INTRODUCTION

Workbench - Supplier

Purpose: Use this procedure to see the Reporting on SDR/RFI/CAR

Transaction Code Name: Workbench SDR/RFI/CAR

Transaction Code: Workbench SDR/RFI/CAR

Path from SAP Easy Access Screen: XXXX

Related Process Flow: XXXX

Prerequisites: XXXX

Helpful Hints: XXXX

Notes:

This document uses the following abbreviations to identify required fields:

- **R** - required field
- **O** - optional field
- **C** - conditional field that could be required depending on the task you are performing
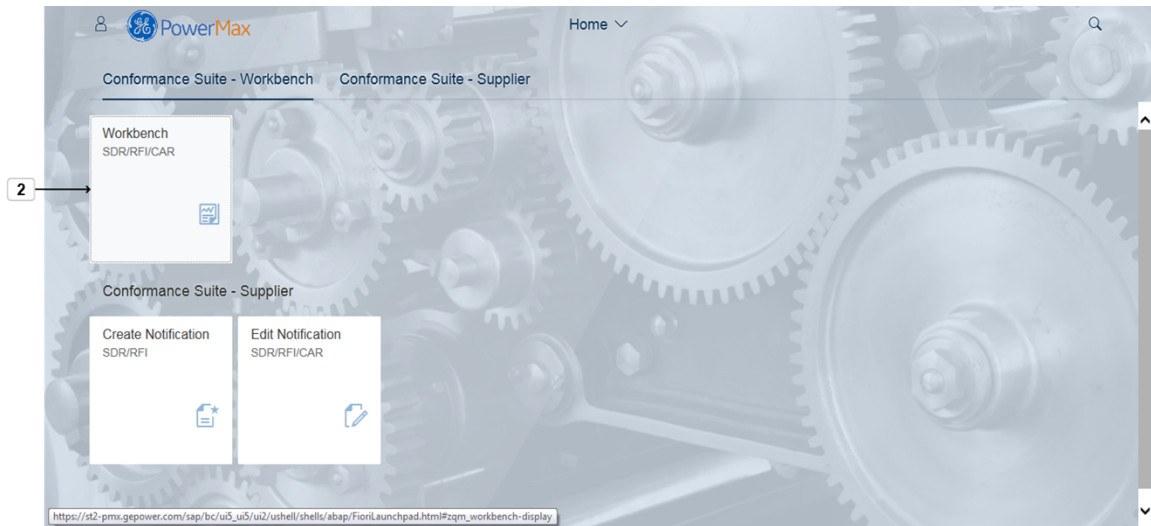
PROCEDURE

Home

In this demonstration you will see the SDR/RFI/CAR reporting

Home

2.   Click the tile **WorkbenchSDR/RFI/CAR**.

Conformance Workbench

3.   Note the list of different **Fields** you can select for your **Filter**. See Supplier ID field which is greyed out and cannot be changed. In the Filter Bar, you will see the default filters available.
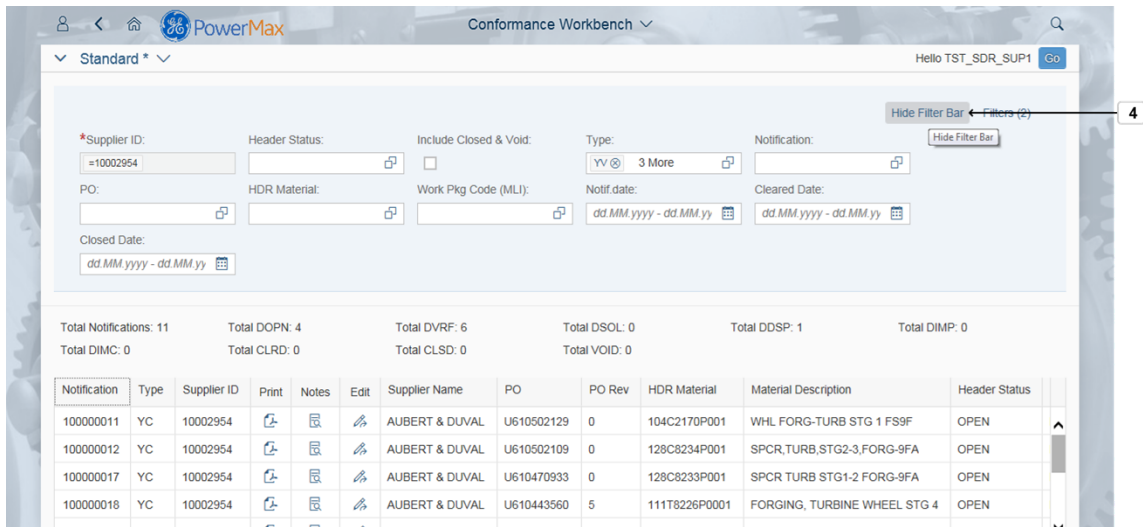
> Note: The Supplier ID is greyed out and cannot be changed. In this example the notifications for supplier ID 10002954 are displayed.

