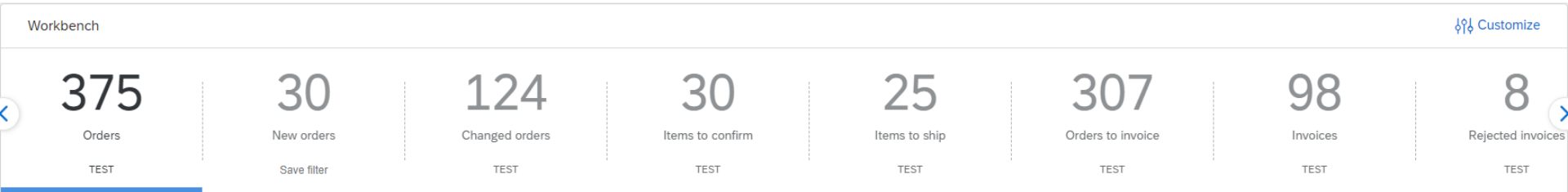


CONFIGURATION OF THE ARIBA INTERFACE

PROPOSAL FOR SETTING THE NEW ARIBA
WORKBENCH AND TABLES

- 1) Setting the tiles in the Workbench
- 2) Setting the filter in the tiles
- 3) Setting the table columns in the tiles



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.

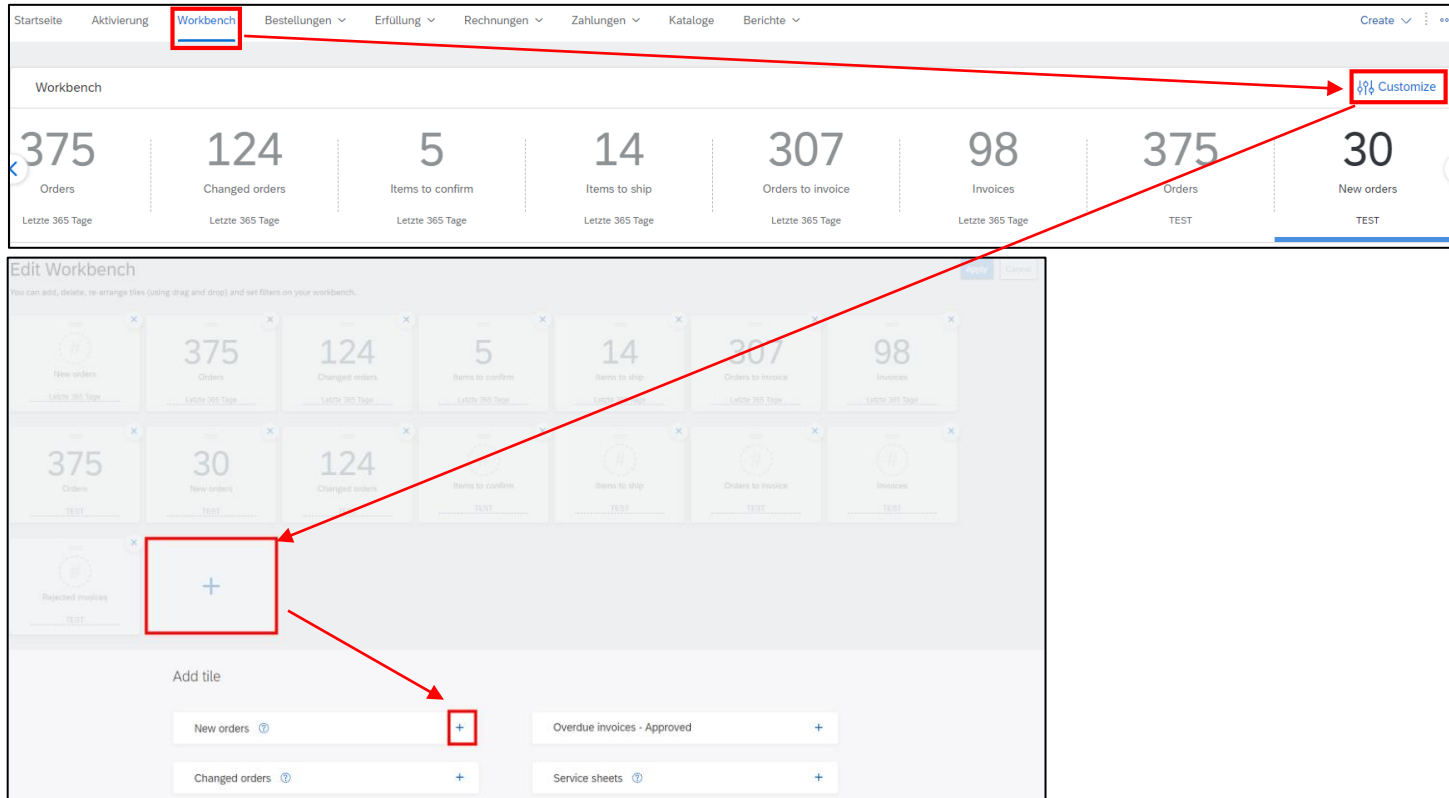
Invoices:

All invoices that have been created.

