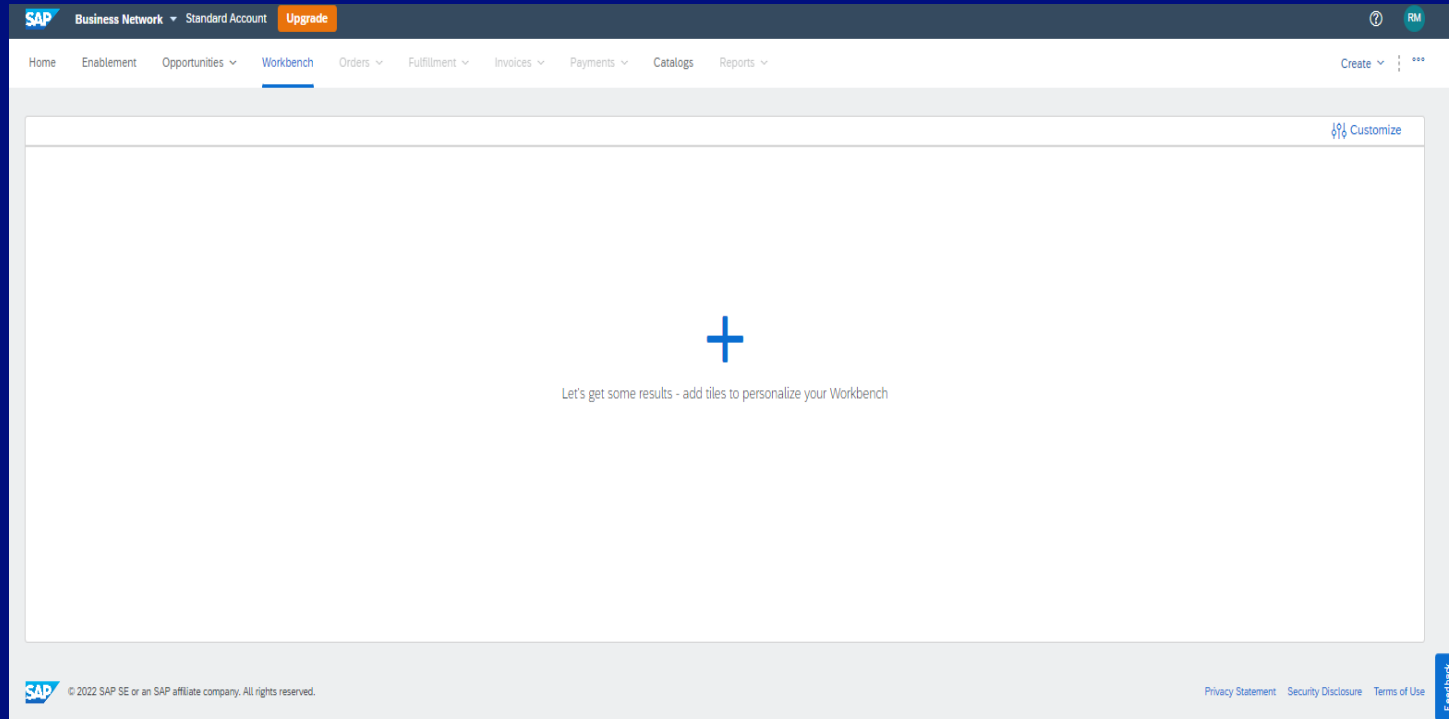


# Setting up a workbench in Ariba

July 29, 2025

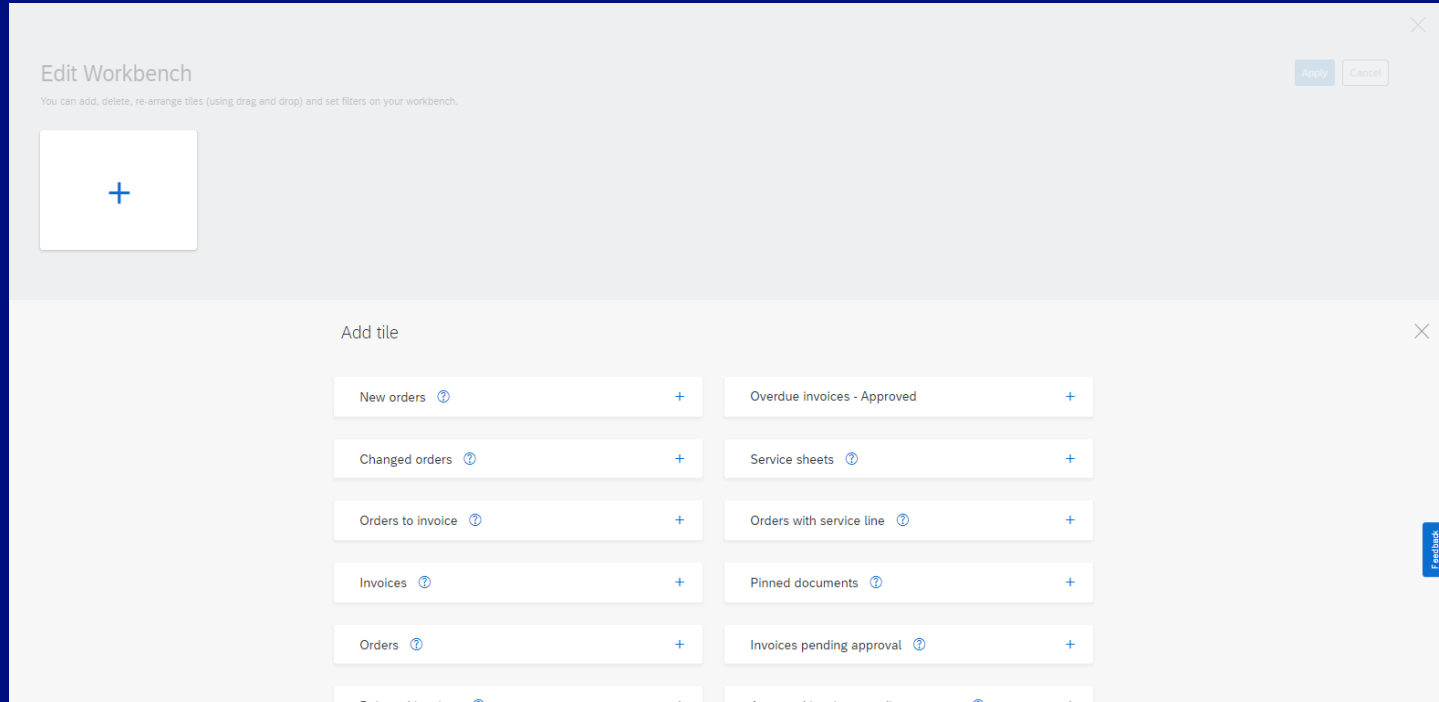
# Setting up a workbench: customizing

If you haven't customized your workbench, your screen will look like this. Click the “+” sign to begin setup.



