been saved successfully a red ribbon indicates that information is missing or incorrect



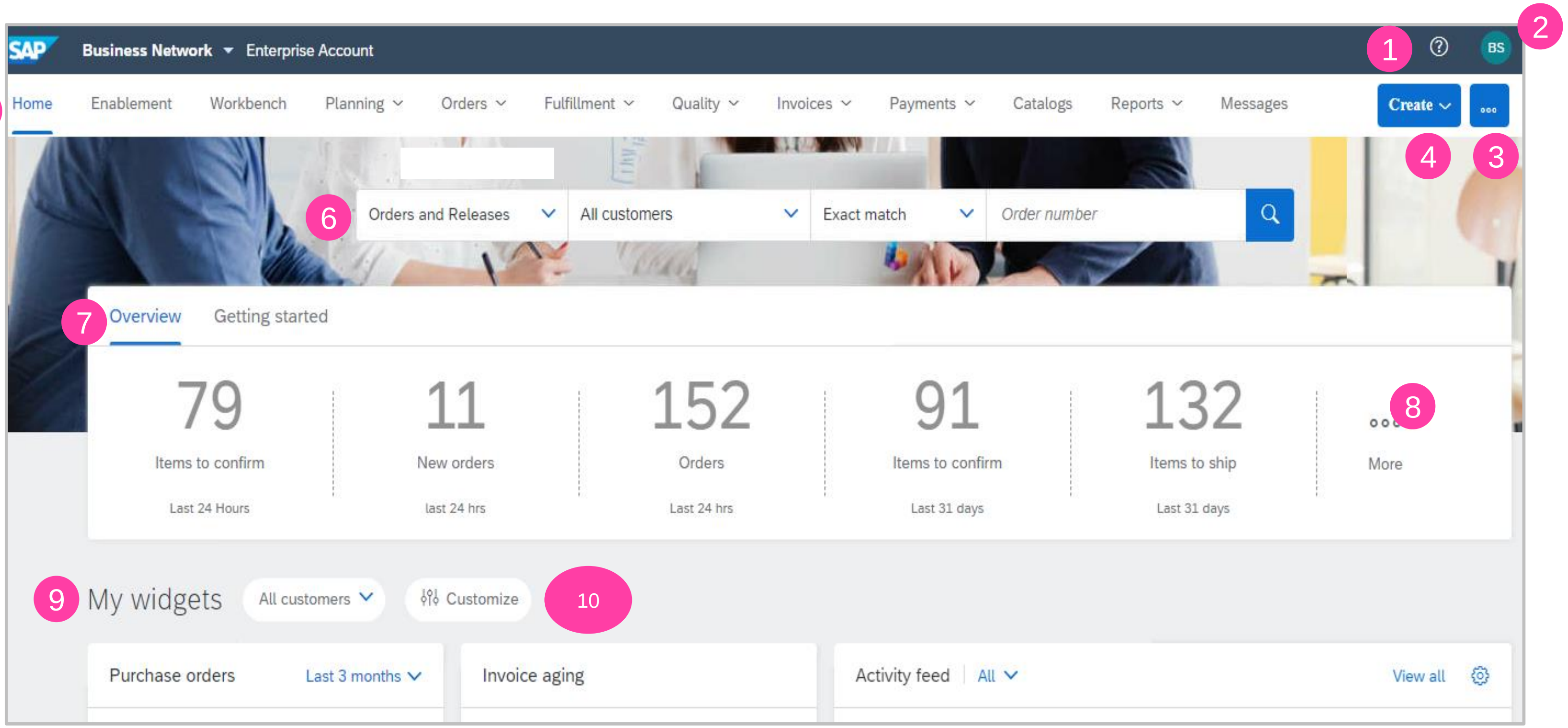


SELLER DASHBOARD/HOME PAGE

Screen Overview

Heading example

1. **Access to Help**
2. **User Name Initials** – a drop down provides applicable accesses
3. **… (More) –** a drop down provides access to track, CSV upload and CSV download options-can also be accessed from other screens
4. **Create** – a drop down that provides short cuts to processes, can be accessed from other screen
5. **Accessible Tabs** – the tabs that you have permissions to access
6. **Quick search options –** Allows searching for selected parameters from the Seller Dashboard /Home page
7. **Overview Bar** – helps to focus on important tasks related to orders and Invoices
8. **More** – indicates there are more tiles
9. **My Widgets** – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page
10. **Customize** – Shows the available options for My Widgets



