

Overview of the Standard Account Dashboard

The Dashboard/Homepage is restricted for Standard Account users with the Inbox, Outbox, Catalogs and Reports tabs greyed out. Standard Account users can use the Dashboard to resend a Standard Account purchase order, set up routing information, accessing Company Profile information and the Supplier Information Portal.

1. Tabs
2. Upgrade – Click here to Upgrade to an Enterprise Account
3. Company Settings icon
4. Help Centre
5. Tiles by document type
6. Document display parameters
7. Select button to resend Purchase Orders

The screenshot shows the SAP Ariba Network Standard Account Dashboard. The top navigation bar includes the SAP logo, Ariba Network, Standard Account, an Upgrade button (callout 2), and a TEST MODE indicator. The main navigation tabs are Home (active), Inbox, Outbox, Catalogs, and Reports (all greyed out). The dashboard content is divided into several sections:

- Orders, Invoices and Payments**: A summary section with tiles for Orders to Invoice (7), Orders that Need Attention (1), Purchase Orders (15), and Pinned Documents (0). A More... button (callout 5) is also present.
- Document display parameters**: A table showing document details with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The Action column contains a Select button (callout 7) for each row.
- Mobile App Promotion**: A section titled "Now we're mobile. Check it out." with links to download the app on the App Store and Google Play.
- Tasks**: A section with a task titled "Update Profile Information" showing a progress bar at 15%.
- Help Centre**: A sidebar on the right with a search bar and a list of frequently asked questions (FAQs) such as "I need help accessing a sourcing event", "Does Ariba offer live training?", "Why can't I find an event?", "Where do I find my Ariba Network ID (ANID) number, as a supplier?", "What is an Ariba Network error (ANERR), and how do I resolve the issue?", "How do I submit an invoice from a Standard account?", and "How do I process an order in my Ariba Network Standard account?".

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