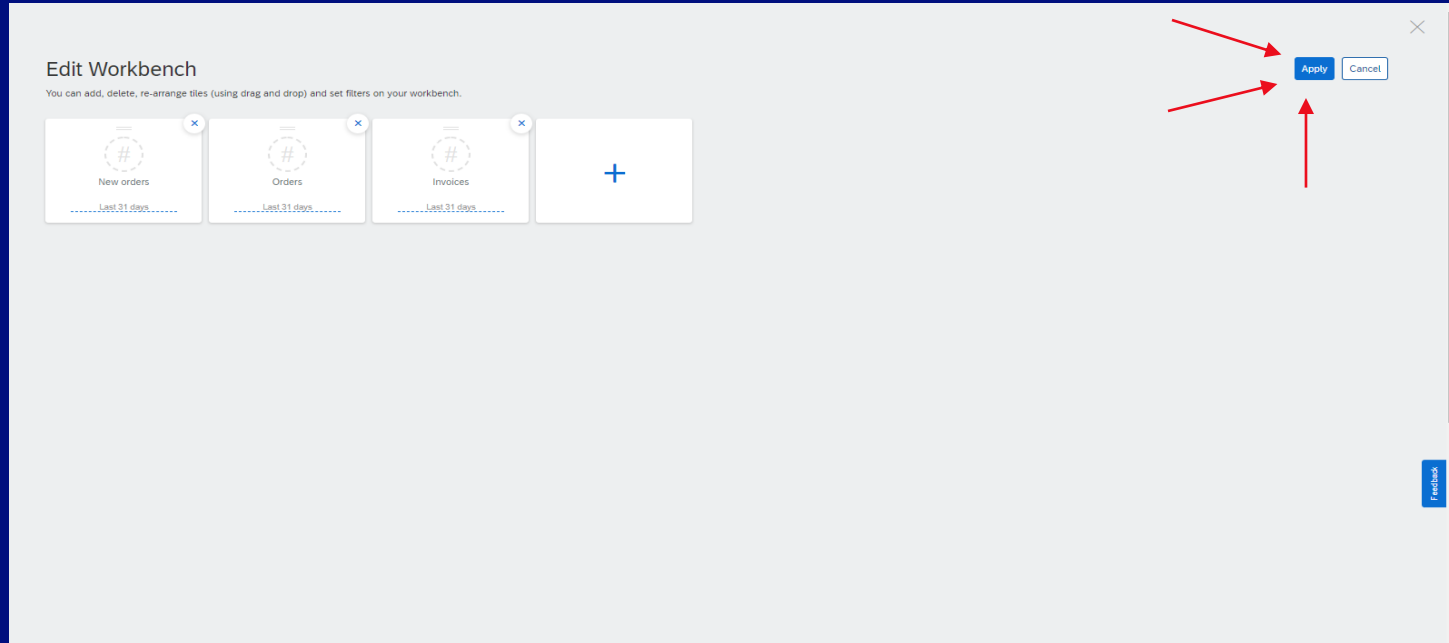
# Setting up a workbench: customizing

Customize your workbench based on your work role: click the “+” next to the tiles you want on your workbench.



