

VAILLANT GROUP

Vaillant Group | Ariba Support Centre

Workbench

External



An important notice



Business partners interested in registering with the SAP Business Network for the purpose of cooperation with Vaillant Group, please, before you approach the steps of the registration process, contact the Vaillant Group representative and communicate your interest.

**The above notice is issued for the purpose of initial approval of potential candidates for participation in the SAP business network by the Vaillant Group management as a settling party of the SAP Business Network tool in question.*

Home Page Major Sections

- 1 Company information and settings** – via a click on the name abbreviation the setting menu opens – Quick overview of your account information, settings and to contact administrator
- 2 Search box** – Search for documents directly from the home page.
- 3 Workbench tiles Overview** with key figures of order documents
- 4 Getting started** – quick links to account settings (add user/ set up notifications)
- 5 Widgets** – adjust/ customize according to your requirements

The screenshot shows the Vaillant Group Business Network home page. The top navigation bar includes 'Business Network', 'Enterprise Account', and a user profile 'test-supplier'. Below this is a secondary navigation bar with categories like 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and a 'More' dropdown. A search bar is located below the navigation, containing 'Orders and Releases', 'Vaillant Group - TEST', 'Exact match', and 'Order number'. The main content area features two large tiles. The first tile, 'Overview', displays key figures: 4 New orders (Last 31 days), 15 Orders (Last 31 days), 19 Items to confirm (General), 159 Items to confirm (Forecast), and 19 Items to confirm (to be cofirmed). The second tile, 'Getting started', provides quick links for 'Quick start', 'Add users', 'Set up order routing', 'Set up invoice processing', and 'Set up email notification'. At the bottom, a 'My widgets' section shows 'Purchase orders' (€1.11 M, Last 3 months), 'Invoice aging' (€01.1), 'Download app', and 'Company profile'. A user profile dropdown menu is open on the right, listing options like 'Supplier', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'TechnoCargo Logistik', 'ANID: AN01576409396-T Premium Package', 'Company Profile', 'Settings', and 'Logout'. Numbered callouts 1-5 are placed over the page to correspond with the text on the left.

Workbench – Tile Set Up

The Transaction Workbench provides one location for users to find documents

Tiles 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

- 1 To access the Workbench, click on the Workbench tab
- 2 **Customize** – allows users to add new tiles, delete unwanted tiles
- 3 **Export** – allows users to export a specific tiles information to an Excel spreadsheet
- 4 **Settings** – users can change the result table data based on their requirements
- 5 **Active Filters** – indicate the active filters for the tile displayed and the filters attached
- 6 **Tiles** – allows users to display the information required

The screenshot shows the SAP Business Network Workbench interface. At the top, the 'Workbench' tab is highlighted with a green box and a '1' callout. A 'Customize' button is in the top right with a '2' callout. Below the navigation bar, there are five tiles: 'New orders' (4), 'Orders' (15), 'Items to confirm' (19), 'Items to confirm' (159), and 'Items to confirm' (19). A '6' callout points to the 'New orders' tile. Below the tiles, the 'New orders (4)' section has a '5' callout pointing to the 'Last 31 days' filter. Below the filters, there are 'Show more', 'Resend Failed Orders', and 'Export' buttons with '3' and '4' callouts. At the bottom, a table displays order data.

Order Number	Version	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Ship To Address	Actions
005534675300001FOR	1	Vaillant Group - TEST	€46000 EUR	Dec 8, 2023	New		Vaillant GmbH // Electronic Center, Remscheid, 05,
005534675400001FOR	1	Vaillant Group - TEST	€46000 EUR	Dec 8, 2023	New		Vaillant GmbH // Electronic Center, Remscheid, 05,

Our recommendation: use “New Orders”, “Orders”, and “Items to confirm” in your personal workbench – multiple tiles set up

Customize Workbench Tiles

The transaction Workbench allows users to display the information they require for faster access. It can be customized by:

- Customer
- Type of Document or process
- Time frame

Tiles provide a filtered view, from the Workbench Screen:

- 1 Click on *Customize*
- 2 To change the order, use drag and drop
- 3 To add a tile, click on +

A list of all the available tiles appears

Note: Multiple Tiles with the same name, for example „*Items to confirm*“. They are customized for different customers or time periods.

