



# SAP Ariba Network

## How a Supplier can set up Workbench

### Introduction

This document will provide direction to SAP Ariba registered suppliers who created the AN account and will have the same person creating the SAP Ariba invoices against PASSHE purchase orders.

### WHAT?



To assist registered suppliers in setting up their workbench within their Ariba Network Supplier Dashboard. The workbench located within the supplier Ariba Network account will provide quick access to Orders and Invoices.

### WHO?



Smaller suppliers where the contact who created the AN account will be the same person creating the invoices.

### HOW?



Quick Reference Guide will be provided to supplier by:

- PASSHE Supplier Support Team when approving a smaller supplier's registration
- PASSHE Purchasing Agent when processing a PR for a smaller supplier
  - PA will attach the QRG to the PR to be attached to the PO

Quick Reference Guide will be located within:

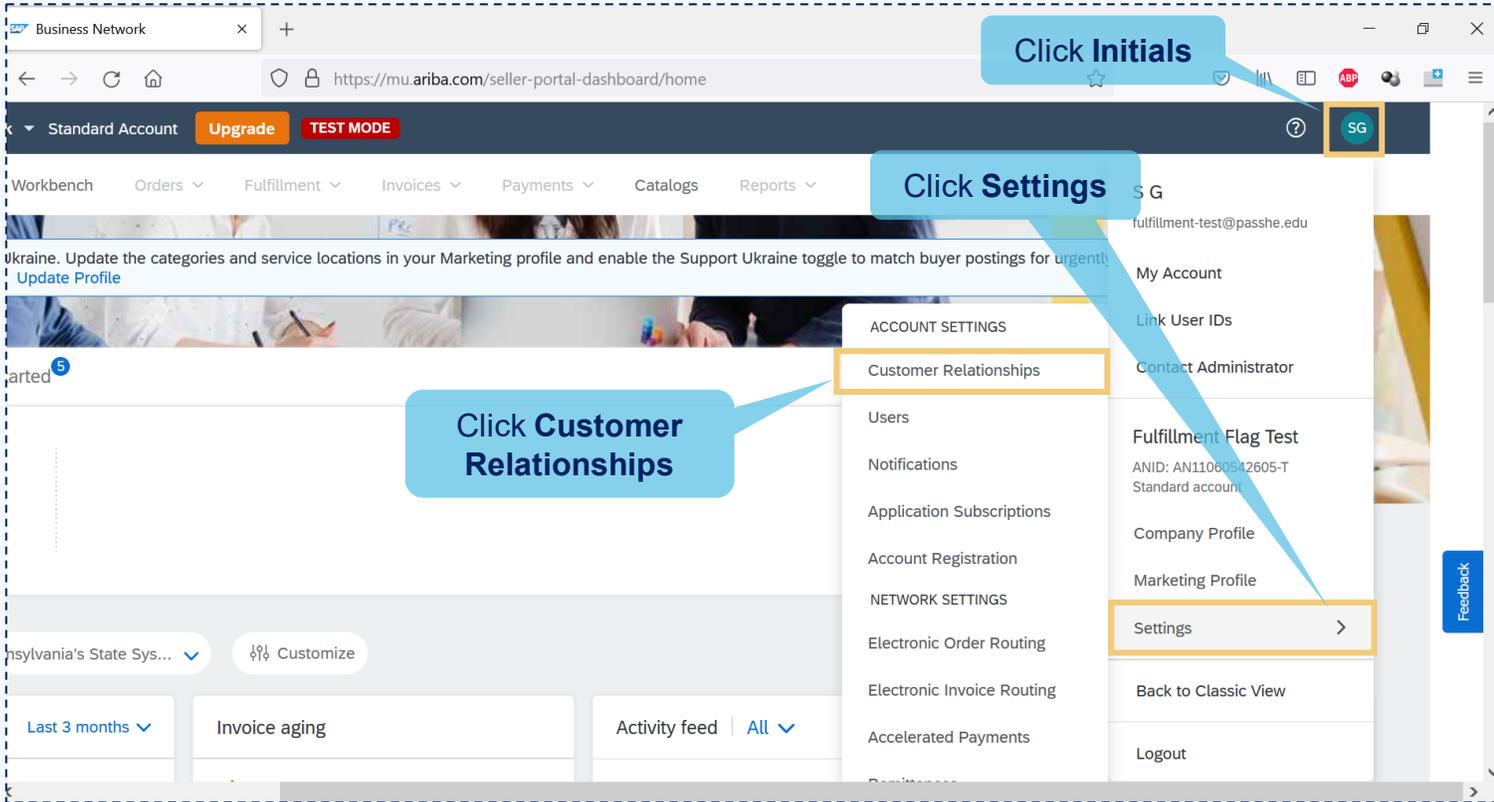
- [Supplier Management Folder](#) on the PASSHE [SourcePoint Portal](#)
- [PASSHE Supplier Information Portal](#)



