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In this Quick Reference Guide: **WE EXPLORE DASHBOARD / HOMEPAGE ON ARIBA PORTAL IN SUPPLIER LOGIN**

SCREENOVERVIEW

1. Access to Help

2. User Name Initials – a drop down provides applicable accesses

3. "... (More)" – a drop down provides access to track, CSV upload and CSV download options-can also be accessed from other screens

4. Create – a drop down that provides short cuts to processes, can be accessed from other screen

5. Accessible Tabs – the tabs that you have permissions to access

6. Quick search options – Allows searching for selected parameters from the Seller Dashboard /Home page

7. Overview Bar – helps to focus on important tasks related to orders and Invoices

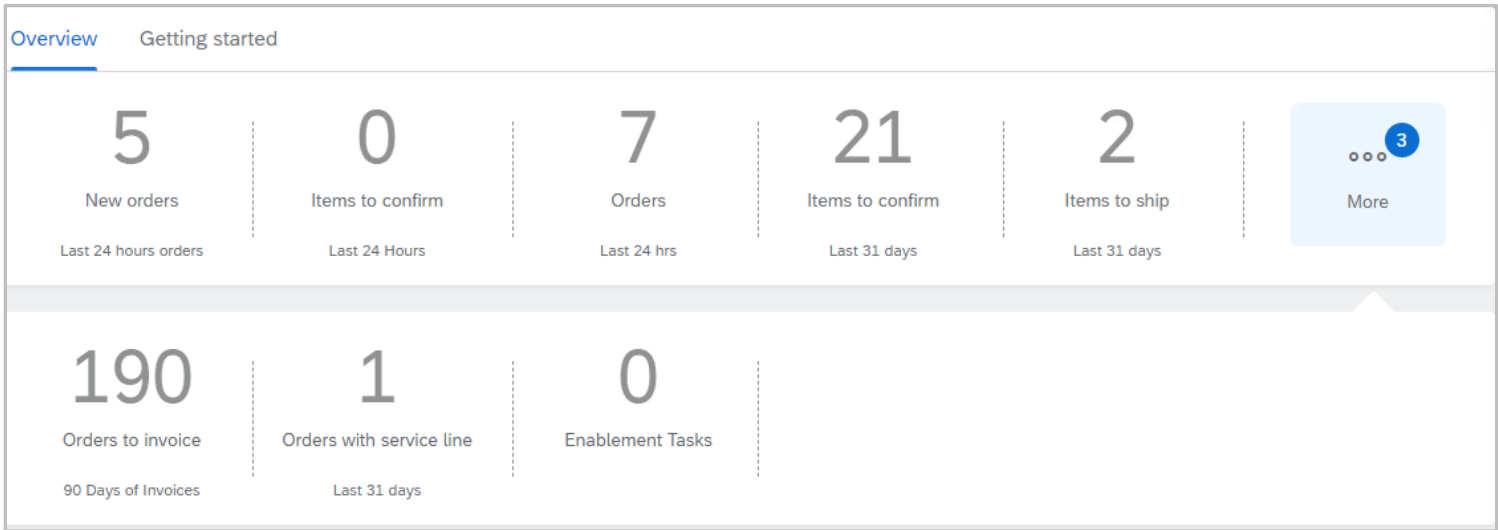
8. More – indicates there are more tiles