- 4 provides further information about the tile.
- 4 Click on the + at the end of the tile you wish to add
- 5 The information above the dotted line can be changed from the default to reflect something else, for example (forecast/plant/material)

The screenshot shows the SAP Workbench interface. At the top, there is a navigation bar with various menu items. Below it, a row of five tiles displays counts: 4 New orders, 15 Orders, 19 Items to confirm, 159 Items to confirm, and 19 Items to confirm. A 'Customize Workbench' dialog is open, showing a list of available tiles. The 'Items to confirm' tile is highlighted with a green box and a green arrow pointing to a text box. The text box explains that 'Items to confirm' is an important tile for users who work with customer material orders and scheduling agreement releases, and that it contains all material orders and scheduling agreement releases that can be confirmed. The dialog also shows a 'Select a tile' section with a list of tiles, including 'New orders', 'Orders', 'Orders with service line', 'Changed orders', 'Items to confirm', and 'Order change requests'. The 'Items to confirm' tile is selected. A tooltip is visible over the 'Items to confirm' tile in the main view, stating 'You'll see the actual count on the Workbench page.'

Edit table settings of the workbench tiles - to create customized views and reports

The Workbench table settings allow suppliers to identify the table headings displayed.

The headings provide information without opening the document.

Some table headings can be sorted by clicking on the heading in the heading ribbon.

To change/adjust the **Table column** headings to your needs:

1 Click on the icon 

Screen opens the Table Settings menu.

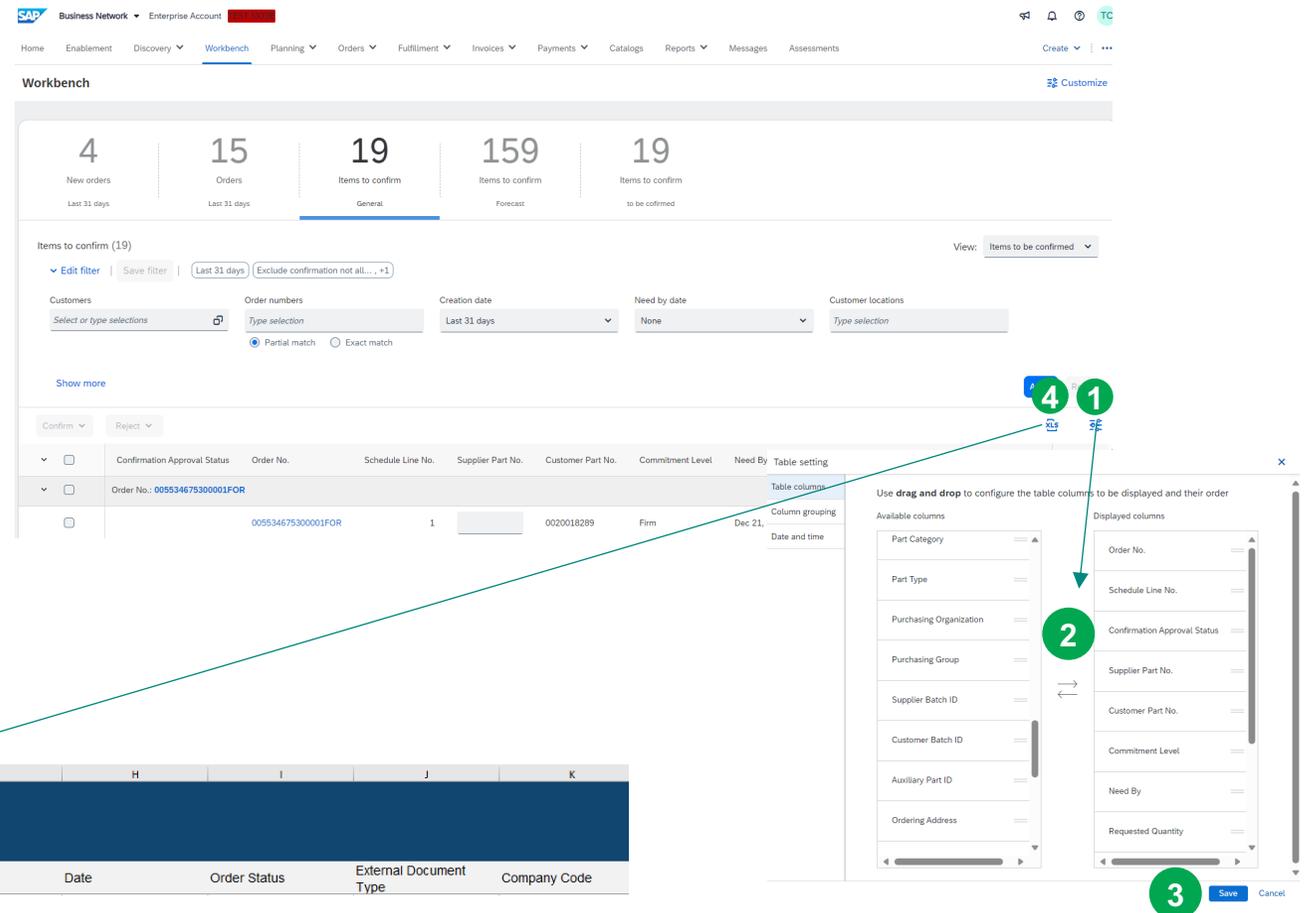
2 Hover over the  until it turns into a hand, drag and drop from one column to the other