> By default it is only returning open notifications. Click the Include Closed & Void check box to include closed notifications.
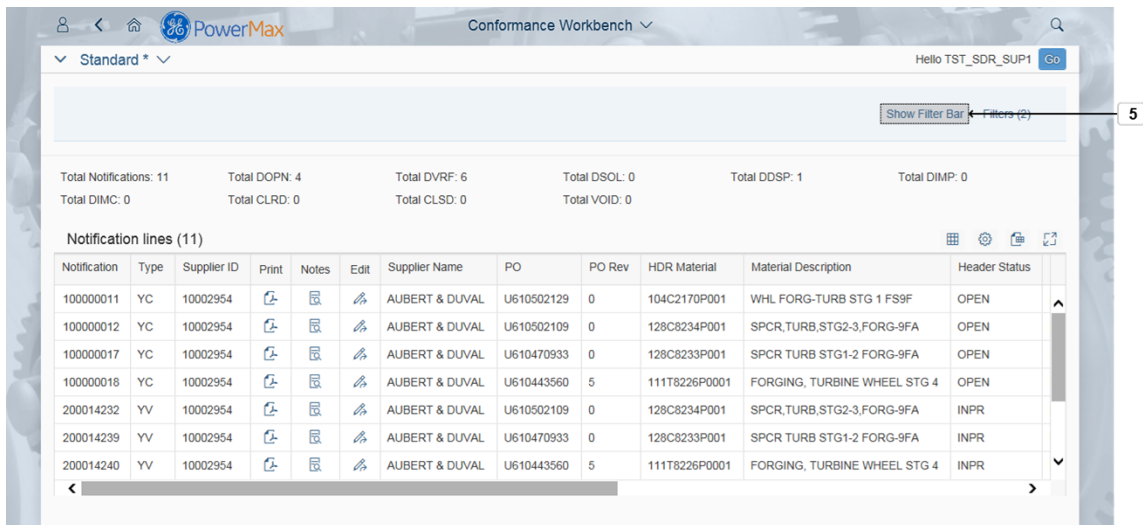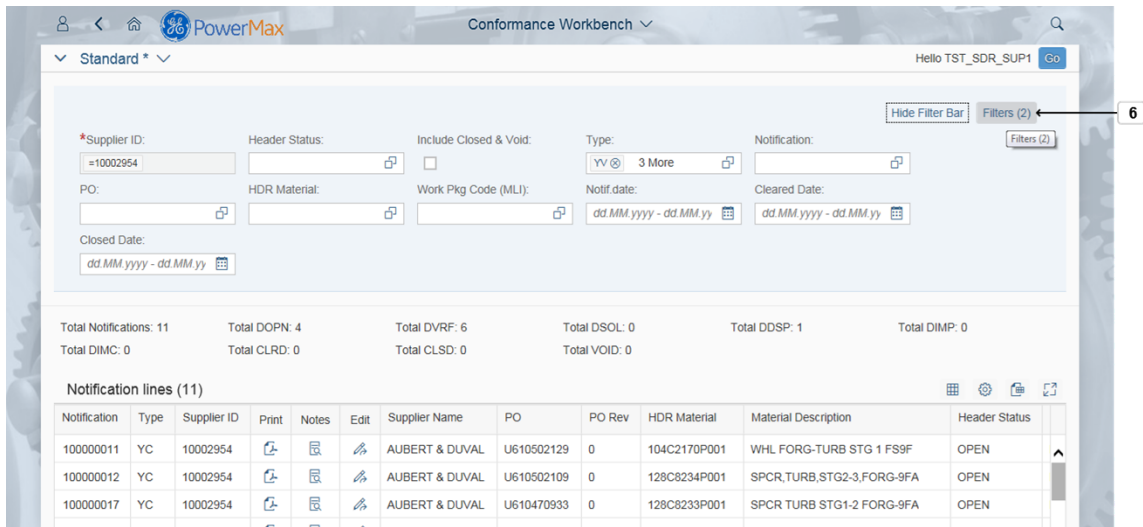
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4.   Click **Hide Filter Bar** [Hide Filter Bar] if you do not want the **Filter bar** displayed.

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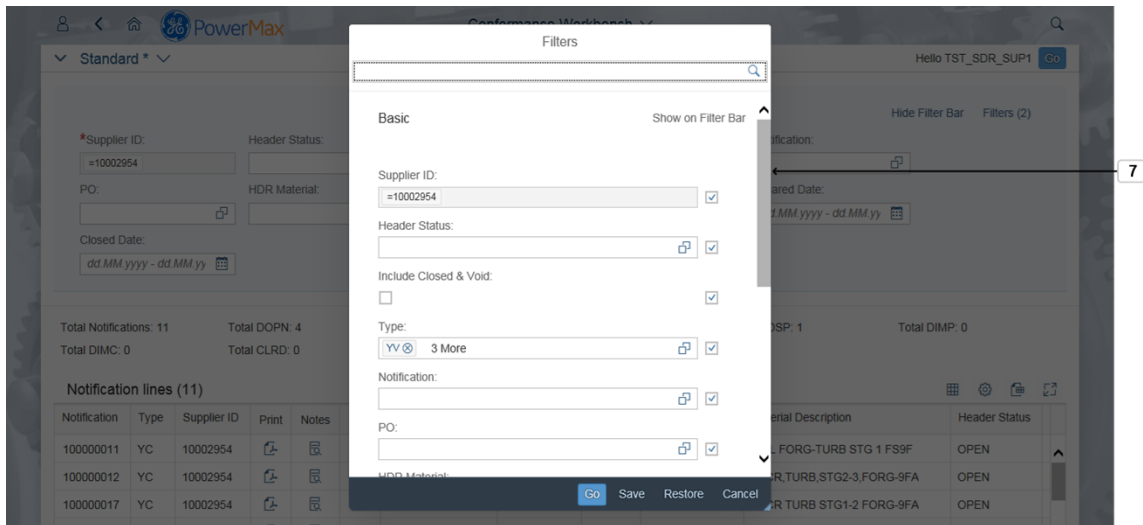5.   Click **Show Filter Bar** [Show Filter Bar] if you want to display **Filter bar**.
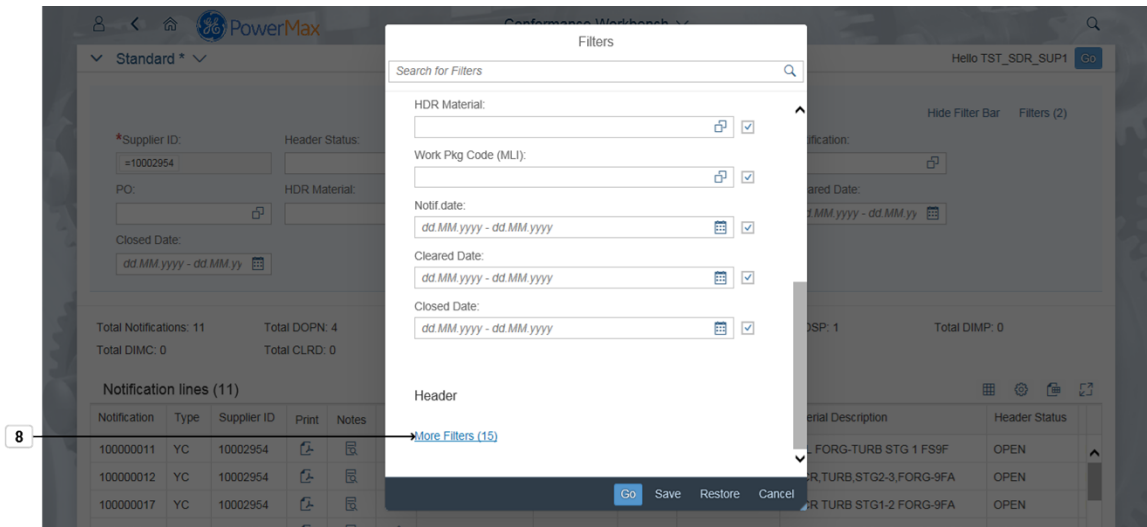
Conformance Workbench