# Setting up the Workbench

1 Supplier will log into their SAP Ariba Network account with username and PW.

2 Navigate to the Customer Relationships.



The screenshot shows the SAP Business Network interface for an Ariba Network Supplier. The page is titled "Account Settings" and includes a "Close" button in the top right corner. The main content area is divided into several sections:

- Customer Relationships:** Includes tabs for "Current Relationships" and "Potential Relationships". Below these are radio buttons for "Automatically accept all relationship requests" (selected) and "Manually review all relationship requests". An "Update" button is present.
- Current Customers:** A section with a "Filter" button and "Apply" and "Reset" buttons.
- Table of Current Customers:** A table with columns: Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, and Actions. One row is highlighted with a yellow border:
 

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
Pennsylvania's State System of Higher Education - TEST	AN01525385575-T	Trading	5 Apr 2022		Default	Actions
- Bottom Right:** A "Close" button is highlighted with a yellow border, and a callout bubble says "Click Close".

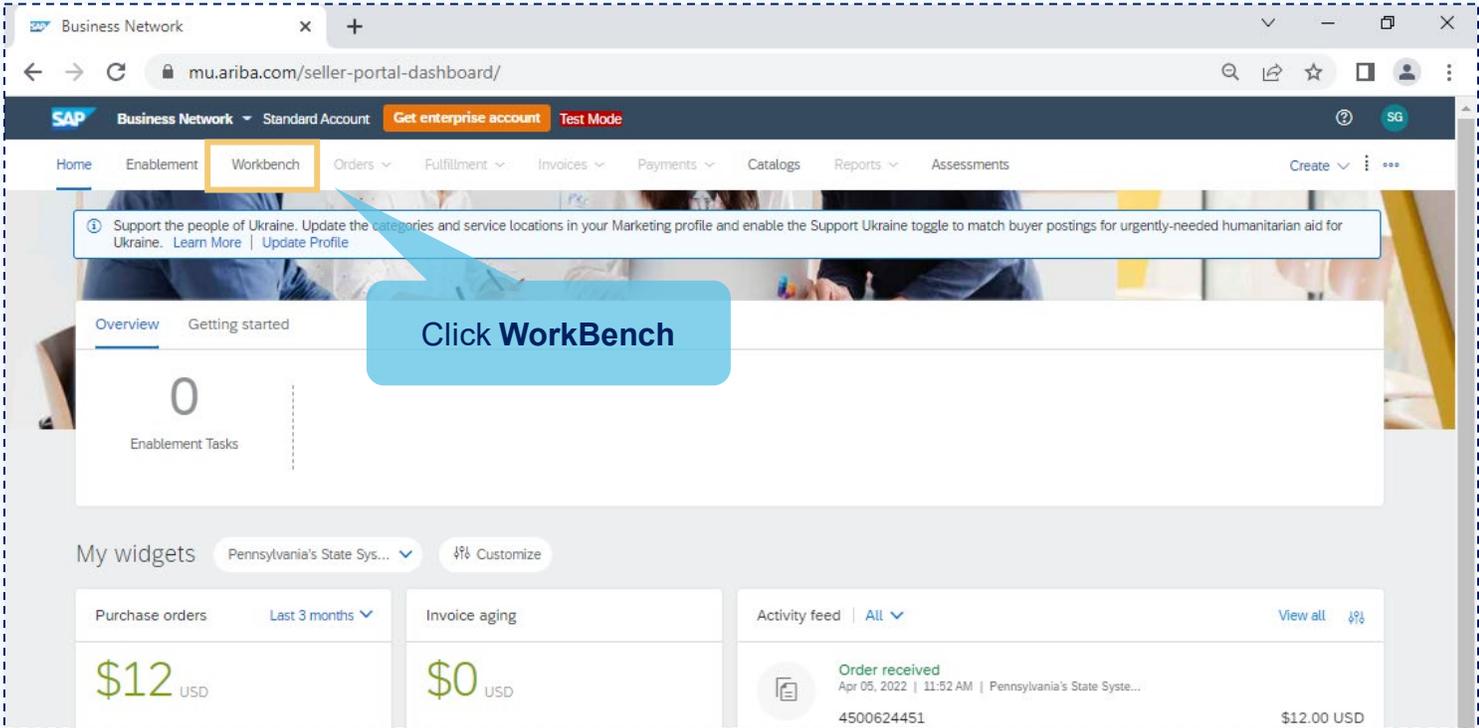
Two callout bubbles provide additional instructions:

- A blue callout bubble points to the customer name in the table, stating: "Confirm 'Pennsylvania's State System of Higher Education' is listed as Trading".
- A grey callout bubble states: "If it is not listed or not listed as Trading, take a screenshot and send with brief explanation to [supplierhelp@passhe.edu](mailto:supplierhelp@passhe.edu)".



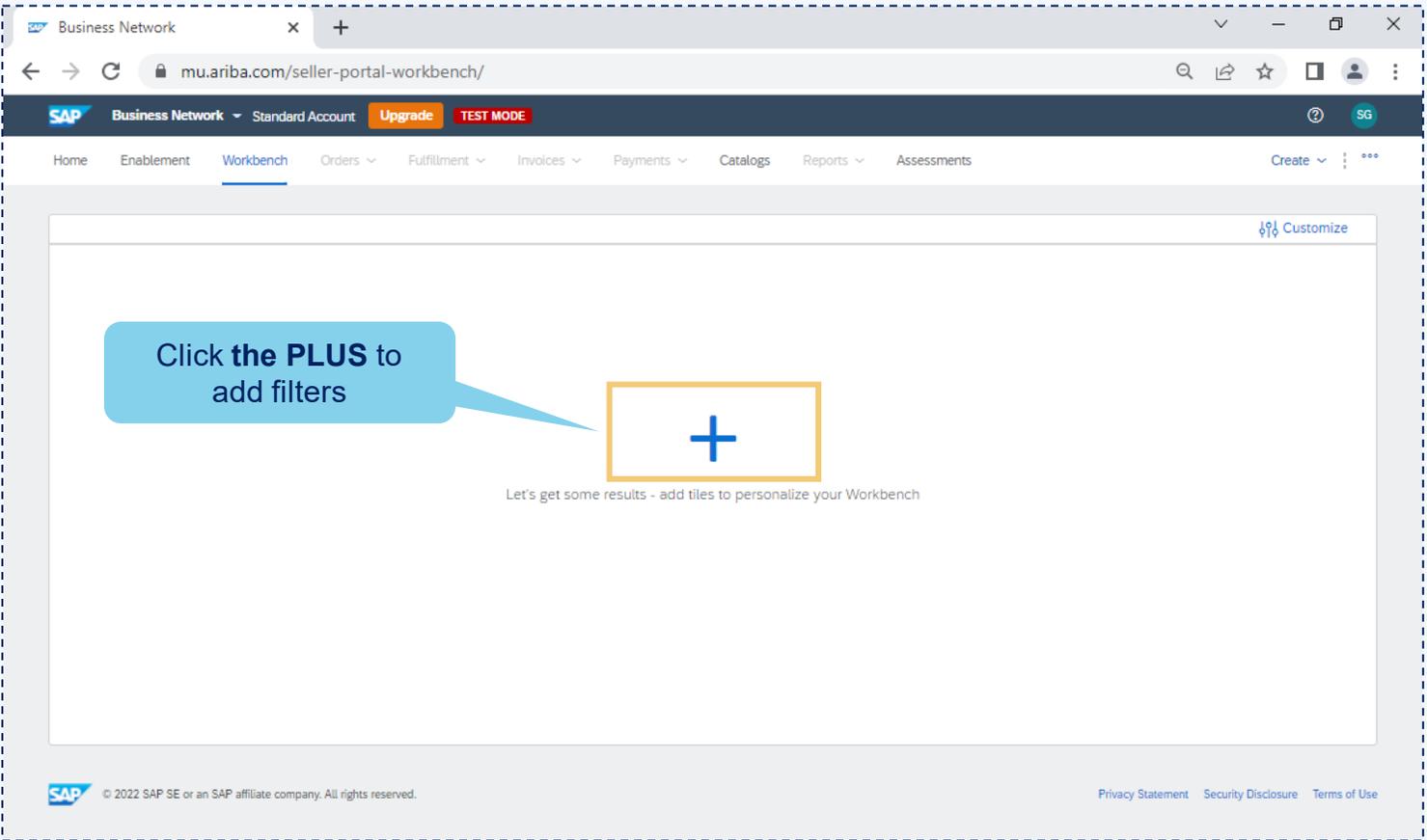
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Navigate to the Workbench.



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Add filters.



