BRÜCKNER
MASCHINENBAU **B**
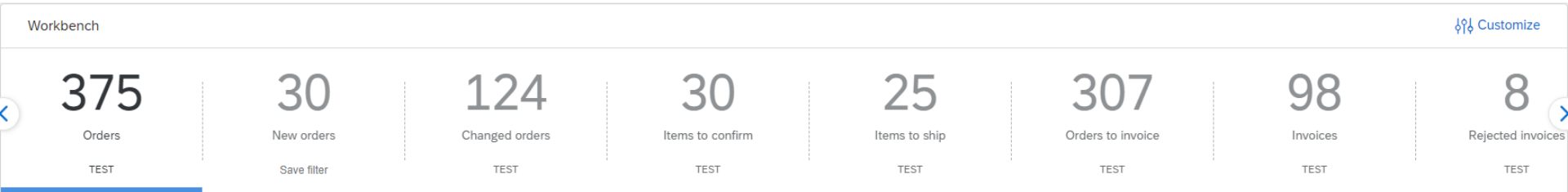A Member of Brückner Group

CONFIGURATION OF THE ARIBA INTERFACE

PROPOSAL FOR SETTING THE NEW ARIBA WORKBENCH AND TABLES

CONTENT

1) Setting the tiles in the Workbench

2) Setting the filter in the tiles

3) Setting the table columns in the tiles

WORKBENCH

Workbench   ⚙ Customize

375	30	124	30	25	307	98	8
Orders	New orders	Changed orders	Items to confirm	Items to ship	Orders to invoice	Invoices	Rejected invoices
TEST	Save filter	TEST	TEST	TEST	TEST	TEST	TEST

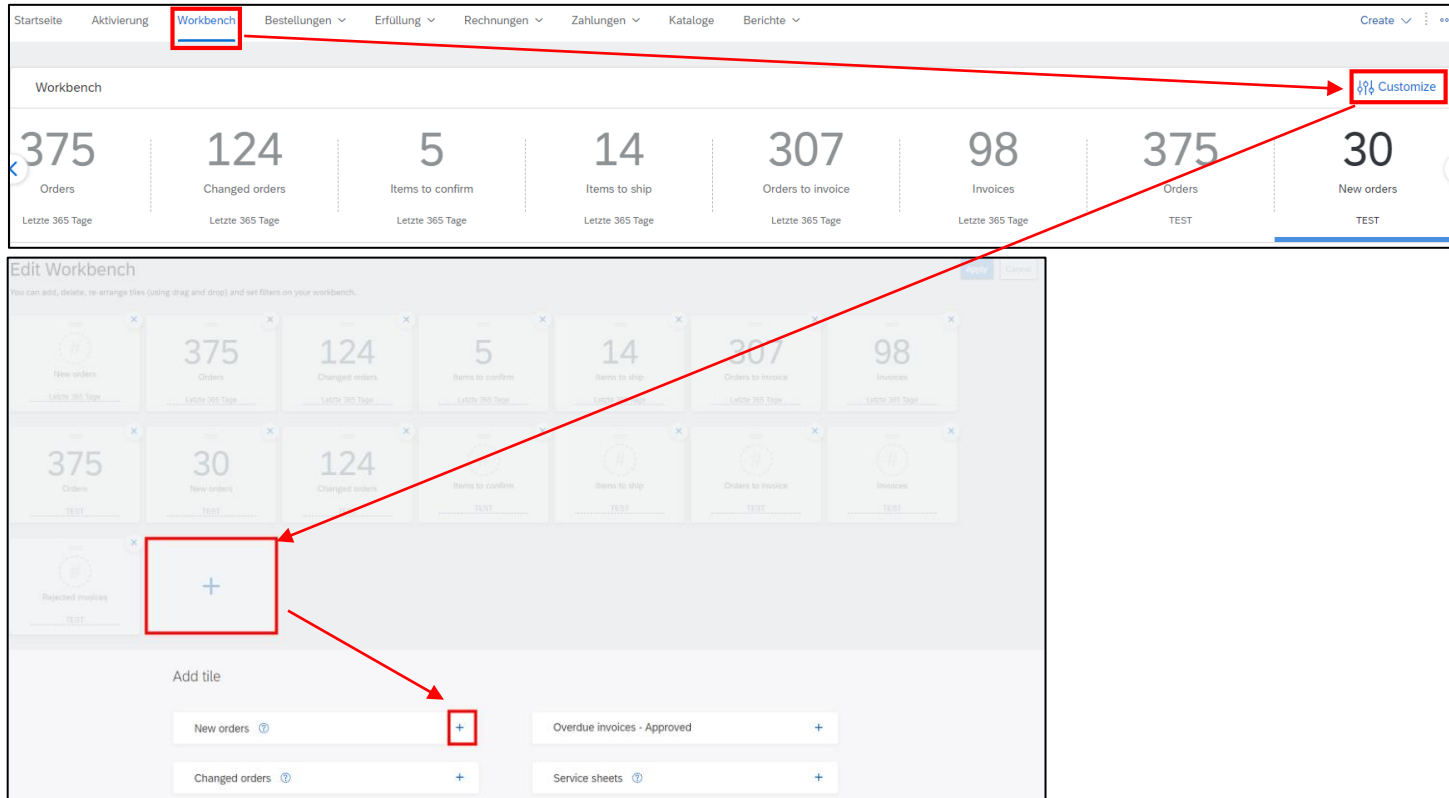|	
Orders:	All orders.
New orders:	All new purchase orders received.
Changed orders:	All orders that have undergone a change.
Items to confirm:	All items that have not yet been confirmed.
Items to shipp:	All items that have been confirmed and can be registered for shipment.
Orders to invoice:	All orders in which a shipping notification has already been created for at least one item and can be invoiced.
Invoices:	All invoices that have been created.
Rejected invoices:	All invoices that have been rejected due to an error.