6. Click **Filters (2)** Filters (2)
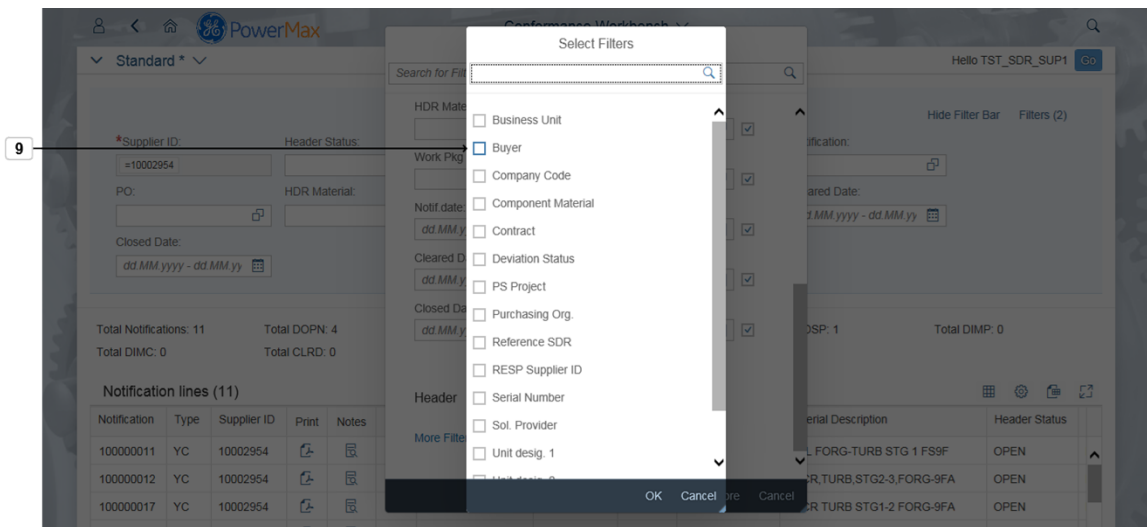if you would like to change which filters are displayed and used in the Filter bar.