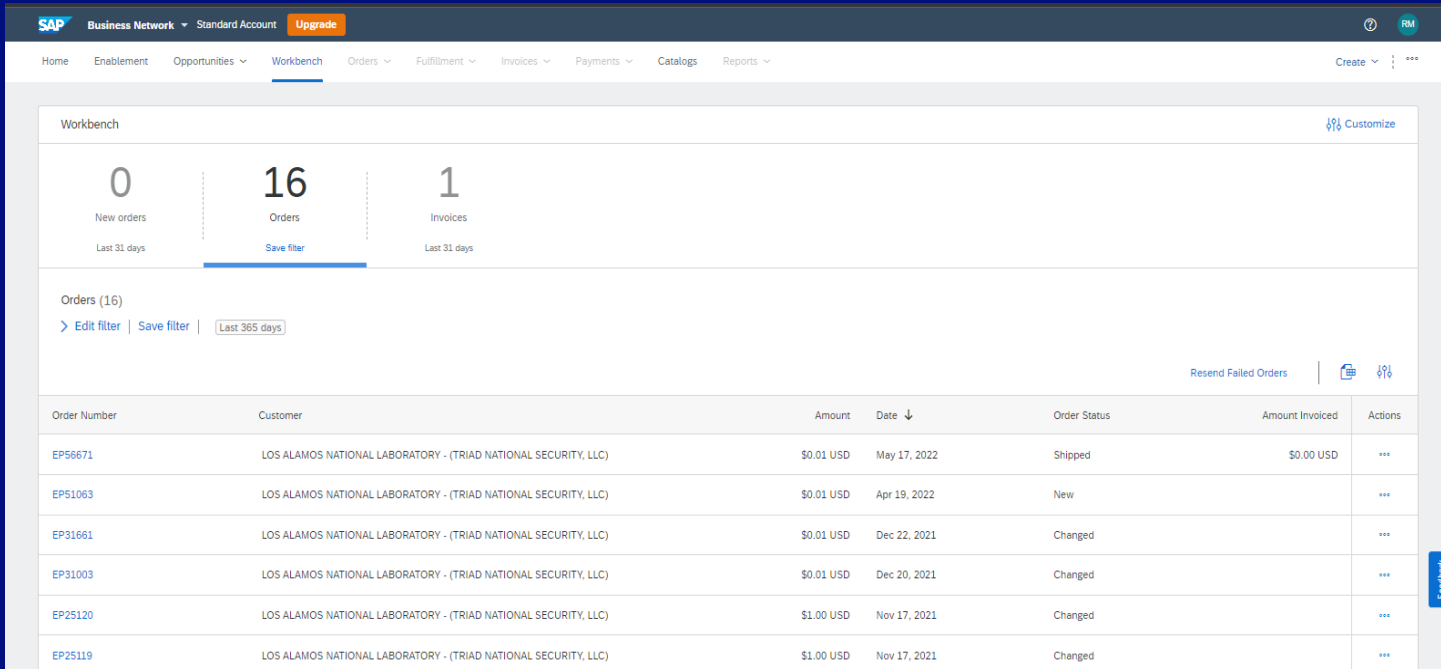
# Setting up a workbench: customizing

Click “apply” when finished.



# Setting up a workbench: customizing

Now your workbench is set to your preferred selections.



The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench' (selected), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible on the right. Below the navigation bar, the 'Workbench' section shows three summary cards: '0 New orders' (Last 31 days), '16 Orders' (Last 31 days, highlighted with a 'Save filter' button), and '1 Invoices' (Last 31 days). A 'Customize' link is in the top right of this section. Below the summary cards, the 'Orders (16)' section includes links for 'Edit filter', 'Save filter', and 'Last 365 days'. A 'Resend Failed Orders' button is also present. The main table lists orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains six rows of data for orders from Los Alamos National Laboratory - (TRIAD NATIONAL SECURITY, LLC).

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
EP56671	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$0.01 USD	May 17, 2022	Shipped	\$0.00 USD	***
EP51063	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$0.01 USD	Apr 19, 2022	New		***
EP31661	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$0.01 USD	Dec 22, 2021	Changed		***
EP31003	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$0.01 USD	Dec 20, 2021	Changed		***
EP25120	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$1.00 USD	Nov 17, 2021	Changed		***
EP25119	LOS ALAMOS NATIONAL LABORATORY - (TRIAD NATIONAL SECURITY, LLC)	\$1.00 USD	Nov 17, 2021	Changed		***

# Setting up a workbench

The new workbench consists of configurable tiles and worklists, supported with guided actions. Optimize the tiles by changing the order, names, what documents are displayed in the worklist, and the layout of the worklist.

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. The main navigation menu has tabs for Home, Enablement, Opportunities, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and More. A 'Create' button is visible in the top right.

The Workbench section features a dashboard with seven tiles, each showing a count and a 'Last 31 days' filter:

- Orders: 5
- New orders: 51
- Changed orders: 0
- Orders to invoice: 5
- Invoices: 4
- Rejected invoices: 2
- Items to confirm: 0

Below the tiles, the 'New orders (51)' section is shown with a filter bar containing 'Edit filter', 'Save filter', 'PartnerTestBuyer', 'Last 365 days', and 'New'. A table lists the new orders with the following columns: Ship To Address, Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

Ship To Address	Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
Acme, Sunnyvale, CA, United States	<a href="#">DO2020111520185334</a>	PartnerTestBuyer	\$1,609.00 USD	Nov 15, 2020	New		
Acme, Sunnyvale, CA, United States	<a href="#">DO2020111517165354</a>	PartnerTestBuyer	\$1,576.00 USD	Nov 15, 2020	New		...
Acme, Sunnyvale, CA, United States	<a href="#">DO202011151714320</a>	PartnerTestBuyer	\$1,772.00 USD	Nov 15, 2020	New		...
Acme, Sunnyvale, CA, United States	<a href="#">DO202011151713291</a>	PartnerTestBuyer	\$1,789.00 USD	Nov 15, 2020	New		...