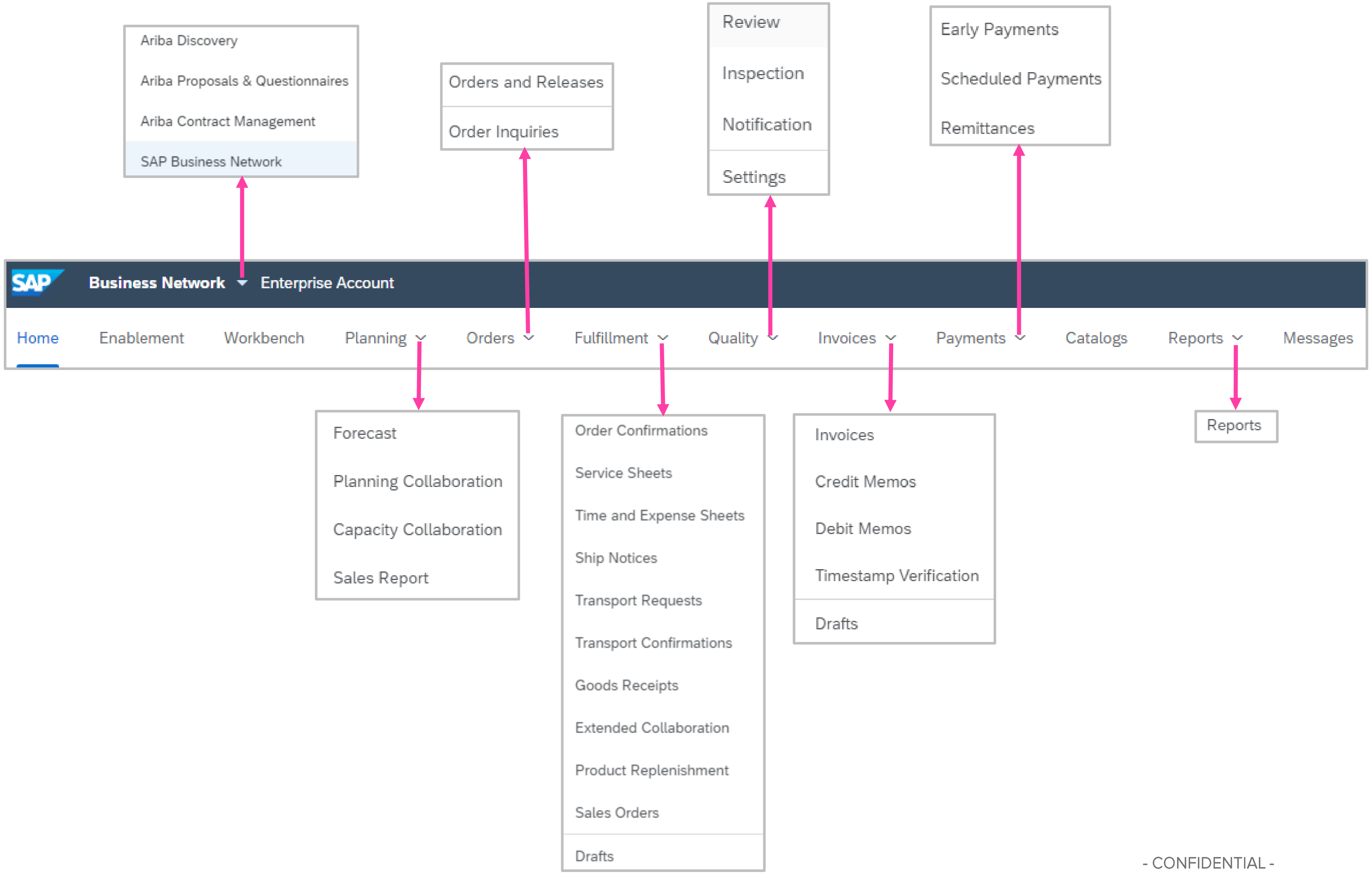
SELLER DASHBOARD/HOME PAGE

Screen Tabs

- Only the tabs that your Businesses System Administrator has assigned to you will appear, contact your System Administrator if you require other tabs to access required processes

When working with tabs, remember:

- The Tabs that each User can see is based on the permissions assigned by your Businesses System Administrator and the required processes determined from the Buyer
- Not all tabs have drop down lists
- Not all shown down list selections may be available
- Some functions can only be performed by the System Administrator
- The order of the tabs cannot be changed
- Refer to the Supplier Information Portal for your Buyer for more information about the processes required



SELLER DASHBOARD/HOME PAGE

Tile Bar Overview

The overview bar help suppliers focus on specific tasks related to orders and invoices, tiles can be customized, each tile takes the user to the Workbench

- The Overview tile bar can be personalized so that a user can keep track of order and/or invoices as part of their job
- Where there is a number in the indicates that there are more tiles to display in Overview
- A number indicates that there are more tiles to view, click on More and the tiles will be displayed
- The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- You can access each tile by clicking on it
- The name of each tile can be adjusted to reflect the needs to the user
- Tiles can be added or removed
- Personalisation enables suppliers to prioritise and keep track or order and invoices

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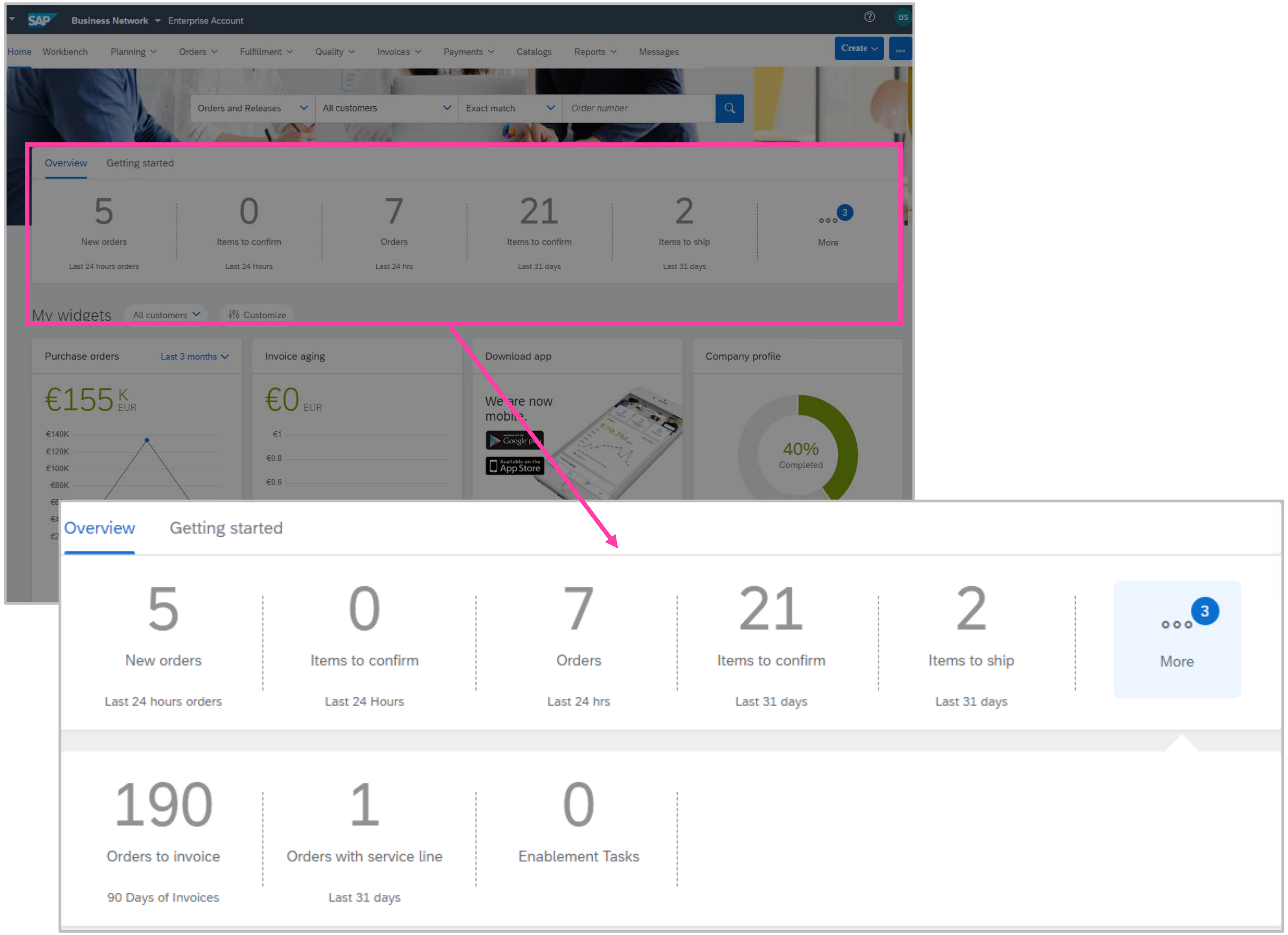


SELLER DASHBOARD/HOME PAGE

My Widgets

- Widgets that show insights such as invoice aging, leads, purchase order volume and more can be selected, use widgets to gain insights into your Buyer