continued on next page 

Business Network

mu.ariba.com/seller-portal-workbench/edit

### Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Apply Cancel

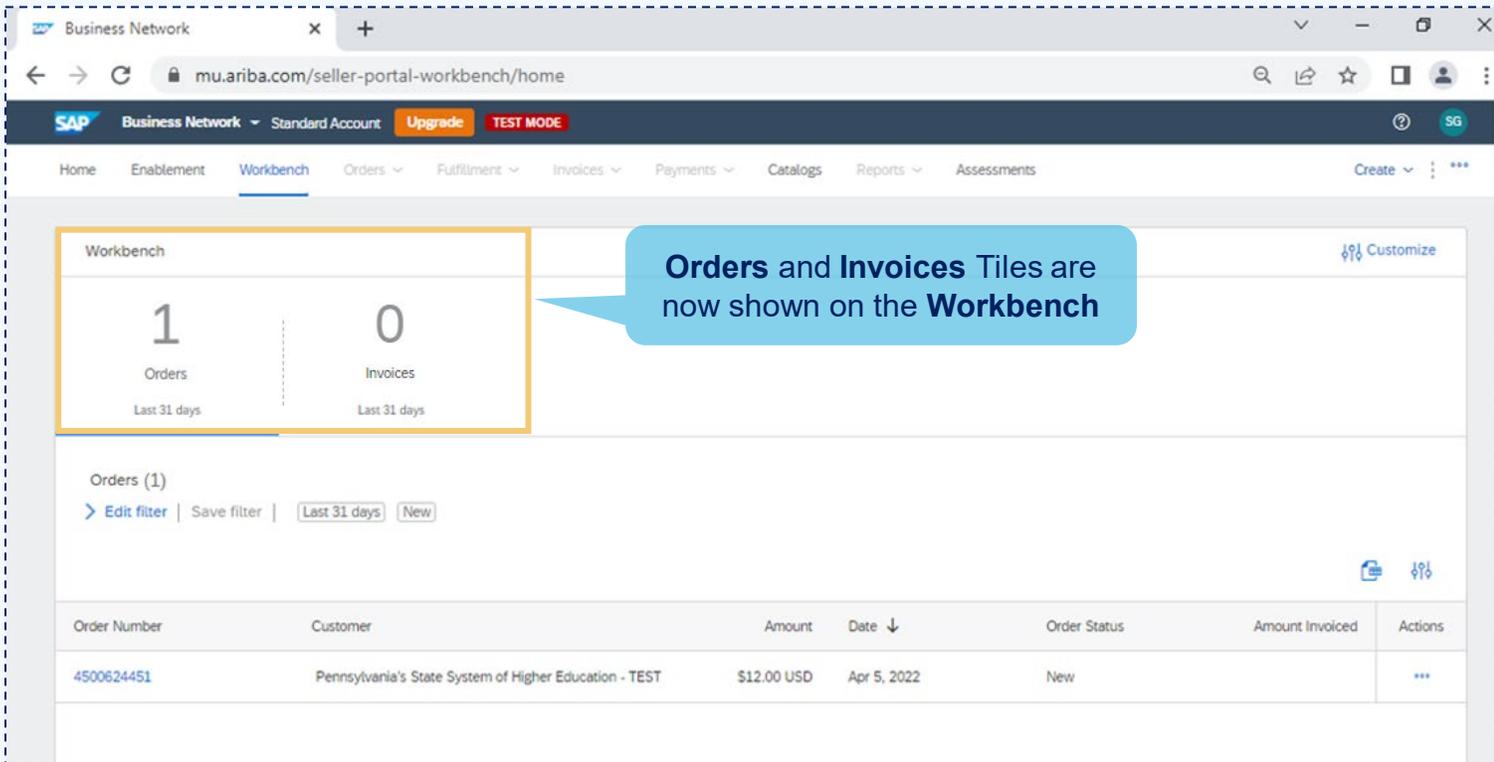
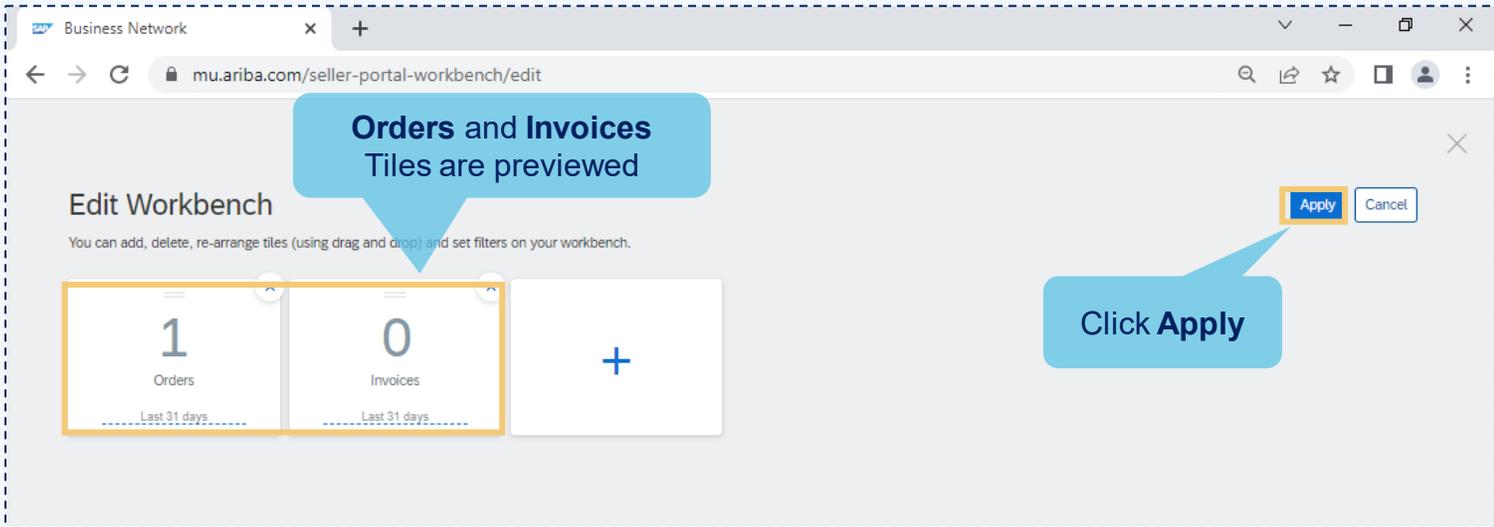
+