Filters

7. Scroll down [ ] to access the link to add additional filters.
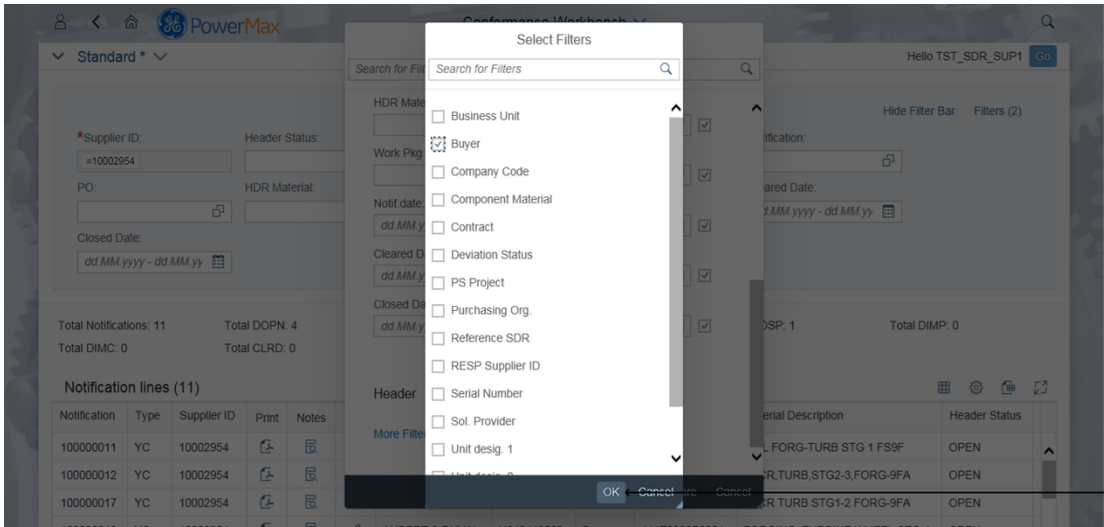
Filters

8. Click **More Filters (15)** More Filters (15)
   to add new Field to your selection.

Filters

9. Select for example **Buyer** ☐ Buyer
   to add this Field to your **Filter**.

Filters

10. Click **OK** button ![OK] to continue.

Filters
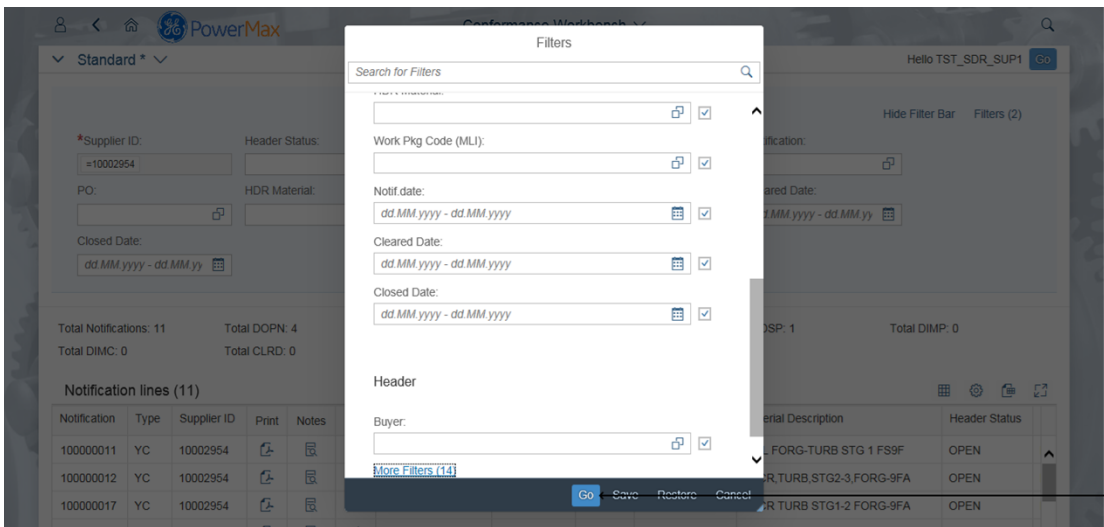
11. Click **Go** button ![Go] to continue.

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Note the Field **Buyer** was added to your **Filters**