A context menu is open over the first row of the table, showing the following actions:

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet

A 'Feedback' button is located in the bottom right corner of the interface.

# Setting up a workbench: “edit filter”

The “edit filter” link will show you filtering criteria for that specific tile. Select filter criteria by clicking the dropdown options for each field or entering text. The yellow highlighted icon in this image appears when more than one option can be selected for that field. Click “apply” to see the results.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button and a user profile icon are also present. The main section, titled 'Workbench', features a summary row with six tiles: 'Orders' (52), 'Orders' (0), 'Invoices' (103), 'Items to confirm' (42), 'Items to confirm' (476), and 'Scheduled payments' (\$7.54 K USD). Below this, the 'Orders (52)' section is active, and the 'Edit filter' link is highlighted with a blue box. The filter configuration area includes several fields: 'Customers' (with a dropdown menu showing 'Avante Sciences Inc. (PROFILE)', 'IBD Inc.', and 'PartnerTestBuyer'), 'Order numbers' (with a 'Type selection' dropdown and radio buttons for 'Partial match' and 'Exact match'), 'Creation date' (with a 'Last 90 days' dropdown), 'Order status' (with an 'Include' dropdown and a 'New' button), 'Order type' (with an 'All' dropdown), 'Routing status' (with an 'All' dropdown), 'Min amount', 'Max amount', and 'Currency' (set to 'USD'). A 'Show hidden' checkbox is also visible. The 'Customers' dropdown menu is open, showing the selected options. The 'Order status' dropdown menu is also open, showing options like 'New', 'Changed', 'Confirmed', 'Failed', 'Shipped', and 'Received'. A 'Feedback' button is located on the right side of the interface.

## Setting up a workbench: “save filter”

The save filter link will allow you to save your filter criteria. Provide a description for your tile to help you identify it in the future.

**SAP** Business Network Enterprise Account

Home Enablement Opportunities **Workbench** Planning Orders Fulfillment Quality Invoices More

Create

Workbench Customize

16 Orders  
Save filter

0 Orders  
Last 7 days

103 Invoices

42 Items to confirm

476 Items to confirm  
Avante Sciences Customer

\$ 7.54<sup>K</sup> USD  
Scheduled payments  
Next 90 days

Orders (16)  
> Edit filter | Save filter | Avante Sciences Inc. (PROF...)

Customer Type Company Code Order Number

Avante Sciences Inc. (PROFILE)	Order		PO1000020117
Avante Sciences Inc. (PROFILE)	Order		PO1000020117

Customer To Address Amount Order Status Actions

SOMEF, Dirk Van Steenvoort for shipping instructions, Belgium	\$3,632.38 USD	New	...
SOMEF, Dirk Van Steenvoort for shipping instructions, Belgium	\$2,152.51 USD	New	...