You have 1 new tile available to customize your Workbench.

#### Add tile

New orders ? +	Overdue invoices - Not approved +
<b>Choose Invoices</b> orders ? +	Overdue invoices - Approved +
Orders to invoice ? +	Service sheets ? +
<b>Invoices</b> ? +	Orders with service line ? +
<b>Choose Orders</b> Orders ? +	Pinned documents ? +
Rejected invoices ? +	Invoices pending approval ? +
Overdue invoices ? +	Approved invoices pending payment ? +
Scheduled payments ? +	<b>New</b> Paid invoices +
Items to confirm ? +	Draft invoices +
Items to ship +	Credit Memos +
Early payment offers ? +	Debit Memos +







Look for POs. From the Workbench. Click the Orders tab. Choose the appropriate PO.

Identifies a PO on the Workbench

Click the PO Order Number

If the correct PO is not listed, reach out to the buyer at PASSHE.

Purchase Order: 4500624451

From: Kutztown University  
Accounts Payable Dept  
PO Box 730  
Kutztown, PA 19530  
United States

To: Fulfillment Flag Test  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States  
Phone:  
Fax:  
Email: srgottschalk@gmail.com

Purchase Order (New)  
4500624451  
Amount: \$12.00 USD  
Version: 1

Payment Terms: NET 30

Comments: Comment Type: Terms and Conditions  
Body: https://www.passhe.edu/inside/anf/strategic/sourcing/Documents/PASSHE-PO-5.2.pdf

Other Information: Company Code: SSHE  
Purchasing Unit Name: KUTZTOWN

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material		1 (EA)	27 Apr 2022	\$12.00 USD	\$12.00 USD	Details

Fulfillment Flag Testing

Order submitted on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00  
Received by Arriba Network on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00  
This Purchase Order was sent by Pennsylvania's State System of Higher Education - TEST AN0152538575-T and delivered by Arriba Network.

Sub-total: \$12.00 USD

Purchase Order will now display



On the PO, click Create Invoice and select Standard Invoice.

Purchase Order: 4500624451 Done

Create Order Confirmation
Create Ship Notice
Create Invoice

Order Detail
Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo

Click the **Create Invoice**
Click **Standard Invoice**

**From:**  
Kutztown University  
Accounts Payable Dept  
PO Box 730  
Kutztown, PA 19530  
United States

**To:**  
Fulfillment Flag Test  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States  
Phone:  
Fax:  
Email: srgottschalk@gmail.com

**Purchase Order**  
(New)  
4500624451  
Amount: \$12.00 USD  
Version: 1

Track Order

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**Payment Terms** (i)  
NET 30
 Routing Status: Sent

**Comments**  
 Comment Type: Terms and Conditions  
 Body: <https://www.passhe.edu/inside/anf/strategicsourcing/Documents/PASSHE-PO-5.2.pdf>

**Other Information**

Create Invoice

Update Save Exit Next

Invoice Header

\* Indicates required field Add to Header

Summary

Purchase Order: 4500624451

Invoice #: \*

Invoice Date: \* 26 Apr 2022

Service Description:

Supplier Tax ID:

Remit To: Fulfillment Flag Test

Pittsburgh, PA United States

Bill To: Kutztown University

Kutztown, PA United States

Subtotal: \$12.00 USD Total Tax: \$0.00 USD Total Gross Amount: \$12.00 USD Total Net Amount: \$12.00 USD Amount Due: \$12.00 USD

View/Edit Addresses

Tax

Header level tax Line level tax

Category: \* 0% Sales Tax / Tax Exempt

Location:

Description: Tax Exempt

Regime:

Taxable Amount: \$12.00 USD

Tax Rate Type:

Rate(%): 0 Tax Amount: \$0.00 USD

Remove

Shipping

Header level shipping Line level shipping

Ship From: Fulfillment Flag Test

Pittsburgh, PA United States

Ship To: Kutztown University

Kutztown, PA United States

Deliver To: Toriya Donn Kutztown University

View/Edit Addresses

Payment Term

Net Term(days): 30

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Fulfillment Flag Test

Pittsburgh, PA United States

Bill From: Fulfillment Flag Test

Pittsburgh, PA United States

Service Start Date:

Service End Date:

Customer: Pennsylvania's State System of Higher Education - TEST

Harrisburg, PA United States

Email:

View/Edit Addresses

View/Edit Addresses

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% Sales Tax / Tax Exempt Shipping Documents Special Handling Discount

Add to Included Lines

Table with 10 columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. Row 1: 1, checked, MATERIAL, Fulfillment Flag Testing, 1, EA, \$12.00 USD, \$12.00 USD

Line Item Actions Delete



Update Save Exit Next

Feedback

SAP Business Network Standard Account Get enterprise account TEST MODE [← Back to classic view](#)
SG

Previous Save Submit Exit

**Create Invoice**

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United States. The document's destination country is: United States.  
 If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

**Standard Invoice**

Invoice Number: 123 Invoice Date: Tuesday 26 Apr 2022 11:39 AM GMT-04:00 Original Purchase Order: 4500624451	<b>Subtotal: \$12.00 USD</b> Total Tax: \$0.00 USD Total Gross Amount: \$12.00 USD Total Net Amount: \$12.00 USD <b>Amount Due: \$12.00 USD</b>
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**REMIT TO:**

Fulfillment Flag Test

Postal Address:  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States

Tax ID of Supplier: 123ABC

**BILL TO:**

Kutztown University

Postal Address (Default):  
Accounts Payable Dept  
PO Box 730  
Kutztown, PA 19530  
United States  
Address ID: 4501

**SUPPLIER:**

Fulfillment Flag Test

Postal Address:  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States

**BILL FROM:**

Fulfillment Flag Test

Postal Address:  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States

**CUSTOMER:**

Pennsylvania's State System of Higher Education - TEST

Postal Address:  
2300 Vartan Way, Suite 207  
Harrisburg, PA 17110  
United States

**SHIPPING INFORMATION:**

<p><b>SHIP FROM:</b></p> <p>Fulfillment Flag Test</p> <p>Postal Address: 123 N Main St Pittsburgh, PA 15215-2018 United States</p>	<p><b>SHIP TO:</b></p> <p>Kutztown University</p> <p>Postal Address (Default): Tonya Donn Kutztown University Storeroom 425 Baldy Rd Kutztown, PA 19530 United States Address ID: 45 Email: tdonn@gasche.edu Phone (work): +1 (610) 6834000</p>
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**PAYMENT TERMS:**

Net Term: 30 Days

**ADDITIONAL INFORMATION:**

test description

Original Purchase Order: 4500624451

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	ABC Fulfillment Flag Testing	CBA	1 / (EA)	\$12.00 USD	\$12.00 USD

**DETAILS**

Auxiliary Part ID:  
 Manufacturer Part No.:  
 Manufacturer Name:  
 Country of Origin:  
 Classification Domain: unspsc  
 Classification code: 4412

**Subtotal: \$12.00 USD**  
 Gross Amount: \$12.00 USD  
 Net Amount: \$12.00 USD

**Tax Summary**

**Tax Details:**

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	0%		\$12.00 USD	\$0.00 USD		Tax Exempt		

**Invoice Summary**

**Subtotal: \$12.00 USD**  
 Total Tax: \$0.00 USD  
 Total Gross Amount: \$12.00 USD  
 Total Net Amount: \$12.00 USD  
**Amount Due: \$12.00 USD**

Click Submit

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PO Flip is complete.