- The My widgets section can be customized by:
  - Buyer
  - Tile Type

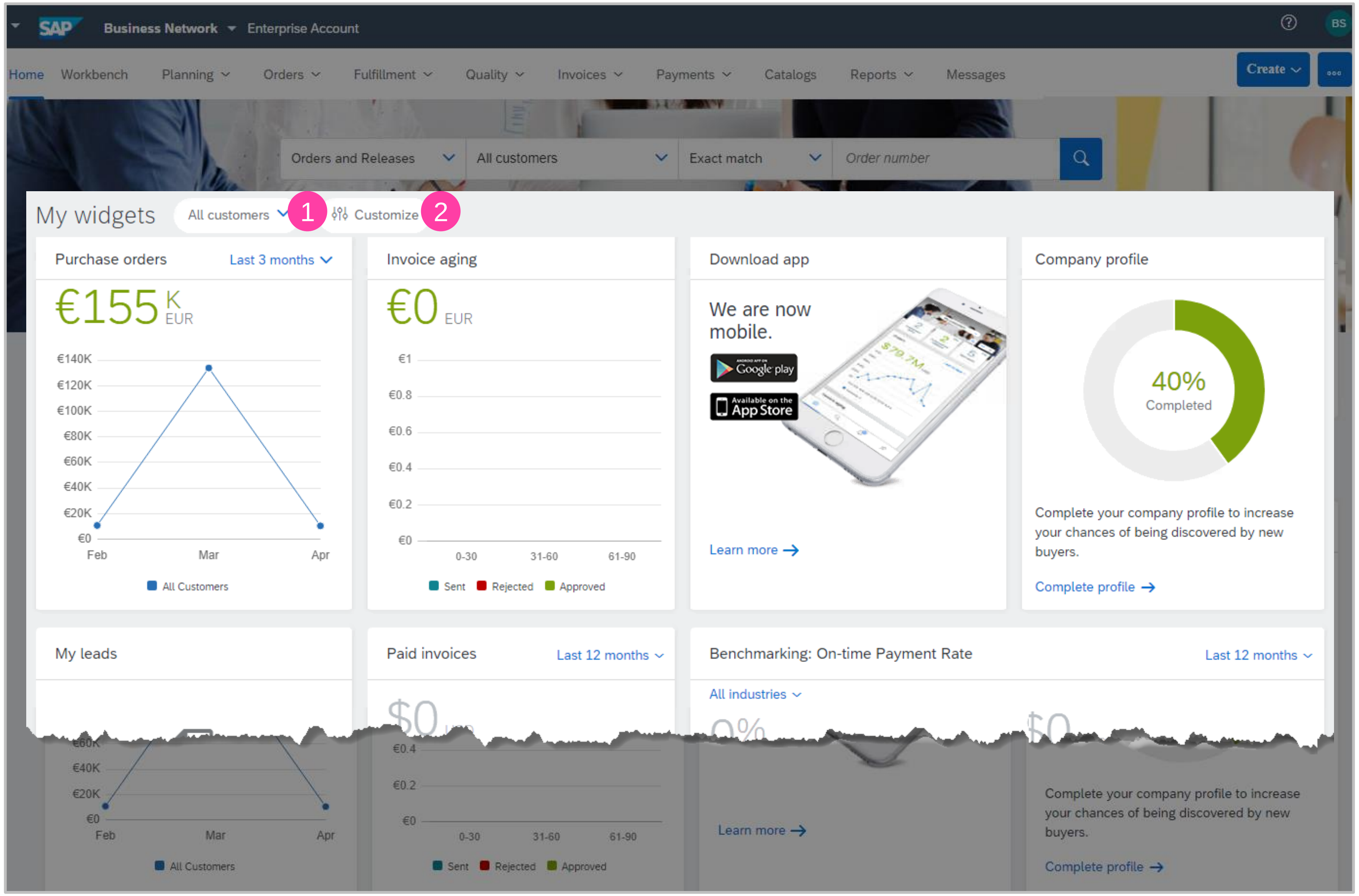
- All Items in Blue can be clicked on to:
  - Provide more information
  - Change time frame of the information
  - Update parts of the Ariba Network

- To Display Customers that you work with:
  1. Click on **All Customers** drop down and make your selection

- To Customize:
  2. Click on **Customise** and make your selection, refer to **Customising My Widgets**

- My Widgets provides users the options to display information relevant to their function

Note: Not all widgets are the same size, some are larger, also some widgets provide bar graphs, pie graphs, line graphs or information only



SELLER DASHBOARD/HOME PAGE

Customize My Widgets – How to Add or Remove TilesSub heading*

Widgets can be customized to provide information on the Seller Dashboard/Home page

1. Click On **Customize**

The Customize my widgets screen is displayed:

- Hover over the **Available widgets** name to display a Preview of the widget and what data it shows

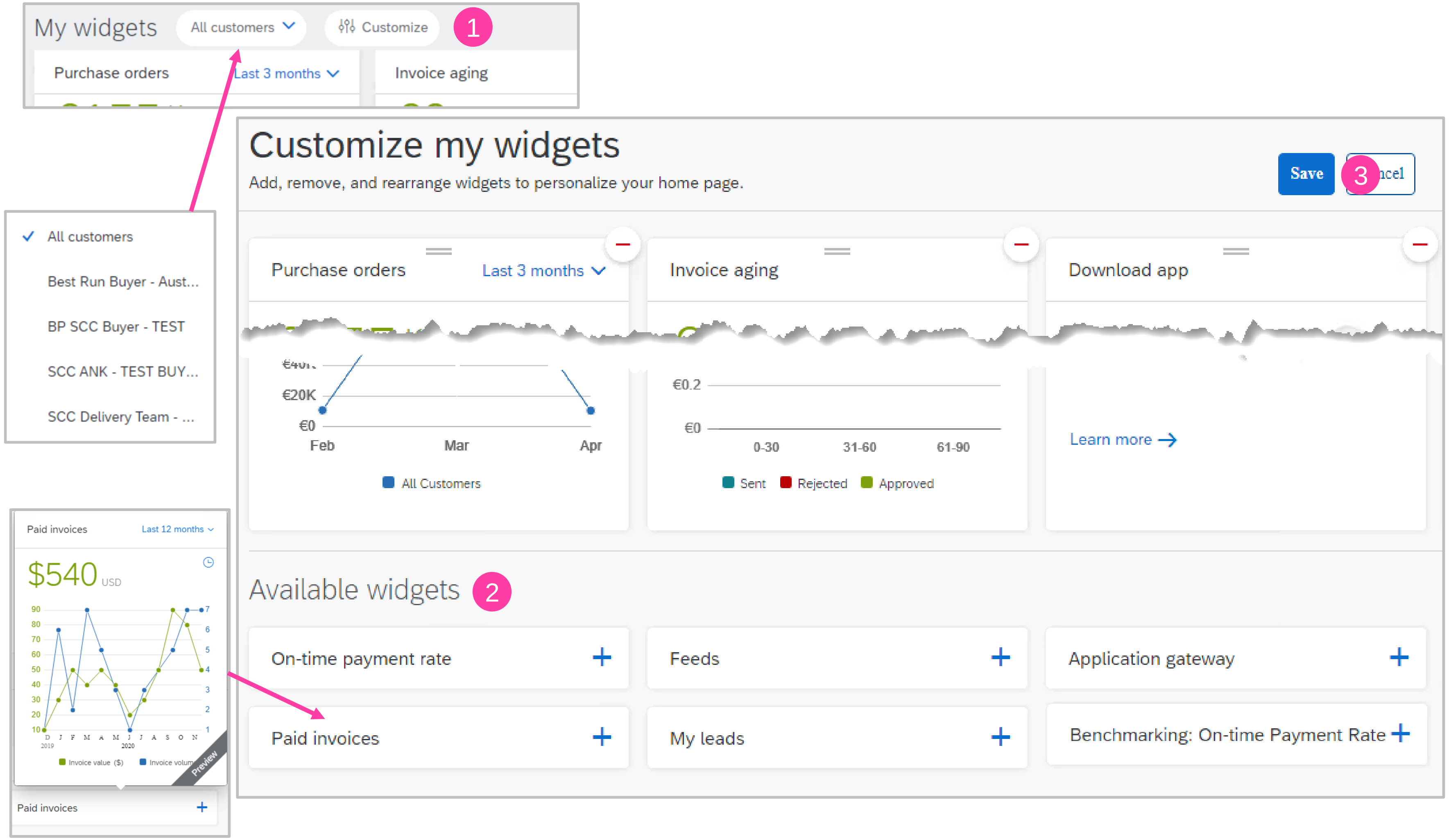
2. Select the widget/s required from **Available widgets**