Feedback

Save filter

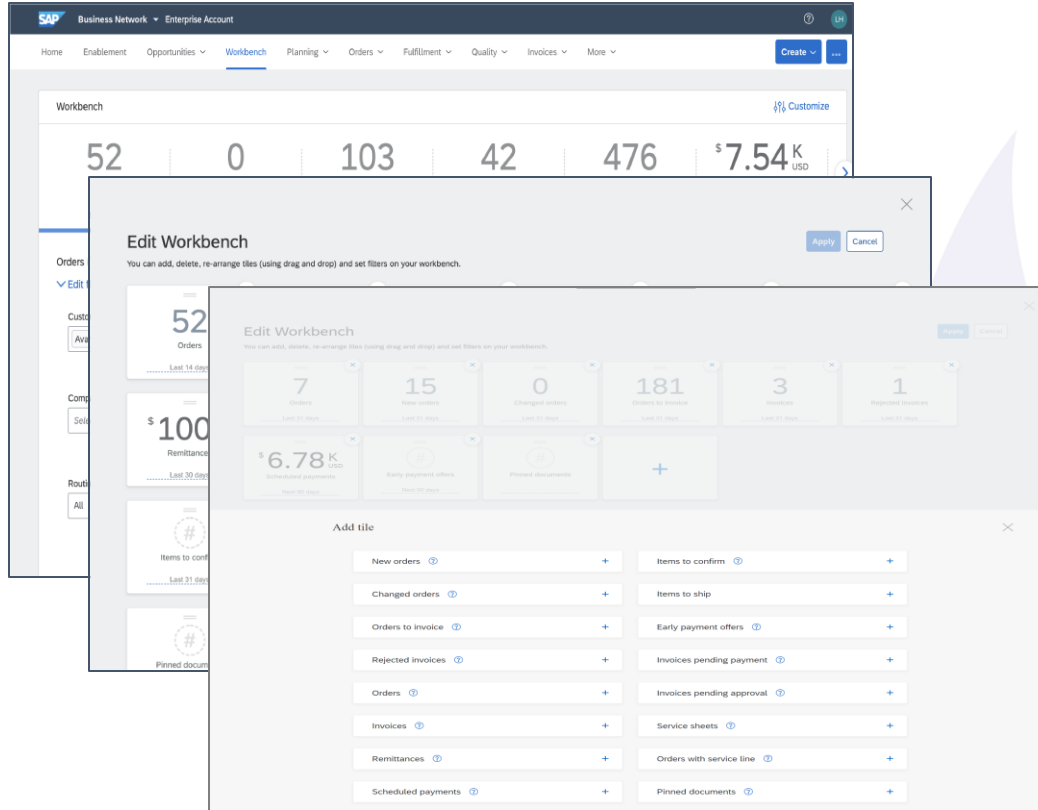
Before you save this filter, we recommend that you add a description for easy identification.

16  
Orders  
Last 14 days

Save Cancel



# Setting up a workbench: customize workbench



The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.

