

Onboarding and Account Creation

How to **Customise your Widgets** in the SAP Business Network




If you see this light bulb, it is a note or additional reminder.

“Now that I have established my SBN account, I decide to customise my seller dashboard to view the widgets that are applicable to me”

Version Number	1.0
-----------------------	-----

[Click here for further context on the Onboarding and Account Creation Process](#)



Customise your Widgets

Widgets can be customised to provide information on your Seller Dashboard/Home page.

1. From the SBN Home Page navigate to **My Widgets** and click **Customise**
2. Scroll down to the **Available Widgets** section
3. Select the widgets you wish to display on your *Seller Dashboard* by clicking the **plus icon**
4. Click the **minus icon** to remove widgets from the *Seller Dashboard*
5. Click **Save** on the top right-hand side of the screen



Note: Hover over the **Available widgets** name to display a preview of the widget and what data it shows.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments

Orders and Releases Rio Tinto - TEST Exact match Order number

Overview Getting started

28 New orders (Last 31 days)

100 Orders (Last 31 days)

11 Rejected invoices (Last 31 days)

\$0.0 AUD Remittances (Last 31 days)

0 Open postings (Last 90 days)

7 More

My widgets Rio Tinto - TEST **1** Customize

Available widgets **2**

Purchase orders **3** + My leads + Download app + Application gateway +

On-time payment rate + Paid invoices +

Customize my widgets

Add, remove, and rearrange widgets to personalize your home page.

4 - Invoice aging: \$903 K AUD

Activity feed

Company profile **5** Save Cancel

35% Completed

Benchmarking: On-time payment

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.

Glossary

Outlined below are the available widgets and their definitions that can be found in the SAP Business Network.

Widget Name	Definition
Company Profile	Shows you a percentage of how complete your company profile is on the SAP Business Network
My Leads	Refers to the business opportunities that match a supplier's company profile. These leads are generated based on the information in the supplier's profile, and suppliers can access them through SAP Ariba Discovery.
Activity Feed	Displays real-time transaction activity and provides a quick way to navigate to those transactions.
Application Gateway	A feature that enables suppliers to access a buyer's non-Ariba applications through Single Sign-On (SSO).
On-time Payment Rate	The percentage of cases in which payments are made on time, as specified by the payment terms.
Paid Invoices	Refers to invoices that have been settled and for which the payment process has been completed.

Glossary

Outlined below are the available widgets and their definitions that can be found in the SAP Business Network.

Widget Name	Definition
Invoice Aging	Refers to the length of time that invoices have been outstanding and unpaid.
Payment Days Late	Refers to the number of days that a payment is overdue beyond the agreed-upon payment terms.
Approved Invoices	Invoices that have been reviewed and authorized for payment.
Invoice Exception Rate	The frequency or percentage of invoices that contain discrepancies or exceptions when compared to the corresponding order, contract, or receipt data in the procurement system.
Shipment Tracking	Monitor the progress of their orders and releases

Glossary

Outlined below are the available widgets and their definitions that can be found in the SAP Business Network.

Widget Name	Definition
Benchmarking: On-time payment	Measuring and comparing an organisations performance against established standards or best practices.
Invoice Cycle Time	Refers to the measure of the time required to process a single supplier invoice within the Accounts Payable department.
Invoice exceptions	Refer to various issues that can arise during the invoicing process, such as missing receipts, mismatched quantities or prices, duplicate invoices, or tax variances
Change Order Rate	A key performance indicator (KPI) that measures the percentage of purchase orders sent by customers that have subsequent changes.
Change Orders	Refer to modifications made to previously issued purchase orders. When a customer needs to update, edit, or change a purchase order (PO), they can submit a change order with the necessary edits.
Days to Pay	Refers to a KPI that measures the average number of days it takes customers to pay an invoice.

Glossary

Outlined below are the available widgets and their definitions that can be found in the SAP Business Network.

Widget Name	Definition
Benchmarking: Days to Pay	Measures the percentage of days it takes customers to pay an invoice.
Benchmarking: Change Order Rate	Measures the percentage of purchase orders issued by buyers that have subsequent changes.
Benchmarking: Invoice Exception Rate	Measures the percentages of invoices sent by suppliers to customers that are flagged as exceptions.
Purchase Orders	A formal document issued by a buyer to a seller, indicating the types, quantities, and agreed prices for products or services the seller will provide to the buyer.
Benchmarking: Invoice Cycle Time	Measures the percentage of time required to process a single supplier invoice within the Accounts Payable department.