WORKBENCH

To add new tiles to your Workbench, select the desired new category via "Workbench" > "Customize" > "+" and add it via "+".
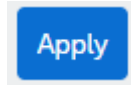
WORKBENCH

Then you can change the subtitle of the tile as you wish or remove unwanted tiles via the "x".
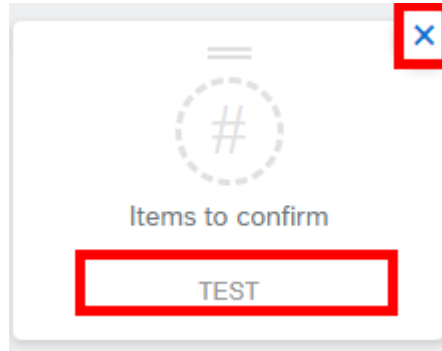
Finally, select "Apply" to save your settings.

FILTER

Initially, the filter for each tile is set to Creation date = Last 31 days.

This has the disadvantage that all orders are not displayed in the overview whose status change is older than 31 days.

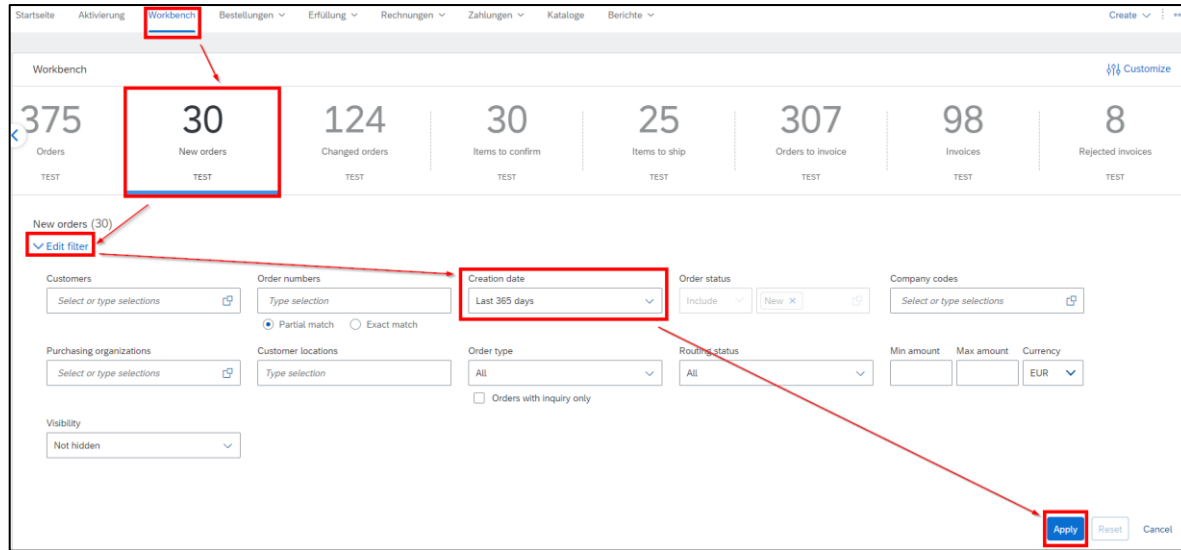Therefore, we ask you to set the creation date to the last 365 days in the filter for all tiles in the Workbench:

Creation date

| Last 365 days | ⌄ |

FILTER

To edit the filters of the tiles, go to the desired tile via "Workbench" and open the filter settings via "Edit filter".

We recommend setting the date limit to the highest level in each tile.

Via "Apply" your settings will be applied.

Via "Save filter" and "Save" your settings will be saved.

You can still change the subtitle of the tile.

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21

COLUMNS

On the following pages we show you suggestions which columns and thus data you can display in the individual tiles.

A standardization has the advantage for you that only the most important data is displayed in each tile. Additionally, we from Brückner Ariba Support can better support you.

First you can see which columns we suggest for each tile.

Afterwards we have a guide for you to customize the columns and groupings.

COLUMNS

ORDERS

Date ↓	Customer	Order Number	Revision	Version	External Document Type	Order Status	Routing Status	Amount	Amount Invoiced	Actions
Oct 10, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147811	Original	1	NB	New	Sent	€365,500.00 EUR		∘∘∘
Oct 7, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147810	Original	1	NB	Confirmed	Acknowledged	€1,050.00 EUR		∘∘∘
Oct 6, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147808	Original	1	NB	Confirmed	Acknowledged	€2.80 EUR		∘∘∘

NEW ORDERS

Date ↓	Customer	Order Number	Company Code	Order Status	Actions
Oct 10, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147811	1100 Brückner Maschinenbau GmbH & Co. KG	New	∘∘∘
Oct 4, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147801	1100 Brückner Maschinenbau GmbH & Co. KG	New	∘∘∘
Sep 22, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147793	1100 Brückner Maschinenbau GmbH & Co. KG	New	∘∘∘

COLUMNS

CHANGED ORDERS

Date ↓	Customer	Order Number	Revision	Version	External Document Type	Order Status	Routing Status	Amount	Actions
Sep 22, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147597	Changed	9	AB-Anfrage	Changed	Sent	€17,181.40 EUR	ooo
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147444	Changed	4	Terminanfrage	Changed	Sent	€361.40 EUR	ooo
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147780	Changed	2	NB	Changed	Sent	€30.00 EUR	ooo

ITEMS TO CONFIRM

		Creation Date	Item No. ↑	Customer Part No.	Description	External Document Type	Need By	Estimated Delivery	Requested Quantity	Actions
∨	☐									
∨	☐	Customer: **Brückner Maschinenbau GmbH & Co. KG - TEST** Order No.: **4502147335**								
	☐	Apr 20, 2022	10	510066	Schlauchleitung, DN 25 / 1000 lg.	AB-Anfrage	Oct 10, 2022	10/10/2022	4.00 EA	ooo
	☐	Apr 20, 2022	20	590593	Schlauchleitung, DN 25 / 2000 lg.	AB-Anfrage	Oct 10, 2022	10/10/2022	1.00 EA	ooo
	☐	Apr 20, 2022	30	590595	Schlauchleitung, DN 25 / 2000 lg.	AB-Anfrage	Oct 10, 2022	10/10/2022	1.00 EA	ooo