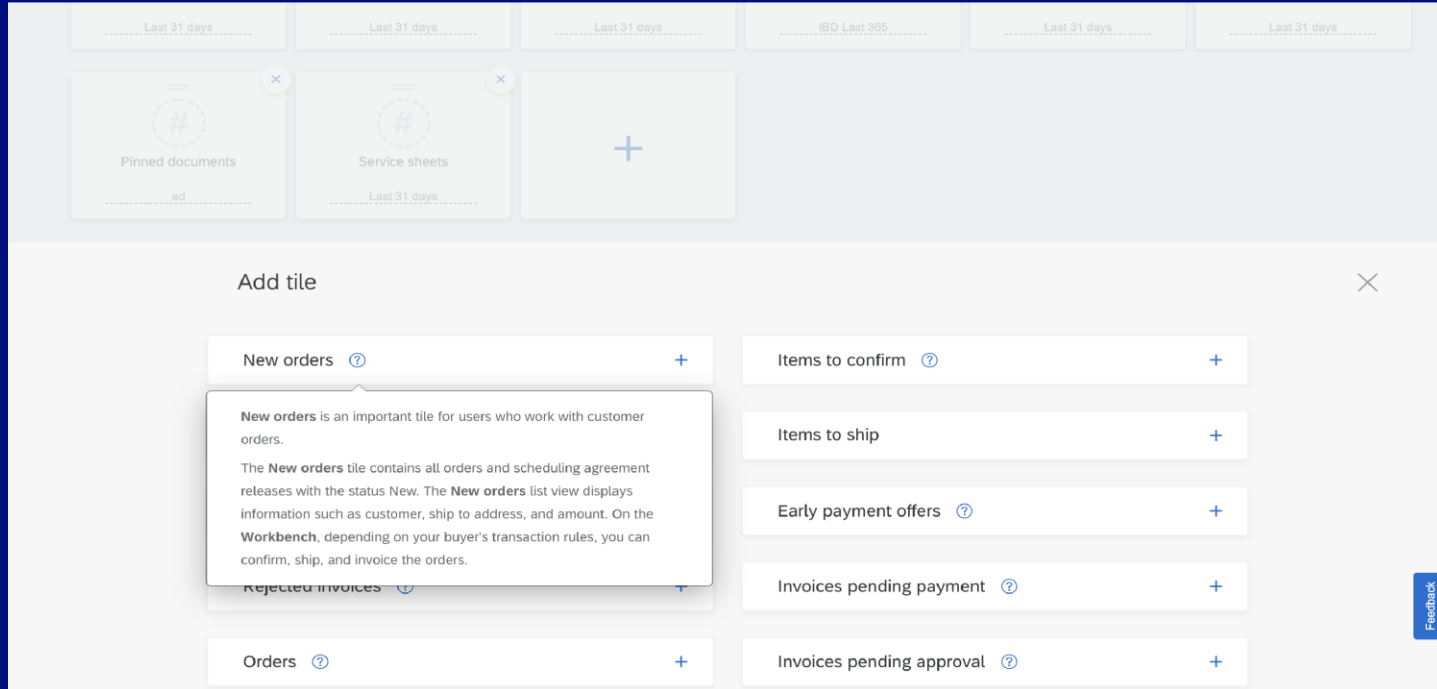
To add a tile, click the “+” icon. This will bring up a list of available tiles. Click the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.

To remove a tile, click on the “x” icon on the top right of the tile.

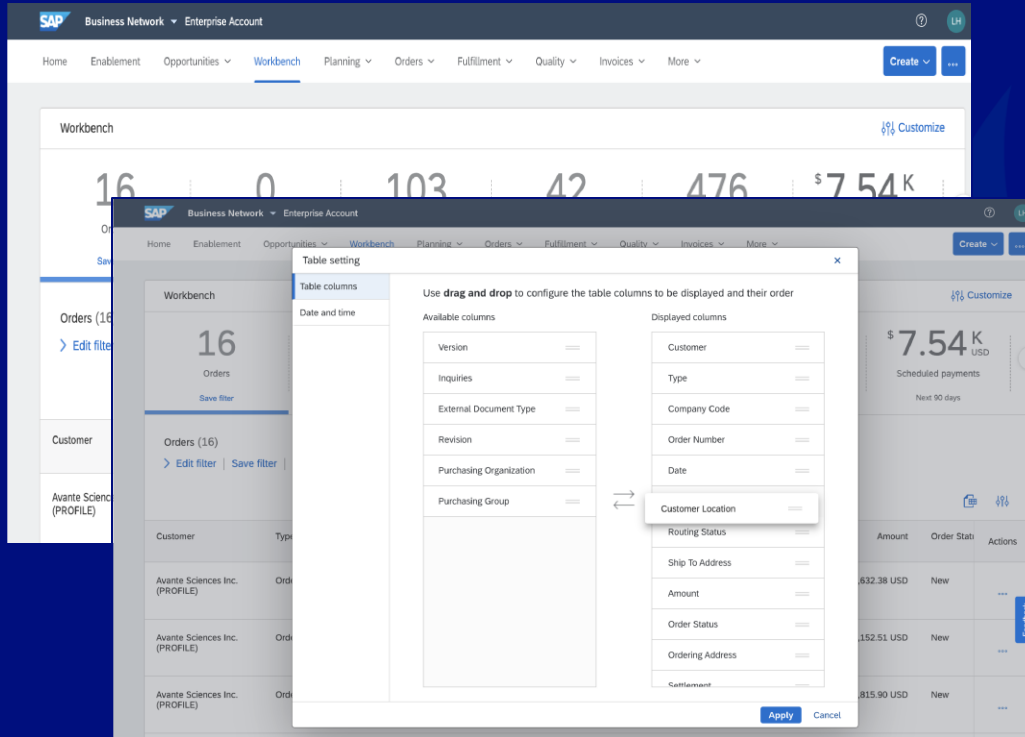
To reorder your tiles, drag the two horizontal lines on the top of each tile and drop them into the desired position. The order of your tiles is how it will appear on your homepage.

