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.
3 Confirm the Trading Relationship.

Confirm “Pennsylvania’s State System of Higher Education” is listed as Trading.

If it is not listed or not listed as Trading, take a screenshot and send with brief explanation to supplierhelp@passhe.edu

Click Close

continued on next page
Navigate to the Workbench.

1. Click WorkBench

Add filters.

1. Click the PLUS to add filters
Choose Invoices

Choose Orders

Add the Orders and Invoices filters.
Apply the filters.

Orders and Invoices Tiles are previewed

Click Apply

Orders and Invoices Tiles are now shown on the Workbench

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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**
- **Purchase Order will now display**

If the correct PO is not listed, reach out to the buyer at PASSHE.
On the PO, click Create Invoice and select Standard Invoice.
Enter Invoice Details – All fields with an asterisk (*) are mandatory. Then click the Next button.
Check the details of the invoice. If any change is needed, click Previous. Otherwise, click Submit.
PO Flip is complete.

Confirmation is shown
Click Exit Invoice creation

PO shown within SAP Ariba will show Total Invoiced amount.

See Total Invoiced
Click Done
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.

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