3. Click on **Save**

- The widget is now added to the Seller Dashboard/ Home Page

Note: Clicking on All Customers and selecting a customer from the drop down list the information on the widget is displayed.

- Widgets cannot be customised by customer



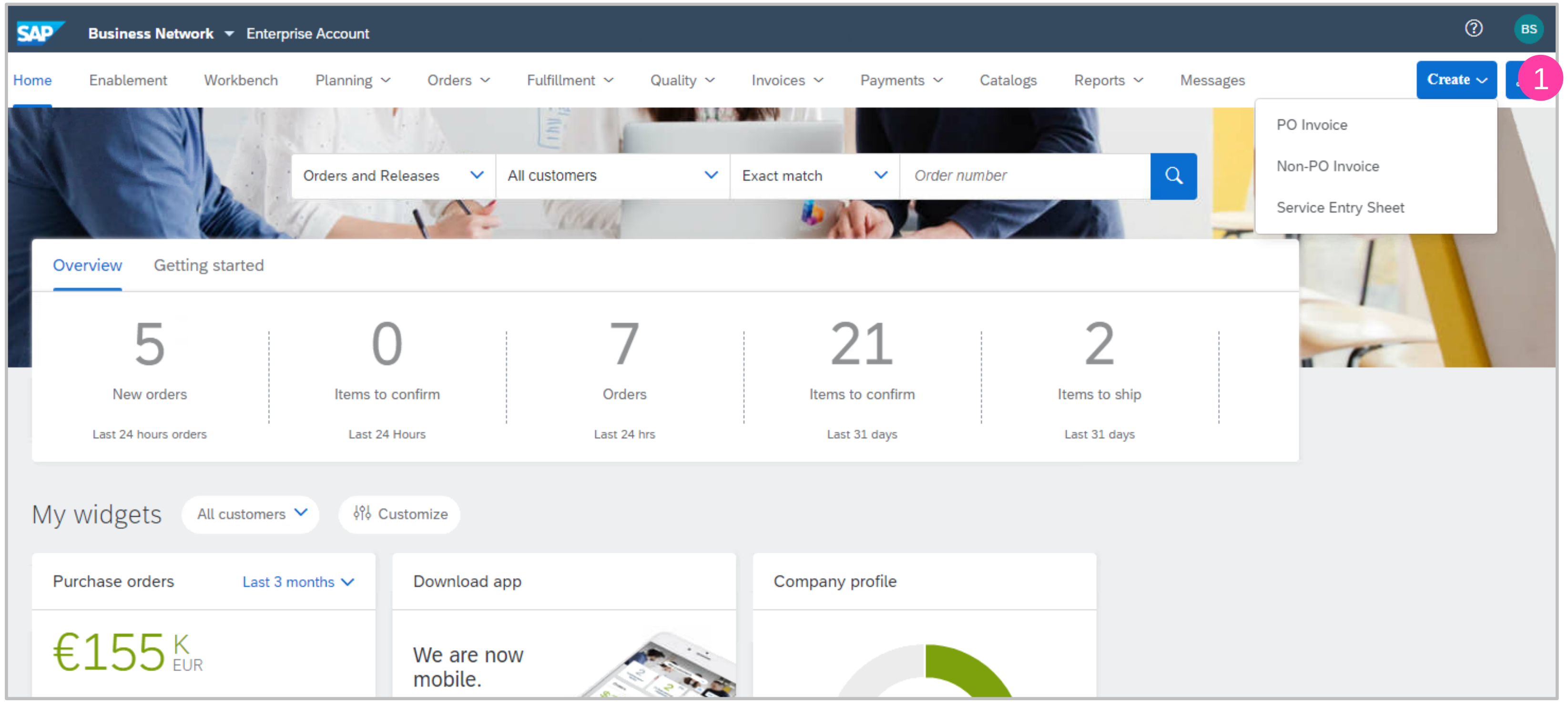
SELLER DASHBOARD/HOME PAGE

Create Selection – Overview

The **Create** enables suppliers to create the available options from the Dashboard/Home page

- The options available are based on the documents that are transacted with your Buyer, however, using this selection is general rather than specific to a document
- To create documents such as Order Confirmations, Ship Notices and Invoices refer to the applicable training documents on the relevant business Supplier Information Portal (SIP)