Rejected invoices:

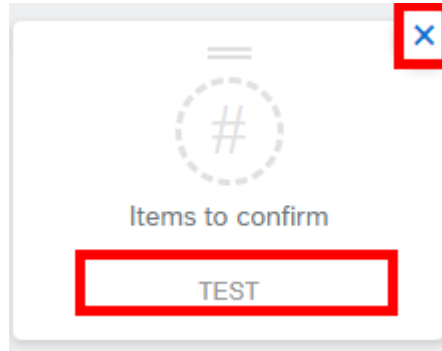
All invoices that have been rejected due to an error.

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

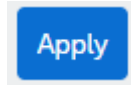


The image shows two screenshots of the Workbench interface. The top screenshot shows the main Workbench view with a navigation menu at the top. The 'Workbench' menu item is highlighted with a red box. A red arrow points from this box to the 'Customize' button in the top right corner of the Workbench area, which is also highlighted with a red box. The Workbench area displays several tiles with metrics: 375 Orders, 124 Changed orders, 5 Items to confirm, 14 Items to ship, 307 Orders to invoice, 98 Invoices, 375 Orders, and 30 New orders. The bottom screenshot shows the 'Edit Workbench' view. A red arrow points from the 'Customize' button in the top screenshot to a '+' button in the 'Add tile' section, which is highlighted with a red box. Another red arrow points from this '+' button to the '+' button next to the 'New orders' tile in the 'Add tile' section, which is also highlighted with a red box.

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.



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:

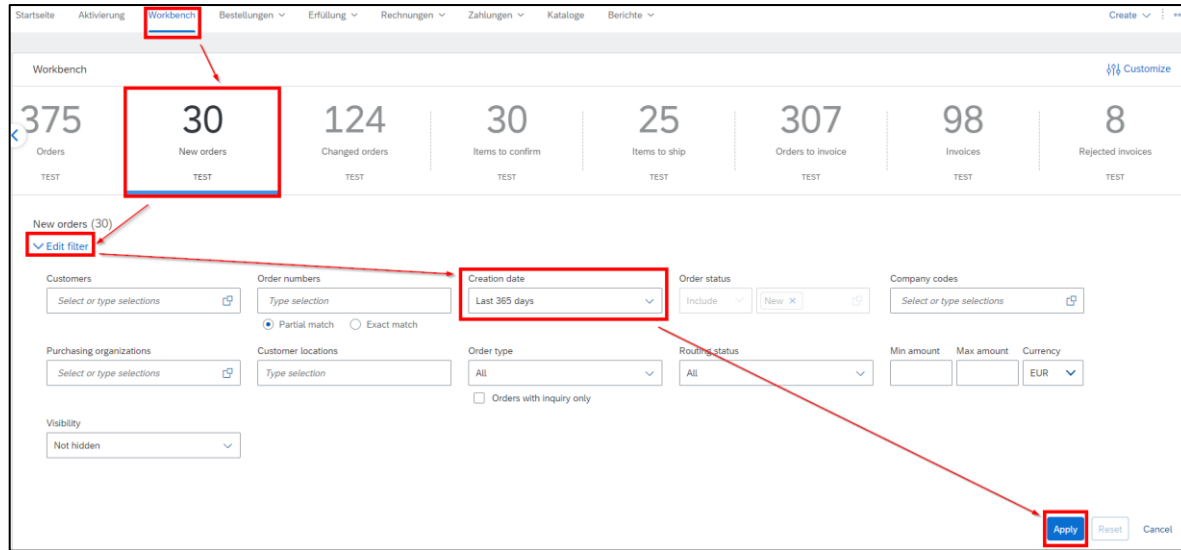
Creation date

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.



The screenshot shows the SAP Workbench interface. At the top, the 'Workbench' menu is highlighted. Below it, a dashboard displays several tiles: 'Orders' (375), 'New orders' (30), 'Changed orders' (124), 'Items to confirm' (30), 'Items to ship' (25), 'Orders to invoice' (307), 'Invoices' (98), and 'Rejected invoices' (8). The 'New orders (30)' tile is selected, and its filter settings are shown. The 'Creation date' filter is set to 'Last 365 days'. The 'Apply' button is highlighted with a red box.

