

How to use Filter / Search Function



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Filter/Search functionality is available for all documents types and pages. Supplier can use multiple search filters to search for documents in **Workbench**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. A red box highlights the 'Workbench' menu item, with a yellow arrow pointing to it from a green callout box that says 'From Home, click "Workbench"'. Below the navigation bar, a dashboard shows various metrics: 'New orders (52)', 'Items to confirm (30)', 'Items to ship (34)', 'Orders (98)', 'Orders to invoice (14)', 'Invoices (21)', and 'Pinned documents (0)'. A red box highlights the 'New orders (52)' card, with a yellow arrow pointing to an 'Edit filter' button. A red arrow points from the 'Edit filter' button to a detailed filter panel. This panel includes fields for 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', 'Purchasing organizations', 'Customer locations', 'Order type', 'Routing status', 'Min amount', 'Max amount', 'Currency', and 'Visibility'. At the bottom right of the filter panel are 'Apply', 'Reset', and 'Cancel' buttons. A green callout box at the bottom left says 'In Workbench, click "Edit filter" to expand the filters and search function'. The top left of the dashboard area has a 'Workbench' label in a red box. The top right has a 'Customize' button with a '14' notification. The bottom left corner contains the copyright notice: '© Copyright National University of Singapore. All Rights Reserved'. The bottom right corner has the page number '2'.

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User can search for documents in various ways using filters

Example 1: Search by document number, use “Exact match”

New orders (52)

▼ Edit filter

Customers

Select or type selections [copy]

Order numbers

8000000374 × *Type selection*

Partial match Exact match

Enter document number if available, select “Exact match”

Click Apply for Search result

Apply Reset Cancel

Example 2: Search by other filters

New orders (52)

▼ Edit filter

Customers

Select or type selections [copy]

Order numbers

Type selection

Partial match Exact match

Company codes

Select or type selections [copy]

Purchasing organizations

Select or type selections [copy]

Routing status

All ▼

Min amount

Max amount

Currency

SGD ▼

Creation date

Last 31 days ▼

Last 24 hours

Last 7 days

Last 14 days

Last 31 days

Last 90 days

Last 365 days

Custom date range

Order status

Include ▼

New × [copy]

Order type

All ▼

Orders with inquiry only

User can search for documents by Creation date and other filters

Click Apply for Search result

Apply Reset Cancel

THANK YOU