1. Click on **Create** to display the dropdown list



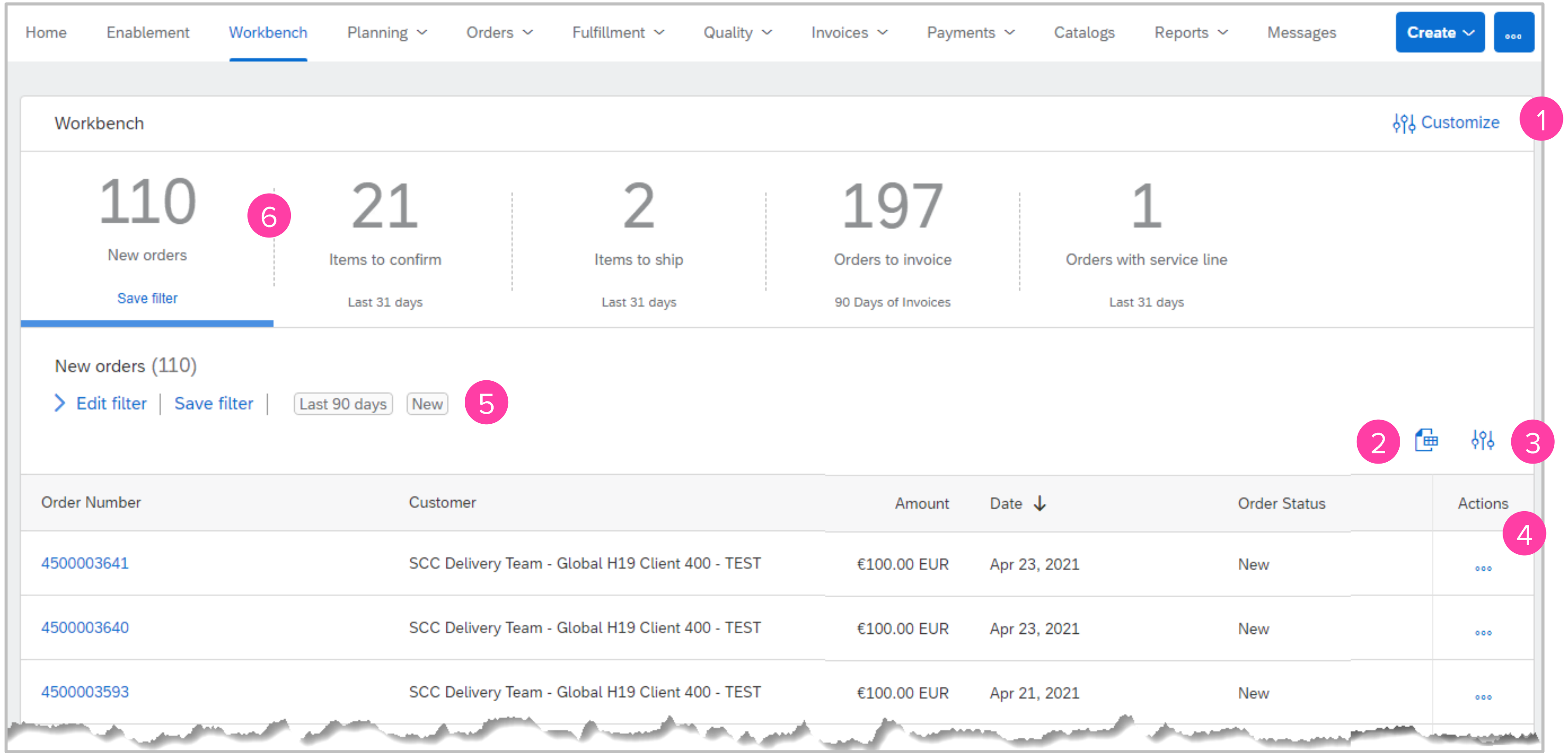
TRANSACTIONAL WORKBENCH

Workbench Information

The Transaction Workbench provides one location for users to find documents that relate to their role

- Tiles provide filtered views of information and are customizable, tiles can be created and saved with the ability to name the tile and determine the numbers of days of information to be displayed
- To access the Workbench, click on the Workbench tab

1. **Customize** – allows users display the tiles based on their requirements
2. **Export** – allows users to export a specific tiles information to an Excel spreadsheet
3. **Settings** – users can change the settings based on their requirements
4. **Actions** – allows users to perform actions without opening the document first
5. **Active Filters** – indicate the active filters for the tile displayed and the filters attached
6. **Tiles** – allows users to display the information required



TRANSACTIONAL WORKBENCH

Customize Workbench Tiles

The transaction Workbench allows users to display the information they require for faster access and it can be customized by:

- Customer
- Type of Document or process
- Time frame

- Tiles provide a filtered view, from the Workbench Screen:

1. Click on Customize
2. To add a Tile, click on +

A list of all the available tiles appear,

Note: Multiple Tiles with the same name, for example, New orders and have them for different customers or time periods

The ? provides further information about the tile

3. Click on the + at the end of the tile you wish to add

The Tile is added

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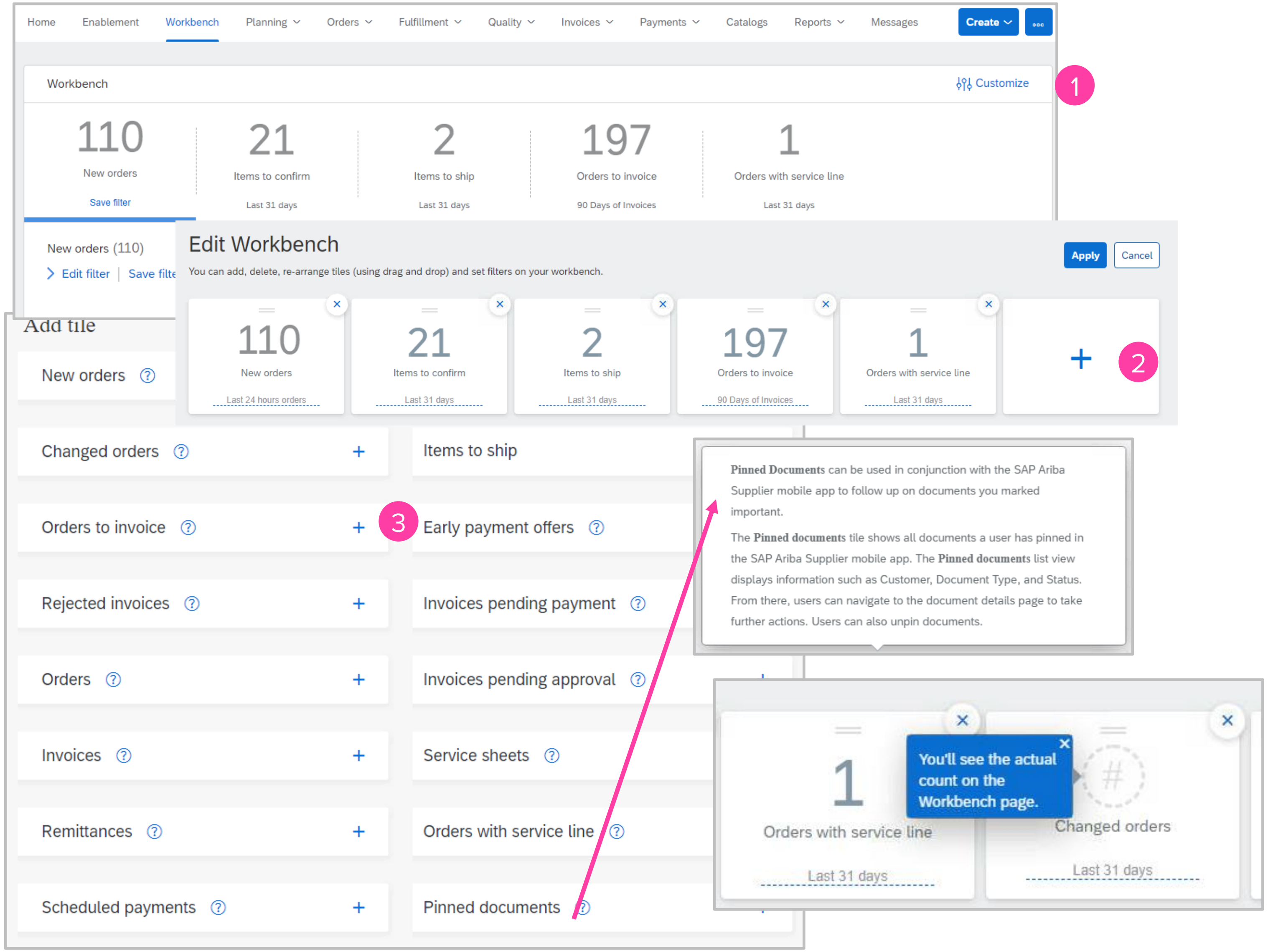