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

You can still change the subtitle of the tile.



The screenshot shows the 'Save filter' dialog box. The subtitle 'New orders (30)' is highlighted with a red box. The 'Save' button is also highlighted with a red box. The dialog box contains the text: 'Before you save this filter, we recommend that you add a description for easy identification.'

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.

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	...

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	...
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147444	Changed	4	Terminanfrage	Changed	Sent	€361.40 EUR	...
Sep 15, 2022	Brückner Maschinenbau GmbH & Co. KG - TEST	4502147780	Changed	2	NB	Changed	Sent	€30.00 EUR	...

ITEMS TO CONFIRM

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

COLUMNS

ITEMS TO SHIP

<input type="checkbox"/>	Need By ↑	Order No.	Item No.	Customer Part No.	Description	Requested Quantity	Shipped Quantity	Due Quantity	Actions
<input type="checkbox"/>	Customer: Brückner Maschinenbau GmbH & Co. KG - TEST Ship To Address: Brueckner Slovakia, s.r.o., Topolcany, SVK								
<input type="checkbox"/>	Oct 18, 2022	4502147109	30	363243	Zylinderanbau, APW-LE, DN 125 x 100*	6.00 EA	0.00 EA	6.00 EA	...
<input type="checkbox"/>	Customer: Brückner Maschinenbau GmbH & Co. KG - TEST Ship To Address: Brückner Maschinenbau GmbH & Co, Siegsdorf, DEU								
<input type="checkbox"/>	Oct 12, 2022	4502147655	10	588993	Gabelstueck, 175 DN / 50 lg./ s = 1,5	1.00 EA	0.00 EA	1.00 EA	...
<input type="checkbox"/>	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		...