9. My Widgets – Allows users to change the identify what widget they want to see on the Seller Dashboard /Home page

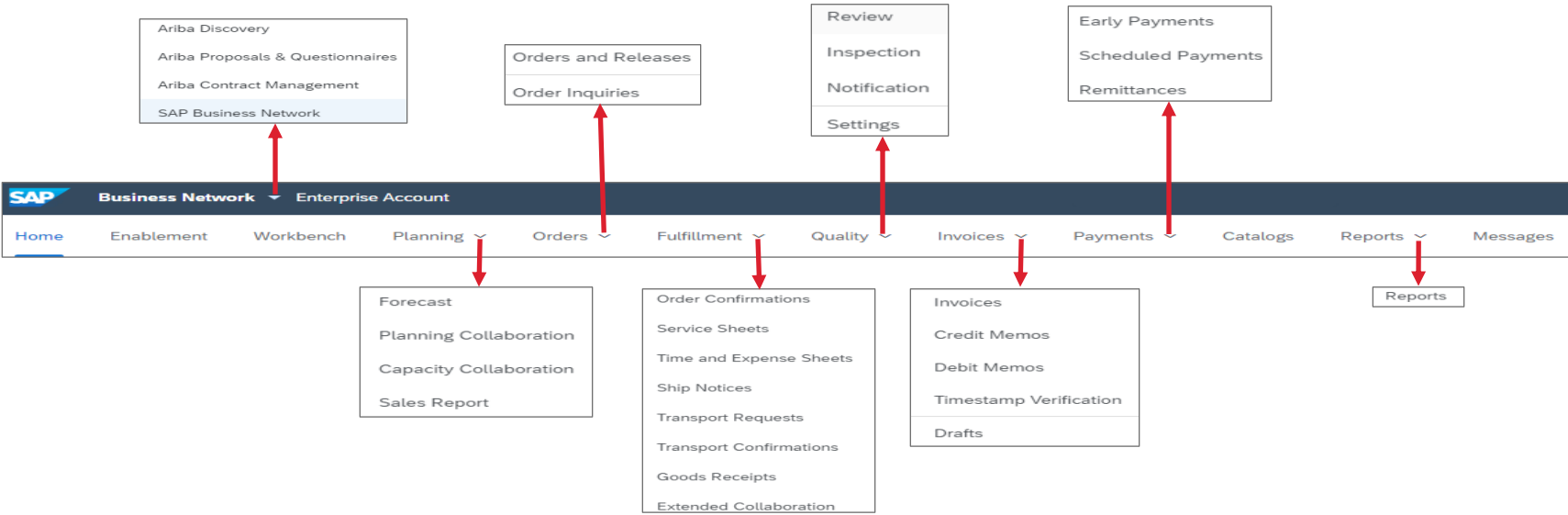
10. Customize – Shows the available options for My Widgets

OVERVIEW BAR: The overview bar help suppliers focus on specific tasks related to orders and invoices, tiles can be customized, each tile takes the user to the Workbench; The Overview tile bar can be personalized so that a user can keep track of order and/or invoices as part of their job

- A number indicates that there are more tiles to view, click on More and the tiles will be displayed
- The time frames (hours & days) shown on the tiles can be changed based on the user's requirements
- You can access each tile by clicking on it
- The name of each tile can be adjusted to reflect the needs to the user
- Tiles can be added or removed
- Personalisation enables suppliers to prioritise and keep track of order and invoices



ACCESSIBLE TABS: The Tabs that each User (Supplier) can see is based on the permissions assigned by the Businesses System Administrator and the required processes determined from the Buyer



- When working with tabs, remember:
- Not all tabs have drop down lists
 - Not all listed selections shown here may be available
 - Some functions can only be performed by the System Administrator
 - The order of the tabs cannot be changed

WORKBENCH: The Tab **Workbench** provides one location for users (suppliers) to find documents that relate to their role.

- To access the Workbench, click on the **Workbench** tab
1. **Customize** – allows users to display the tiles based on their requirements
 2. **Export** – allows users to export specific tile information to an Excel spreadsheet
 3. **Settings** – users can change the settings based on their requirements
 4. **Actions** – allows users to perform actions without opening the document first
 5. **Active Filters** – indicate the active filters for the tile displayed and the filters attached
 6. **Tiles** – allows users to display the information required. They can provide filtered views of information and are customizable, tiles can be created and saved with the ability to name the tile and determine the numbers of days of information to be displayed

6. Workbench

1. Customize

2. Export

3. Settings

4. Actions

5. Active Filters

Order Number	Customer	Amount	Date	Order Status	Actions
4500003641	SCC Deliver	€100.00 EUR	Apr 23, 2021	New	...
4500003640	SCC Deliver	€100.00 EUR	Apr 23, 2021	New	...