TRANSACTIONAL WORKBENCH

Edit Workbench - Tiles

When a Tile is added to the Workbench it appears at the end of the list

- Tiles can be moved, hover over the when a hand appears holds down the mouse button and move to the desired tile position

- The information above the dotted line can be changed from the default to reflect something else, for example "Jane's View"

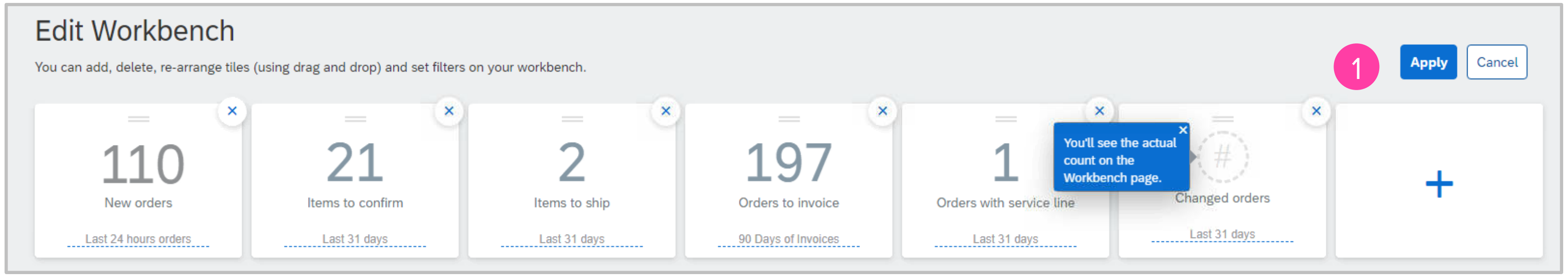
Note: The pop up box indicates that the number of Changed Orders does not appear in the Customize view

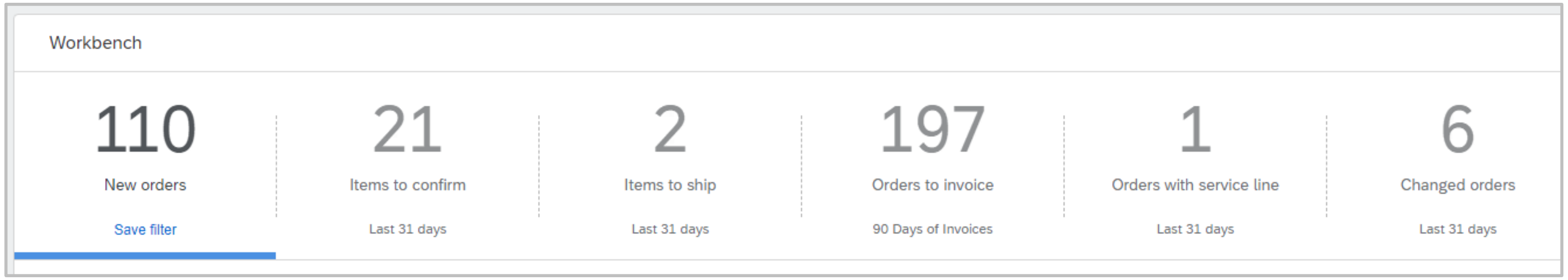
Further Tiles can be added by clicking on the +

To remove tiles, Click on the X

1. Once you have added and removed the required Tiles, click on Apply

- Drag and drop any of the workbench tiles to re-arrange the order in which they appear and the tile order will appear in the overview bar of the homepage





TRANSACTIONAL WORKBENCH

Export Data from the Workbench

The information contained within each tile can be exported into an excel format document

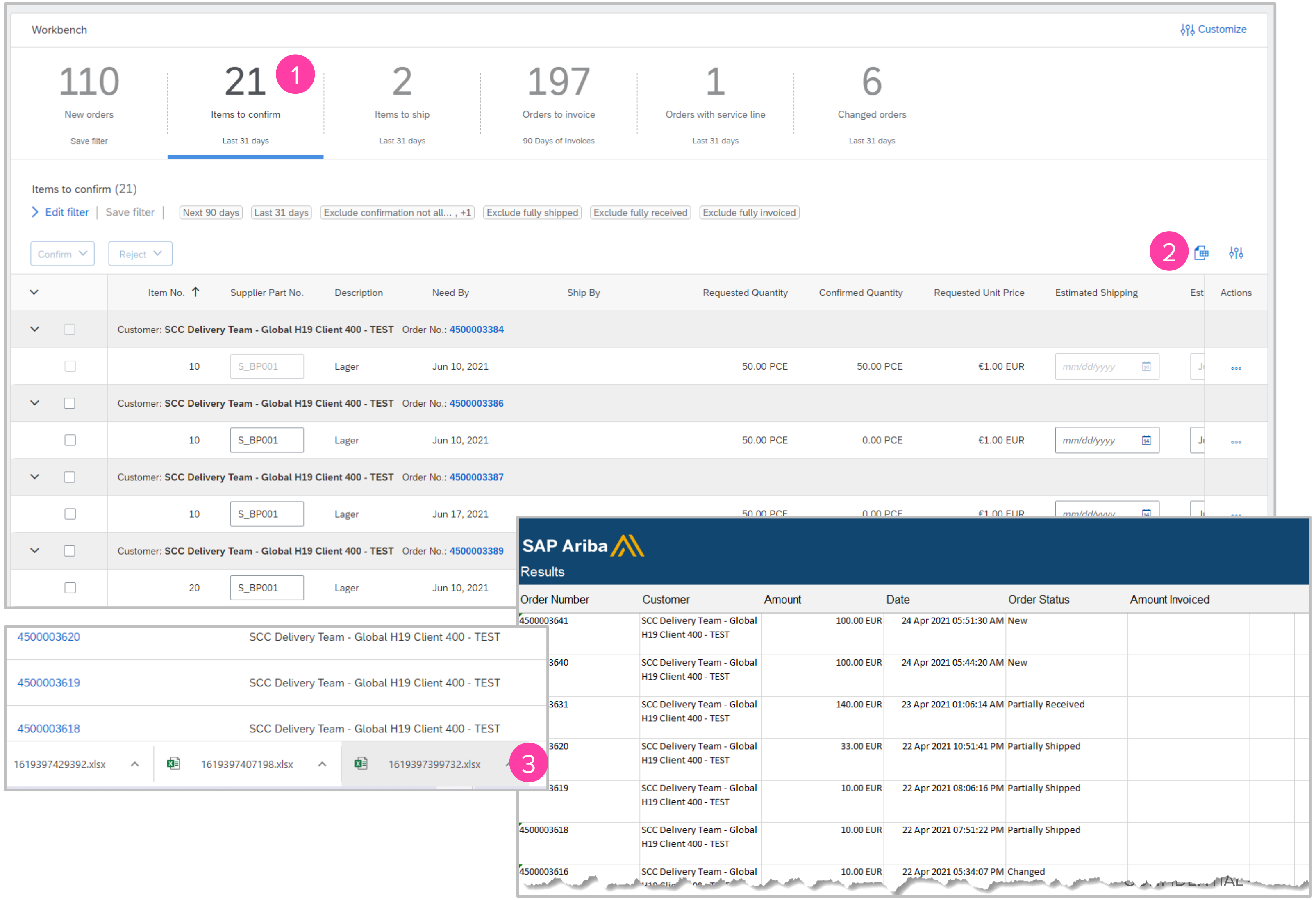
1. Click on the Tile to display the information
2. Click on the icon