COLUMNS

ITEMS TO SHIP

		Need By ↑	Order No.	Item No.	Customer Part No.	Description	Requested Quantity	Shipped Quantity	Due Quantity	Actions
˅	☐									
˅	☐	Customer: **Brückner Maschinenbau GmbH & Co. KG - TEST** Ship To Address: **Brueckner Slovakia, s.r.o., Topolcany, SVK**								
	☐	Oct 18, 2022	4502147109	30	363243	Zylinderanbau, APW-LE, DN 125 x 100*	6.00 EA	0.00 EA	6.00 EA	⦁⦁⦁
˅	☐	Customer: **Brückner Maschinenbau GmbH & Co. KG - TEST** Ship To Address: **Brückner Maschinenbau GmbH & Co, Siegsdorf, DEU**								
	☐	Oct 12, 2022	4502147655	10	588993	Gabelstueck, 175 DN / 50 lg./ s = 1,5	1.00 EA	0.00 EA	1.00 EA	⦁⦁⦁
	☐	Oct 13, 2022	4502147572	10	579698	DS-Motor, 83,0 kW 750 1/min VW K	1.00 EA	0.00 EA	1.00 EA	⦁⦁⦁

Grouping by customer and order number

ORDERS TO INVOICE

Date ↓	Customer	Order Number	Revision	Version	External Document Type	Order Status	Routing Status	Amount	Amount Invoiced	Actions
Sep 22, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147793	Original	1	NB	New	Sent	€94.11 EUR		⦁⦁⦁
Sep 22, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147597	Changed	9	AB-Anfrage	Changed	Sent	€17,181.40 EUR		⦁⦁⦁
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147444	Changed	4	Terminanfrage	Changed	Sent	€361.40 EUR		⦁⦁⦁