# Setting up a workbench: tile tooltip

The help icon next to each tile is a tooltip. Clicking the icon will bring up a description of the tile.



# Setting up a workbench: table settings



The table settings icon will bring up the list of available and displayed columns. You can configure the table to hide or display columns. Drag and drop column headers to hide or display.

Reorder table columns by dragging and dropping the headers into the desired positions.

# Setting up a workbench: export worklist

Exporting a worklist will create an Excel file in the local download folder, using the current filter criteria and worklist settings (i.e., selected columns, groupings, etc.).

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button is visible on the right. The main content area shows a 'Workbench' section with a 'Customize' link. Below this, there are six summary cards: '16 Orders' (with a 'Save filter' link), '0 Orders' (Last 7 days), '103 Invoices' (Last 31 days), '42 Items to confirm' (IBD Customer), '476 Items to confirm' (Avante Sciences Customer), and '\$ 7.54 K USD' (Scheduled payments, Next 90 days). Below the summary cards, there is a section for 'Orders (16)' with links for 'Edit filter' and 'Save filter', and filter buttons for 'Avante Sciences Inc. (PROF...', 'Last 90 days', and 'New'. An 'Export' button is located on the right side of this section. Below the filters, there is a table with the following columns: Customer, Type, Company Code, Order Number, Date, Routing Status, Ship To Address, Amount, Order Status, and Actions. The table contains one row of data for 'Avante Sciences Inc. (PROFILE)' with an order number 'PO1000020118' and a status of 'New'. An 'Export' button is also located at the bottom right of the table.

Customer	Type	Company Code	Order Number	Date	Routing Status	Ship To Address	Amount	Order Status	Actions
Avante Sciences Inc. (PROFILE)	Order		PO1000020118	Feb 1, 2021	Sent	SOMEF, Dirk Van Steenvoort for shipping instructions, Belgium	\$3,632.38 USD	New	...

# Setting up a workbench: document actions

The more icon under the action's column will show you a list of available actions for your document. Clicking on any one of these actions will take you to your network document.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench' (selected), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button is visible on the right. Below the navigation bar, the 'Workbench' section shows a summary of document counts: 16 Orders, 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Items to confirm (IBD Customer), 476 Items to confirm (Avante Sciences Customer), and \$7.54K USD Scheduled payments (Next 90 days). A 'Customize' icon is also present. Below the summary, the 'Orders (16)' section includes a filter bar with 'Avante Sciences Inc. (PROF...)', 'Last 90 days', and 'New' buttons. A table lists the orders with columns: Customer, Type, Company Code, Order Number, Date, Routing Status, Ship To Address, Amount, Order Status, and Actions. Two orders are shown, both from Avante Sciences Inc. The 'Actions' column for the second order is expanded, showing a dropdown menu with options: 'Confirm entire order', 'Update line items', and 'Reject entire order'. A 'Feedback' button is visible on the right side of the table.

Customer	Type	Company Code	Order Number	Date	Routing Status	Ship To Address	Amount	Order Status	Actions
Avante Sciences Inc. (PROFILE)	Order		PO1000020118	Feb 1, 2021	Sent	SOMEF, Dirk Van Steenvoort for shipping instructions, Belgium			...
Avante Sciences Inc. (PROFILE)	Order		PO1000020117	Feb 1, 2021	Sent	SOMEF, Dirk Van Steenvoort for shipping instructions, Belgium			Confirm entire order Update line items Reject entire order ...