The Spreadsheet is shown as an icon at the bottom of the screen

3. Click to open, the spreadsheet is displayed

Spreadsheets can be used to perform matching to your ordering system or ERP (for non-integrated suppliers)

- Note: Only one tile at a time can be exported



TRANSACTIONAL WORKBENCH

Workbench Table Settings

The Workbench table Settings allow suppliers to identify the table headings displayed

The headings provide information without opening the document

- Some table headings can be sorted by clicking on the heading in the heading ribbon

To change the **Table column** headings:

1. Click on the icon

Screen opens the Table Settings menu

2. Hover over the = until it turns into a hand, drag and drop from one column to the other

To change the table settings Date and Time information

3. Click on **Date and Time** in the side menu

Once all updates have been made

4. Click on **Apply**

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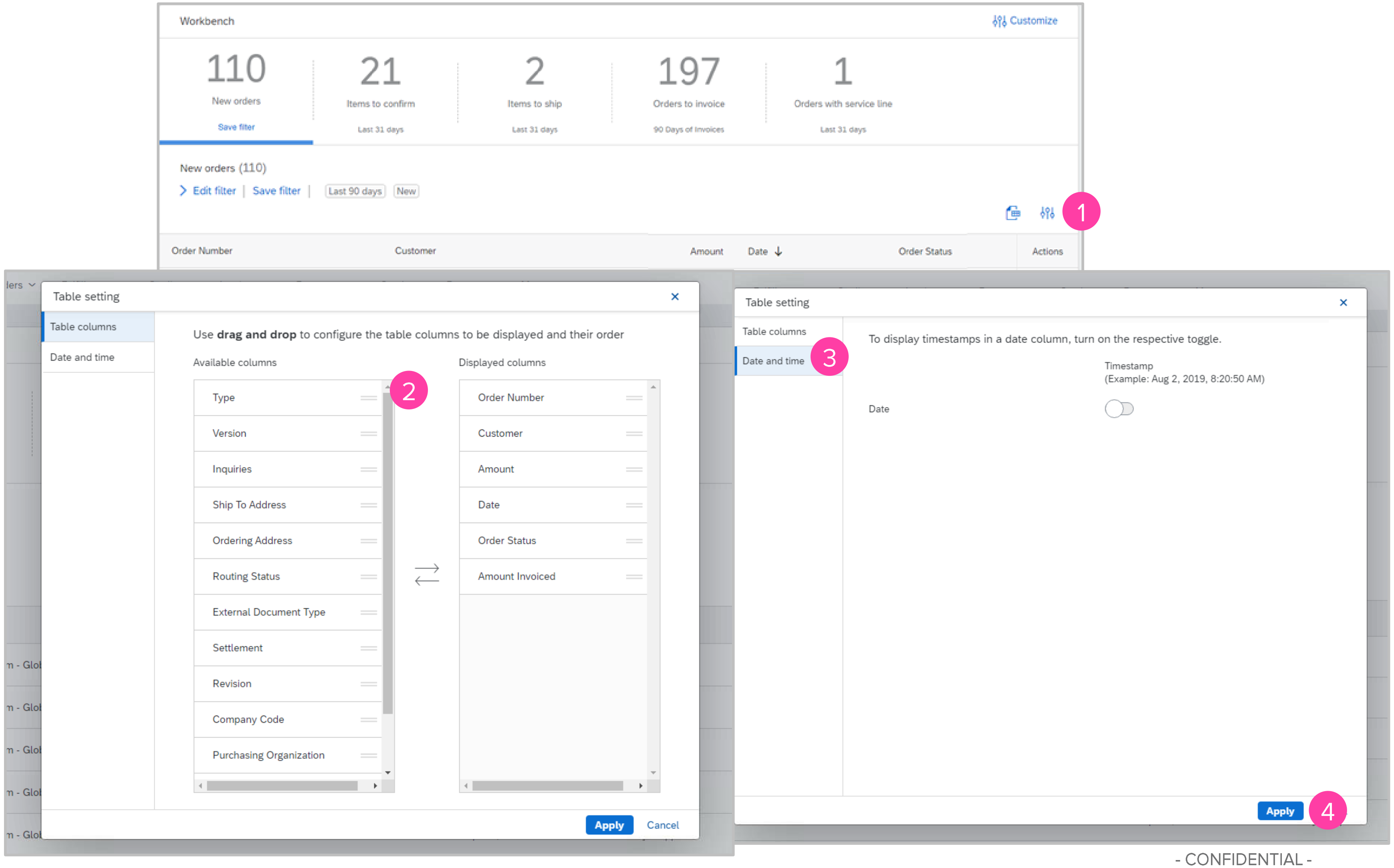


TRANSACTIONAL WORKBENCH

Edit Filter

The Edit Filter allows users to filter tiles by parameters such as:

- Customer
- Date
- Status
- Customer Locations
- Order Type
- Routing

- Each Tile has its own set of filters, review the filters and select the ones that are required based on the Tile and the parameters associated with it.