Conformance Workbench
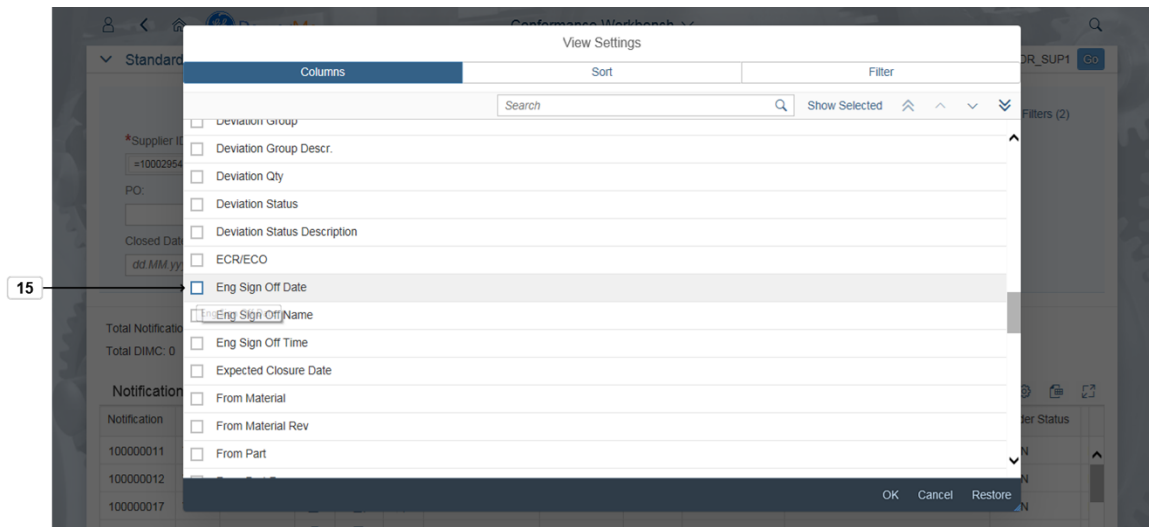

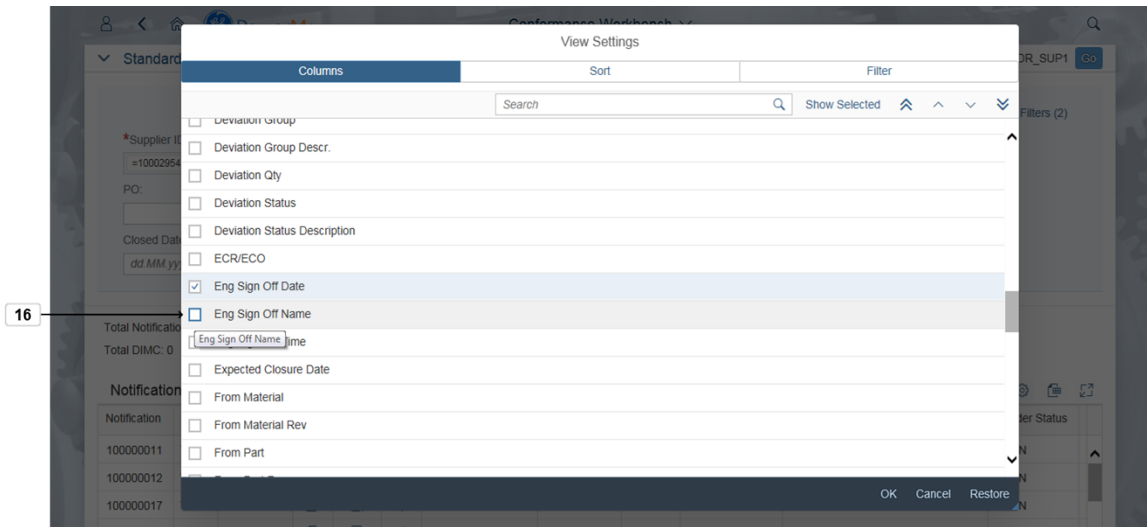13.   Click **Settings** ⚙ to change the fields in your results.

View Settings
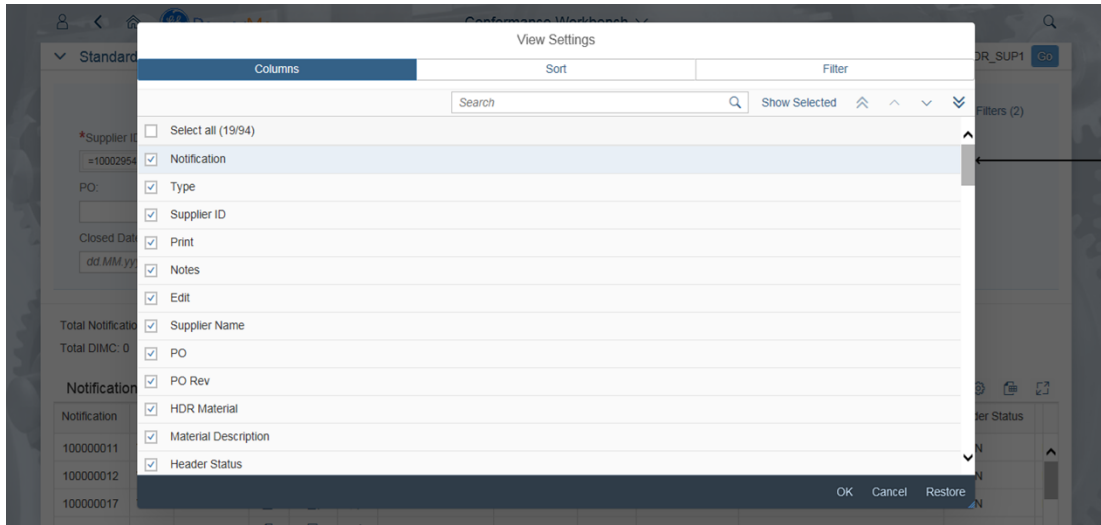
14. Scroll down [ ] to see available fields for selection. Note that selected fields are listed first

View Settings

15. Click for example **Eng Sign Off Date** [ ] Eng Sign Off Date to choose new field.

View Settings

16. Click for example **Eng Sign Off Name** [☐ Eng Sign Off Name] to choose new filed.

Note you can re-range the fields using Up and Down buttons

View Settings
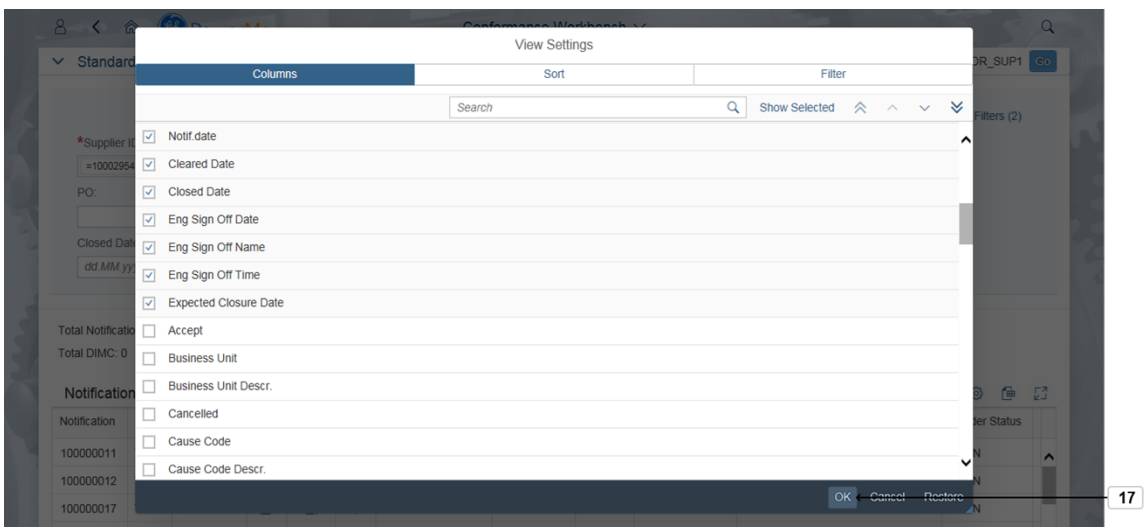
17. Click **OK** button [OK] to continue. Click **Restore** button if you want to restore your selection.