COLUMNS
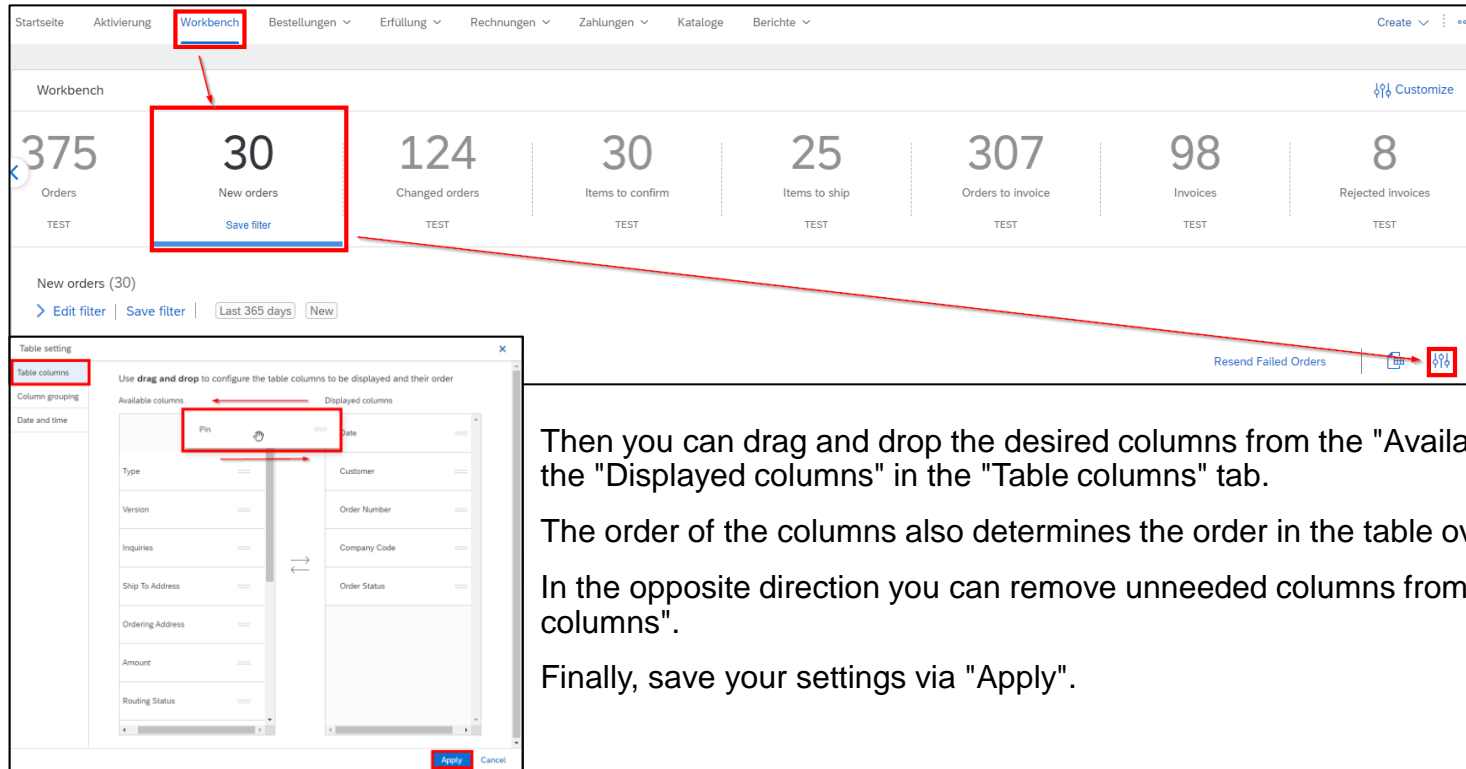
INVOICES

Invoiced Date ↓	Customer	Reference	Invoice Number	Invoice Status	Routing Status	Amount	Actions
Sep 22, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST				Sent	€17,181.40 EUR	⋯
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST				Sent	€361.40 EUR	⋯
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST				Sent	€30.00 EUR	⋯

REJECTED INVOICES

Invoiced Date ↑	Customer	Reference	Invoice Number	Invoice Status	Routing Status	Amount	Actions
Oct 19, 2021	Brückner Maschinenbau GmbH & Co. KG - TEST	4502146696	58452154	Rejected	Failed	€428.40 EUR	⋯
Oct 20, 2021	Brückner Maschinenbau GmbH & Co. KG - TEST	4502146698	85745741	Rejected	Failed	€225.78 EUR	⋯
Nov 17, 2021	Brückner Maschinenbau GmbH & Co. KG - TEST	4502146784	7474747447	Rejected	Failed	€39.84 EUR	⋯

COLUMNS

To add new columns to your tables, go to the tile you want to edit via "Workbench" and open the column list via the setting icon.

Then you can drag and drop the desired columns from the "Available columns" to the "Displayed columns" in the "Table columns" tab.

The order of the columns also determines the order in the table overview later on.

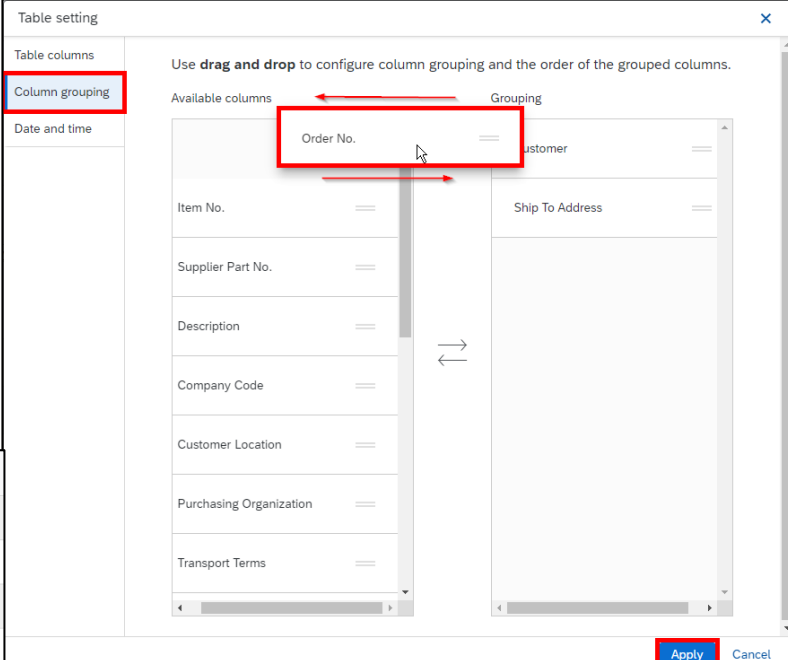In the opposite direction you can remove unneeded columns from the "Displayed columns".

Finally, save your settings via "Apply".

COLUMNS

In some tiles the tables can be grouped.

There, the tab "Column grouping" appears in the table settings. Here you can decide by drag&drop according to which criteria the table should be grouped. The order of the grouping decides according to which criteria the table will be grouped first.

The settings are saved via "Apply".

Example for a grouping by "Customer" and "Delivery address".