Once all updates have been made.

3 Click on **Apply**

You can create an excel report from the table.

4 Click on **the icon**  the excel file of the table is available in the downloads



The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs for Home, Enablement, Discovery, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The main area displays several tiles with counts: '4 New orders Last 31 days', '15 Orders Last 31 days', '19 Items to confirm General', '159 Items to confirm Forecast', and '19 Items to confirm to be confirmed'. Below these is a table titled 'Items to confirm (19)' with filters for Customers, Order numbers, Creation date, Need by date, and Customer locations. A table with columns like Confirmation Approval Status, Order No., Schedule Line No., Supplier Part No., Customer Part No., Commitment Level, and Need By is visible. A 'Table setting' dialog is open, showing 'Available columns' and 'Displayed columns' lists. A 'Save' button is at the bottom right of the dialog. An Excel icon is also present in the interface.

Type	Order Number	Version	Customer Location	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code
SAP Ariba Results										

The Workbench as starting point to check your Purchase Orders and Schedule Agreement Releases

Workbench

Customize

4

New orders

Last 31 days

15

Orders

Last 31 days

19

Items to confirm

General

159

Items to confirm

Forecast

19

Items to confirm

to be cofirmed

Items to confirm (19)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [Exclude confirmation not all... +1](#)

Customers

[Select or type selections](#)

Order numbers

[Type selection](#)

Partial match Exact match

Creation date

[Last 31 days](#)

Need by date

[None](#)

Customer locations

[Type selection](#)

[Show more](#)

[Apply](#) [Reset](#)

Confirm [▼](#) | Reject [▼](#)

	Confirmation Approval Status	Order No.	Schedule Line No.	Supplier Part No.	Customer Part No.	Commitment Level	Need By ↑	Requested Quantity	Confirmed Quantity	Quantity To Confirm	Company Code	Custom	Actions
▼ <input type="checkbox"/>	Order No.: 005534675300001FOR												
<input type="checkbox"/>		005534675300001FOR	1		0020018289	Firm	Dec 21, 2023	1000 H87	0 H87	1000 H87	0103	0001 Va Electron	...
<input type="checkbox"/>		005534675300001FOR	2		0020018289	Firm	Dec 27, 2023	5000 H87	0 H87	5000 H87	0103	0001 Va Electron	...
<input type="checkbox"/>		005534675300001FOR	3		0020018289	Firm	Jan 5, 2024	5000 H87	0 H87	5000 H87	0103	0001 Va Electron	...