Conformance Workbench

18.   If you want to save your changes as a new variation of the **Standard report** or save

changes to an existing variation, **press spacebar.**

My Views

19.   Click **Save As** button

Conformance Workbench
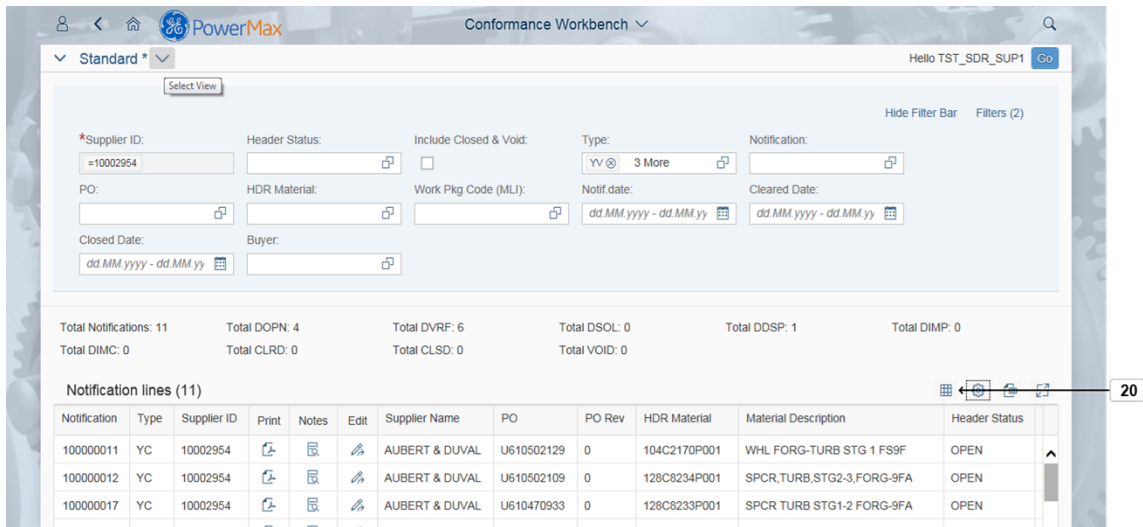
20. Click to Export all fields from your layout.

    Choose **Export toSpreadsheet button** if you want to export only visible fields.
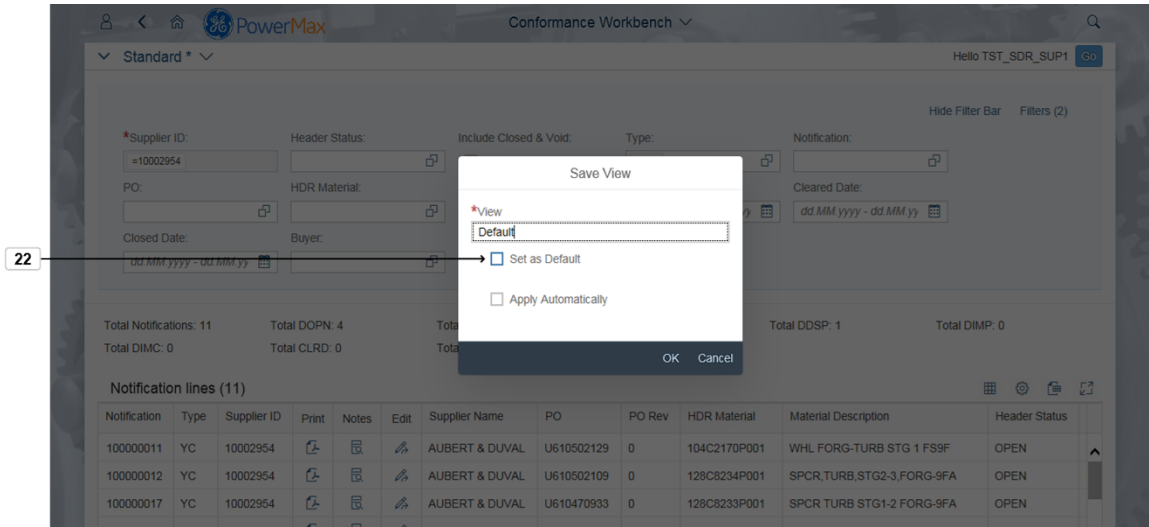
Save View
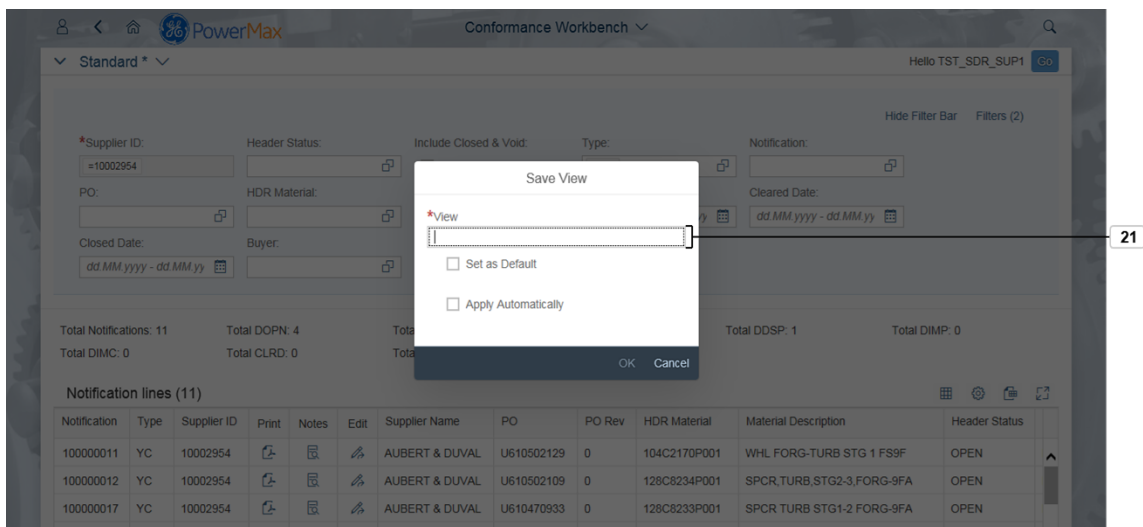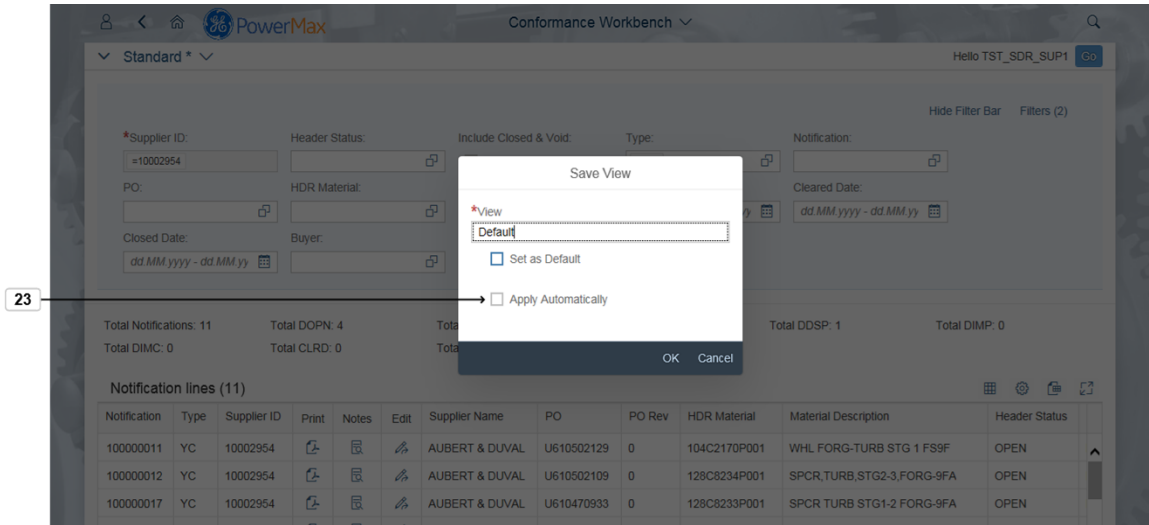