The screenshot shows the SAP Ariba Supplier interface. At the top, the browser address bar displays "service.ariba.com/Supplier.aw/125007050/aw?awh=r&awssk=51555SDo". The SAP Business Network header includes "Standard Account", "Get enterprise account", "TEST MODE", and "Back to classic view". A notification banner states "Invoice 123 has been submitted." Below this, a list of actions includes "Print copy of the invoice" and "Exit invoice creation." Two blue callout boxes are present: one pointing to the notification with the text "Confirmation is shown", and another pointing to the "Exit invoice creation" link with the text "Click Exit Invoice creation". The footer contains the SAP logo, copyright information, and links for "Privacy Statement", "Security Disclosure", and "Terms of Use".

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PO shown within SAP Ariba will show Total Invoiced amount.

The screenshot displays the SAP Ariba Supplier interface for a purchase order. The browser address bar shows "service.ariba.com/Supplier.aw/125007050/aw?awh=r&awssk=51555SDo". The header includes "SAP Business Network", "Standard Account", "Get enterprise account", "TEST MODE", and "Back to classic view". The main content area shows "Purchase Order: 4500624451" with a "Done" button. Below this are buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The order details section includes logos for Pennsylvania's State System of Higher Education and SourcePoint, and contact information for Kutztown University. The "Purchase Order" summary shows "(Invoiced) 4500624451" with an "Amount: \$12.00 USD" and "Version: 1". A "Track Order" button is also visible. The "Payment Terms" section indicates "NET 30" and "Routing Status: Acknowledged". The "Comments" section includes a link to a document. The "Other Information" section shows "Company Code: SSHE" and "Purchasing Unit Name: KUTZTOWN". The "Ship All Items To" section provides address details for Kutztown University. The "Bill To" and "Deliver To" sections also provide address details. The "Line Items" table is shown below, with a "Show Item Details" button. The table has the following structure:

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Details
1		Not Available	Material		1 (EA)	27 Apr 2022	\$12.00 USD	\$12.00 USD	Details

Below the table, the text "Fulfillment Flag Testing" is visible. A blue callout box points to the "Subtotal: \$12.00 USD" and "Total Invoiced: \$12.00 USD" summary, with the text "See Total Invoiced". The "Order submitted on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00" and "Received by Ariba Network on: Tuesday 5 Apr 2022 11:52 AM GMT-04:00" information is also present. At the bottom, there are buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". A blue callout box points to the "Done" button with the text "Click Done". The footer contains the SAP logo, copyright information, and links for "Privacy Statement", "Security Disclosure", and "Terms of Use".

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On the Workbench on the Orders tile, the Order now shows in Invoiced status. On the Invoices tile, the Invoice is now listed for reference.

The screenshot displays the SAP Business Network Workbench interface. At the top, there are navigation tabs for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The Workbench section shows two tiles: 'Orders' and 'Invoices', both indicating a count of 1 for the last 31 days. Below these tiles, there is a section for 'Orders (1)' with options to edit filters and save them. A table lists the order details:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500624451	Pennsylvania's State System of Higher Education - TEST	\$12.00 USD	Apr 5, 2022	Invoiced	\$12.00 USD	...

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End of Process. The supplier can now log out of the Ariba Network.



For questions, comments, or concerns please reach out the PASSHE Supplier Enablement Team ([supplierhelp@passhe.edu](mailto:supplierhelp@passhe.edu)).