

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 (circled 2), and a 'TEST MODE' indicator. The main navigation tabs are 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Home' tab is active. The dashboard displays a summary of 'Orders, Invoices and Payments' with counts for 'Orders to Invoice' (7), 'Orders that Need Attention' (1), 'Purchase Orders' (15), and 'Pinned Documents' (0). A table lists these orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A 'Select' button (circled 7) is visible in the 'Action' column for each row. The right sidebar contains a search bar, a 'Now we're mobile' section with app download links, and a 'Tasks' section with a progress bar for 'Update Profile Information' (15%). A 'Help Centre' section (circled 4) is also visible on the right. The footer includes the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
0046514212	City of Ottawa - TEST	Partially Received	\$25,566.20 CAD	6 May 2020	\$0.00 CAD	Select
0046514176	City of Ottawa - TEST	Changed	\$2,164.23 CAD	20 Apr 2020	\$0.00 CAD	Select
0046514174	City of Ottawa - TEST	New	\$2,365.23 CAD	17 Apr 2020	\$0.00 CAD	Select
0046514141	City of Ottawa - TEST	New	\$2,243.73 CAD	8 Apr 2020	\$0.00 CAD	Select
0046514086	City of Ottawa - TEST	New	\$102,940.56 CAD	27 Mar 2020	\$0.00 CAD	Select
0046514078	City of Ottawa - TEST	Partially Invoiced	\$82,929.60 CAD	26 Mar 2020	\$64,500.80 CAD	Select
0045089892	City of Ottawa - TEST	Partially Invoiced	\$590.00 CAD	17 Mar 2020	\$295.00 CAD	Select