21. As required, complete/review the following fields:

Field	R/O/C	Description
View	R	**Example:** Default

Save View

22. Click **Set as Default** ☐ Set as Default if you want this variant to be your default search when you enter the workbench
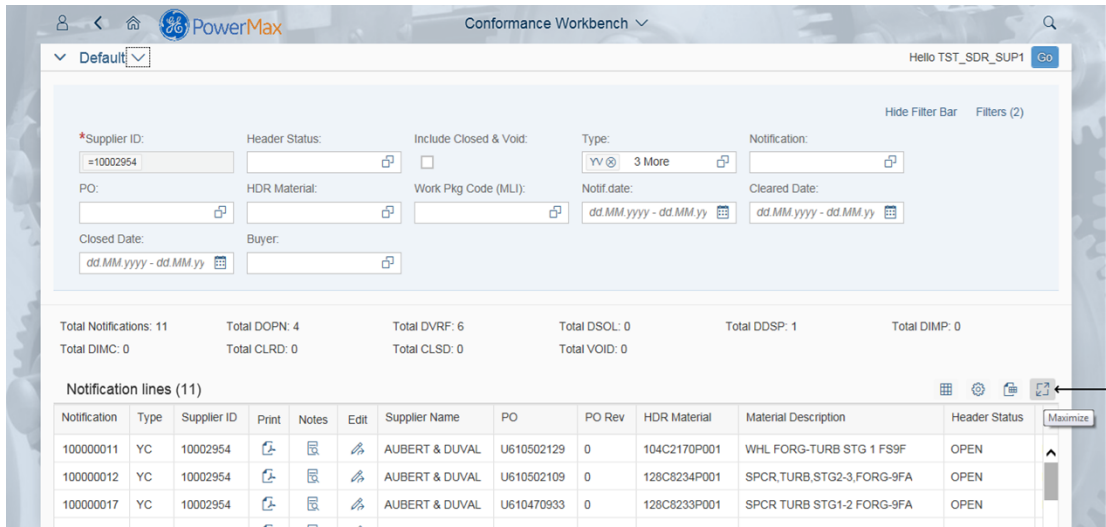
Save View

23. Click **Set as Default** ☐ Apply Automatically if you want to automatically apply your variant as soon you selected the variant from the list