Possible table settings:

- Order Number
- Schedule line number
- Confirmation Approval Status
- Supplier Part No.
- Customer Part No.
- Commitment Level
- Need By Date
- Requested Quantity
- Confirmed Quantity
- Quantity to confirm
- Company Code (billing address)
- Customer Location (shipping address)

Each workbench tile has different/editable filter criteria – Items to confirm tile

Click edit filter

- 1 An overview of all possible filter criteria open (Show more).
- 2 Select the required filter criteria and click on the apply button

Result sort Options

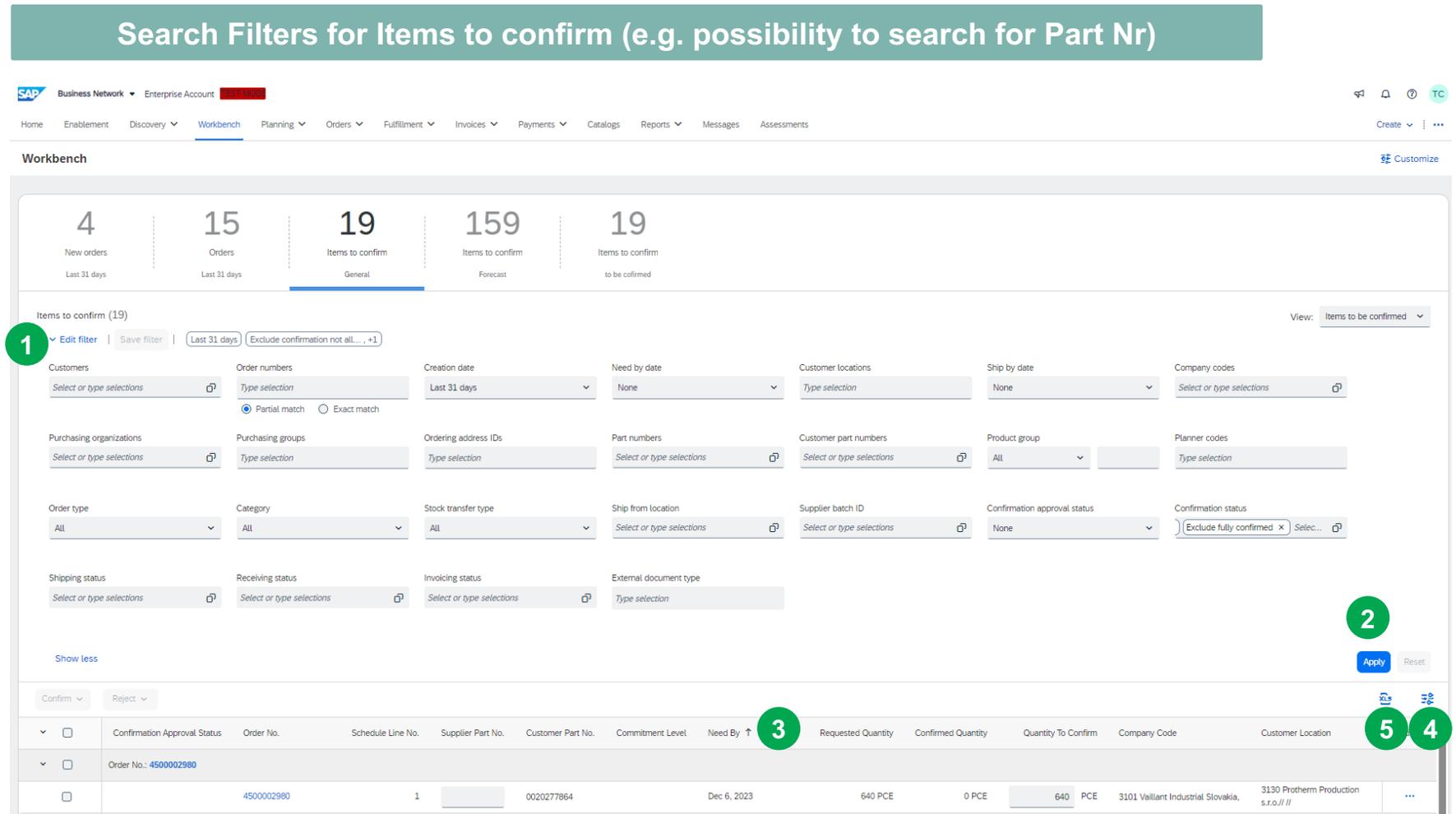
- 3 Click on the row header to sort the results via column criteria

Search result criteria

- 4 Click on the icon  to configure the table
- 5 Click on the  to download the list to excel