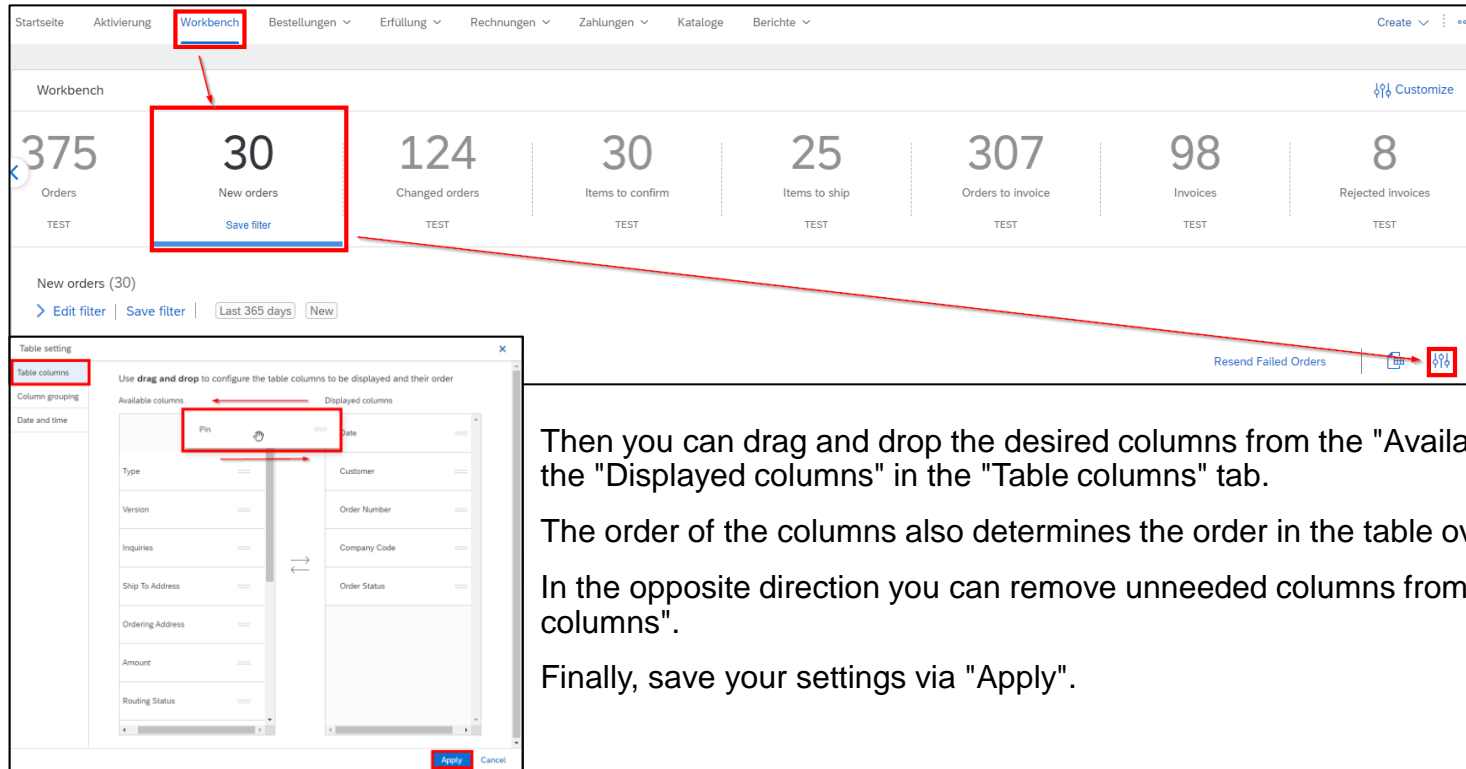
INVOICES

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	...

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.



The screenshot shows the 'Workbench' interface with a table overview. The table has columns for 'Orders', 'New orders', 'Changed orders', 'Items to confirm', 'Items to ship', 'Orders to invoice', 'Invoices', and 'Rejected invoices'. The 'New orders' column is highlighted with a red box. A red arrow points from this box to the 'Table columns' dialog box. The dialog box shows a list of 'Available columns' and 'Displayed columns'. The 'Pin' column is highlighted with a red box in the 'Available columns' list. A red arrow points from the 'Pin' column to the 'Displayed columns' list. The 'Apply' button is highlighted with a red box.

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".

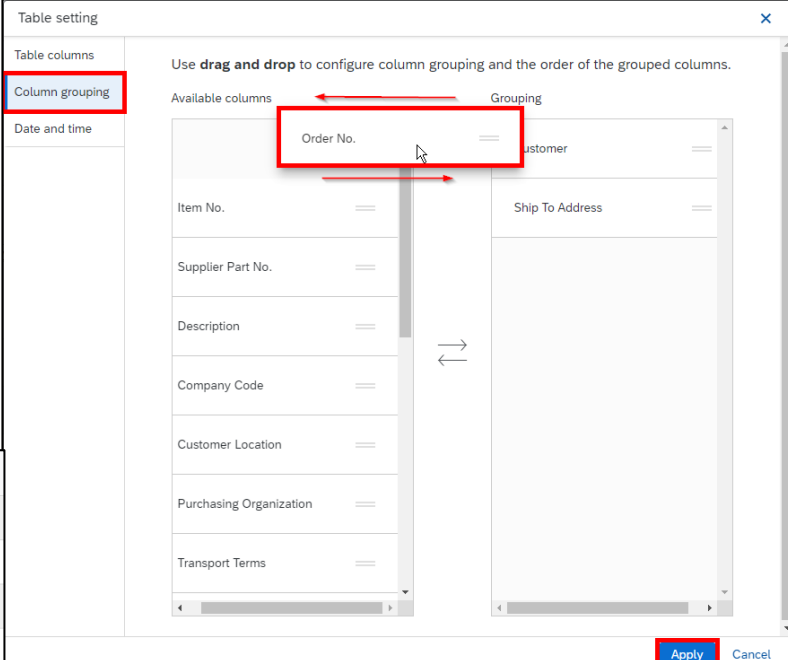
In some tiles the tables can be grouped.

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".

	Need By ↑	Order No.	Item No.	Customer Part No.	Description
▼ <input type="checkbox"/>	Customer: Brückner Maschinenbau GmbH & Co. KG - TEST Ship To Address: Brueckner Slovakia, s.r.o., Topolcany, SVK				
<input type="checkbox"/>	Oct 18, 2022	4502147109	30	363243	Zylinderbau, APW-LE, DN 125 x 100*
▼ <input type="checkbox"/>	Customer: Brückner Maschinenbau GmbH & Co. KG - TEST Ship To Address: Brückner Maschinenbau GmbH & Co, Siegsdorf, DEU				
<input type="checkbox"/>	Oct 12, 2022	4502147655	10	588993	Gabelstueck, 175 DN / 50 lg./s = 1,5



The screenshot shows the "Table setting" dialog box with the "Column grouping" tab selected. The dialog is divided into two panes: "Available columns" on the left and "Grouping" on the right. A red box highlights "Order No." in the "Available columns" pane, with a red arrow pointing to the "Grouping" pane. Another red box highlights "Customer" in the "Grouping" pane, with a red arrow pointing from the "Available columns" pane. A vertical grey bar with a double-headed arrow is positioned between the two panes, indicating the drag-and-drop interaction. At the bottom right, there are "Apply" and "Cancel" buttons.