Save View
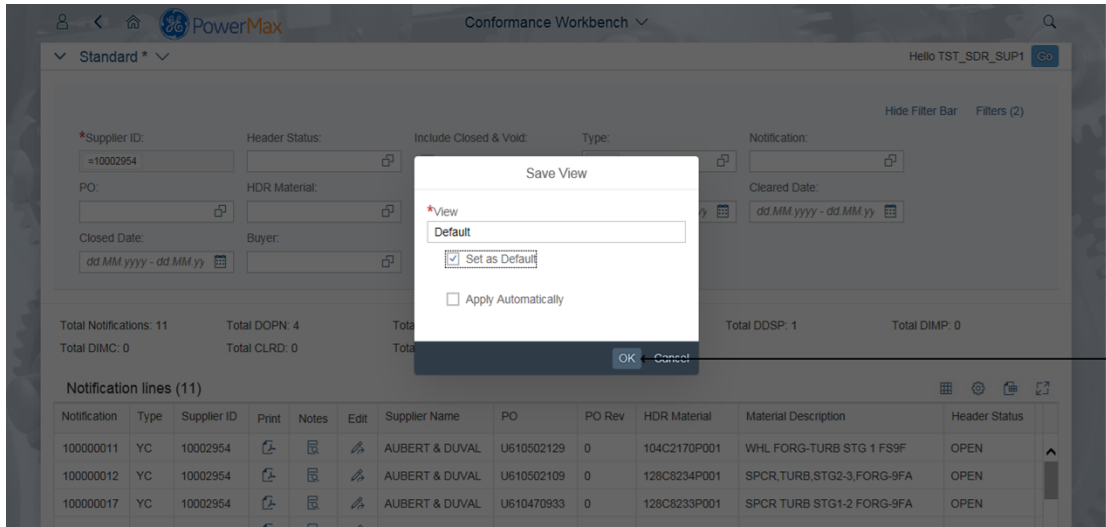
24.   Click **OK** button OK .

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25.   Click **Maximize** button ![Maximize] to maximize your list of notifications.

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26.   Click **Minimize** to minimize the screen.

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27.   Click **Edit** button to do the normal action on the **Notification**. You can **edit** the Notification only if you have **access to edit.**You will not have the bottom action buttons (Save/Route) if you are not able to edit the notification.

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28. Click **Notes** button ⊟ to view the notes to related notification.

Notification 200014240 notes

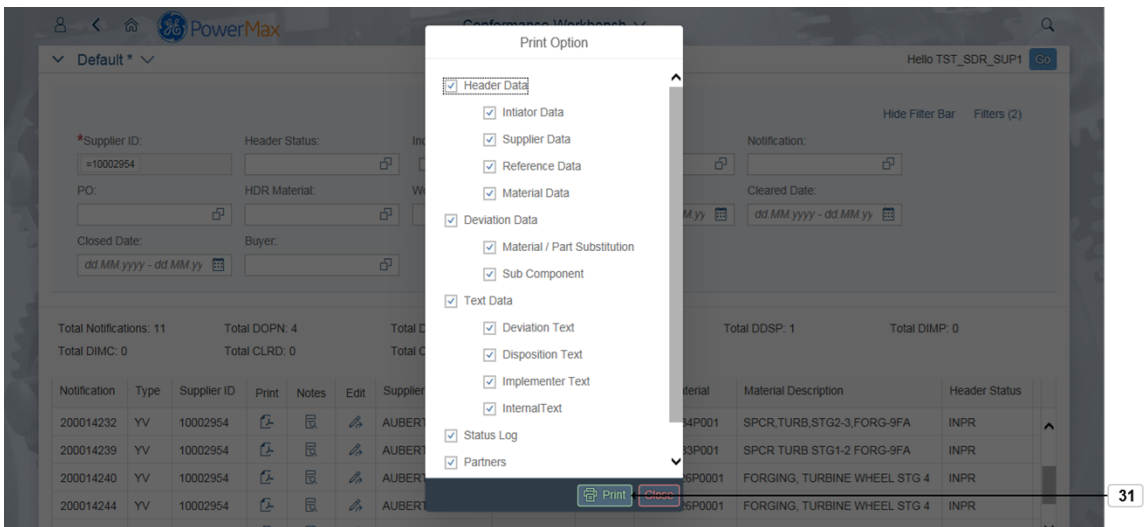**29.** Click **Close** button [Close] to return back to main screen.

Conformance Workbench
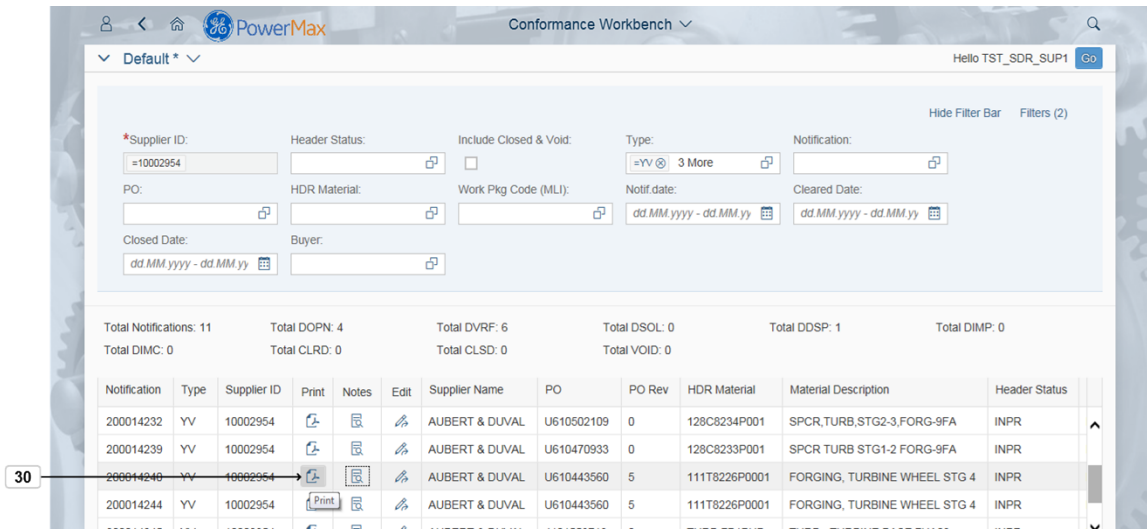
30.   Click **Print** button [icon] if you want to print the notification.

Print Option

31.   Choose the print options and click **Print** button [Print icon].

END OF PROCEDURE