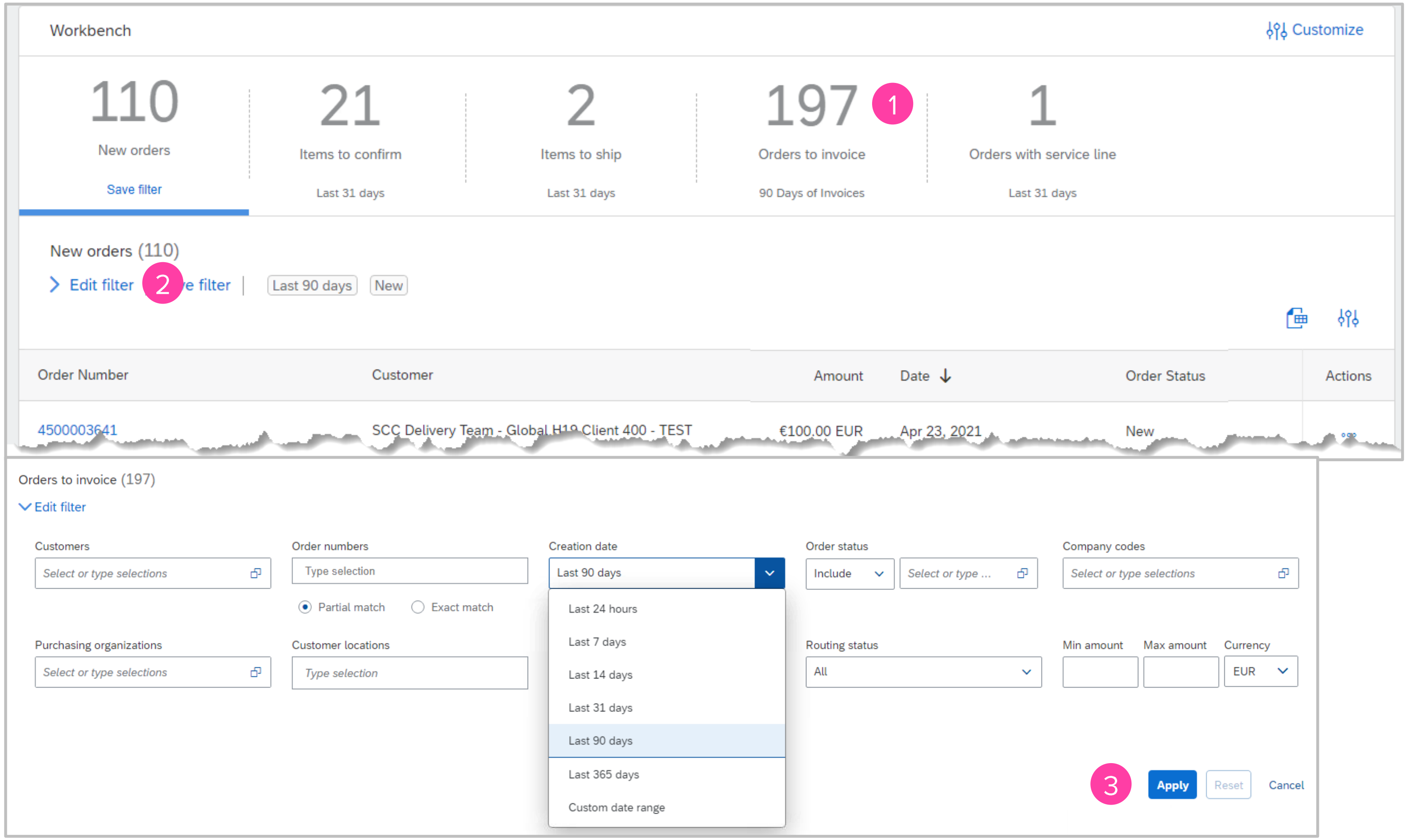
The process remains the same irrespective of the tile used:

1. Click on the Tile you want to customize
2. Click on **Edit filter**

Note: The available parameters are displayed, some selections will have a Checkbox while others a dropdown list

Choose the options from the available filters, once all parameters have been selected

3. Click on **Apply**, the filters appear next the Edit Filter selection



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TRANSACTIONAL WORKBENCH

Save Filter

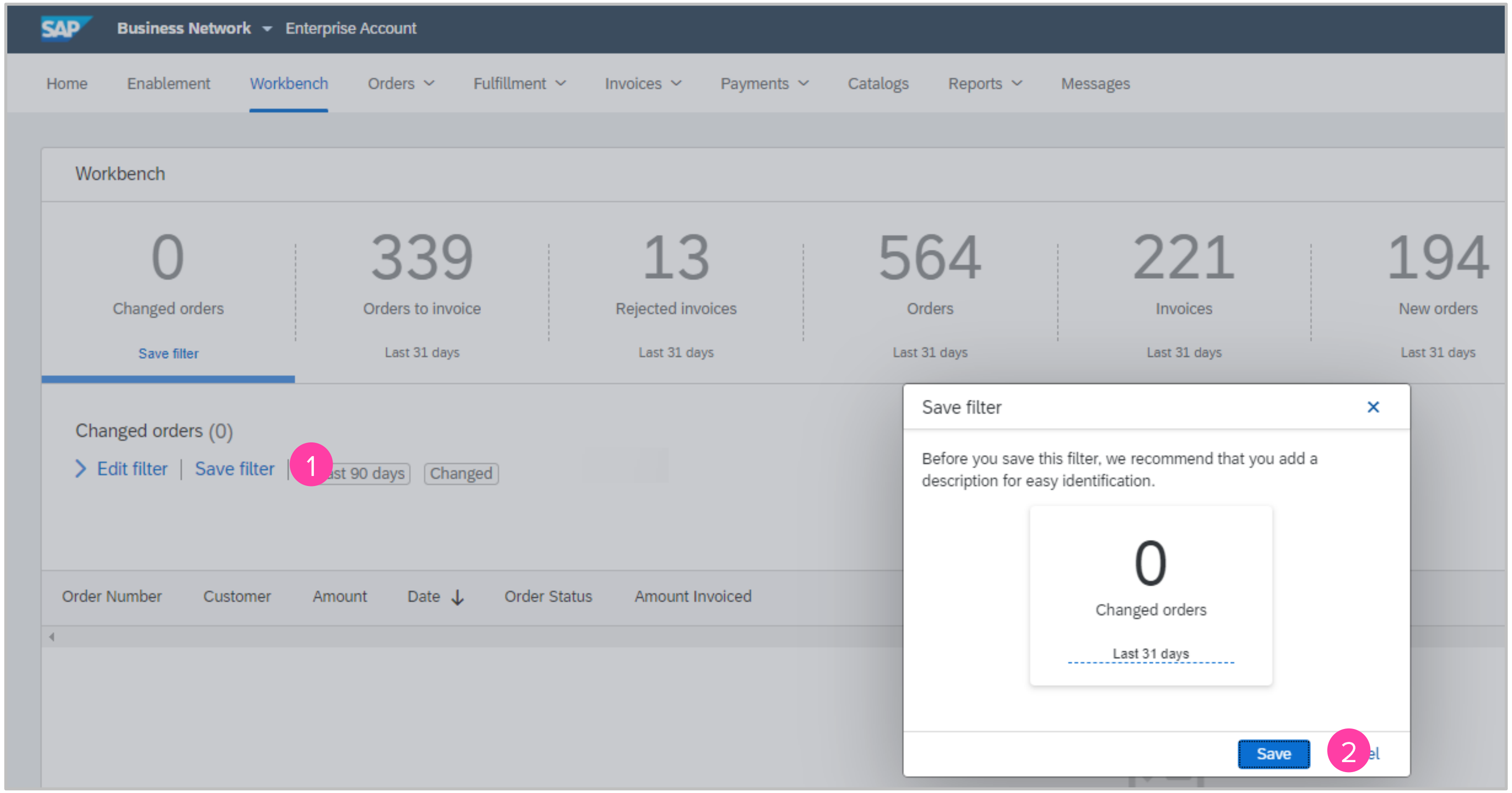
Save Filter allows users to save the parameters for a tile, edit filter only edits the view a user makes filter changes to, but is not saved until Save Filter is performed

Once all parameters have been set

1. Click on **Save Filter**

Confirm the description, this can be changed to reflect a specific customer or other description

2. Click on **Save**

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