You can **save the filter** for later searches and adjust the subtitle name of the tile

Search Filters for Items to confirm (e.g. possibility to search for Part Nr)



1 Edit filter | Save filter | Last 31 days | Exclude confirmation not all... +1

2 Apply | Reset

Confirmation Approval Status	Order No.	Schedule Line No.	Supplier Part No.	Customer Part No.	Commitment Level	Need By	Requested Quantity	Confirmed Quantity	Quantity To Confirm	Company Code	Customer Location
<input type="checkbox"/>	4500002980	1	0020277864			Dec 6, 2023	640 PCE	0 PCE	640 PCE	3101 Vaillant Industrial Slovakia,	3130 Protherm Production s.t.o.//II

Set up of the Items to confirm tile for confirmable items – edit the filter – adjust the need by date to “none” and untick “Exclude fully received” box

Items to confirm (19) View: Items to be confirmed

1 Edit filter | Save filter | Last 31 days | Exclude confirmation not all... +1

2 Creation date: Last 31 days

3 Need by date: None

4 Confirmation status: Exclude confirmation not allowed, Exclude unconfirmed, Exclude partially confirmed, Exclude fully confirmed

5 Shipping status, Receiving status, Invoicing status

6 Apply

- 1 Choose “Edit filter”
- 2 Creation date – based on how often you receive updates (creation date of respective call offs)
- 3 Need by date – choose none to see all schedule lines open for confirmation as well from past
- 4 Confirmation status – leave the settings as-is/by default (1st & 4th option)
- 5 **Remove** the filters in „shipping status & receiving status & invoicing status“
- 6 Apply and save your filter settings to have the settings available after log-off

After your confirmation, the confirmed items disappear from the items to confirm tab – to leave them visible disable “exclude fully confirmed”

Add an additional Items to confirm tile to have a forecast view – filters recommendation

The screenshot displays a dashboard with five tiles at the top: 'New orders' (4), 'Orders' (15), 'Items to confirm' (19), 'Items to confirm - Forecast' (159), and 'Items to confirm - to be confirmed' (19). The 'Forecast' tile is selected. Below the tiles, the 'Items to confirm (159)' section contains a filter configuration grid. A 'View:' dropdown is set to 'Items to be confirmed'. The filter grid includes fields for Customers, Order numbers, Creation date (set to 'Last 365 days'), Need by date (set to 'Next 365 days'), Customer locations, Ship by date, Company codes, Purchasing organizations, Purchasing groups, Ordering address IDs, Part numbers, Customer part numbers, Product group, Planner codes, Order type, Category, Stock transfer type, Ship from location, Supplier batch ID, Confirmation approval status, Confirmation status (with a dropdown menu open), Shipping status, Receiving status, Invoicing status, and External document type. A 'Show less' link is at the bottom left, and 'Apply' and 'Reset' buttons are at the bottom right. A green circle with the number '3' is placed over the Shipping status, Receiving status, and Invoicing status fields. A green circle with the number '1' is placed over the Confirmation status dropdown menu, which is open and shows options: 'Exclude confirmation not allowed', 'Exclude unconfirmed', 'Exclude partially confirmed', and 'Exclude fully confirmed'. A green circle with the number '2' is placed over the 'Next 365 days' dropdown, and a green circle with the number '4' is placed over the 'Last 365 days' dropdown.

- 1 Confirmation status – disable all ticker boxes
- 2 Need by date – choose next 365 days to see a one-year forecast
- 3 Shipping status; Receiving status; Invoicing status – **remove and leave empty**
- 4 Creation date – last 365 days
- 5 Click on Apply & Save the filter

5

Possible table settings per workbench tile

Tile – New Order – table settings

Type	Order Number	Version	Customer Location ↑	Ship To Address	Amount	Date	Order Status	Company Code
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Tile – Order – table settings

Type	Order Number	Version	Customer Location	Ship To Address	Amount	Date ↓	Order Status	Company Code
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Tile – Items to confirm – table settings

Type	Customer Location	Order No.	Schedule Line No.	Commitment Level	Customer Part No.	Description	Need By ↑	Requested Quantity	Quantity To Confirm	Confirmed Quantity
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