

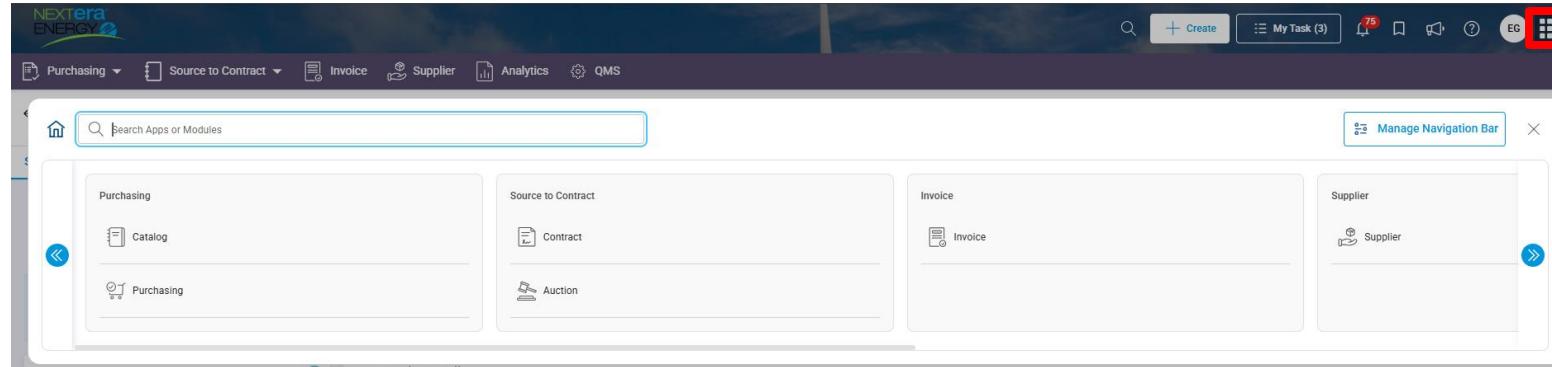
# How to Manage Columns

# Manage Columns – For Purchasing Workbench

## Purchasing Workbench

## Manage Columns

## Apply Changes



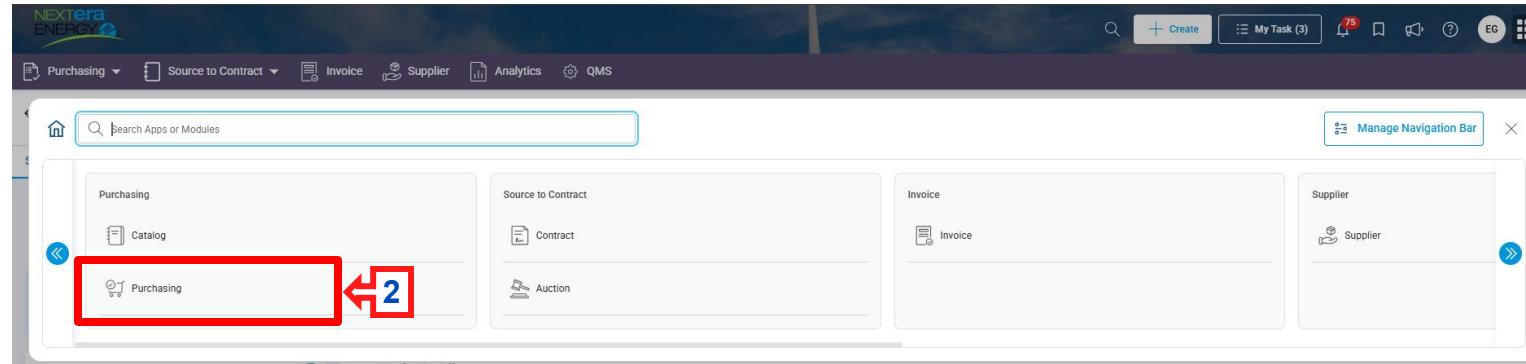
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Manage Columns – For Purchasing Workbench

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2

Then, select ‘Purchasing’ from the menu. This will direct you to the Purchasing Section.

# Manage Columns – For Purchasing Workbench

## Purchasing Workbench

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The screenshot shows the Purchasing Workbench interface. At the top, there are navigation tabs: Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. Below the tabs, the page title is 'Purchase Order Workbench' and 'Purchase Order'. There are buttons for 'Purchase Order', 'ASN', and 'Service Confirmation'. A red box labeled '3a' highlights the 'Purchase Order' button, and another red box labeled '3b' highlights the 'Service Confirmation' button. A red arrow points from '3a' to '3b'. At the bottom of the page, there is a table with columns: Order Number, Purchase Type, Order Line SubTotal, Created By, Created On, Status, Currency, and Order Value. The table contains 9 rows of data. To the right of the table, there is a 'Manage Columns' button with a red box and a red arrow pointing to it. Below the table, there are buttons for 'Filters', 'Bulk Upload', and 'Export Data'.

Order Number	Purchase Type	Order Line SubTotal	Created By	Created On	Status	Currency	Order Value
91100000742	Direct - Standard	0.00	Sudhakar SSO	2025-07-25	Accepted	USD	0.00
91100000720	Direct - Standard	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
91100000851	Direct - Standard	0.00	Sudhakar SSO	2025-08-21	Accepted	USD	0.00
91100000760	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
91100000715	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
91100000716	Direct - Consignment	0.00	Sudhakar SSO	2025-07-15	Accepted	USD	0.00
91100000717	Direct - Consignment	0.00	Sudhakar SSO	2025-07-16	Accepted	USD	0.00
91100000764	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Accepted	USD	0.00
91100000762	Direct - Consignment	0.00	Sudhakar SSO	2025-08-19	Open	USD	0.00

3

- To access your Purchase Orders: Click on the **Purchase Order** tab.
- To access Service Confirmations: Click on **Service Confirmation** tab

4

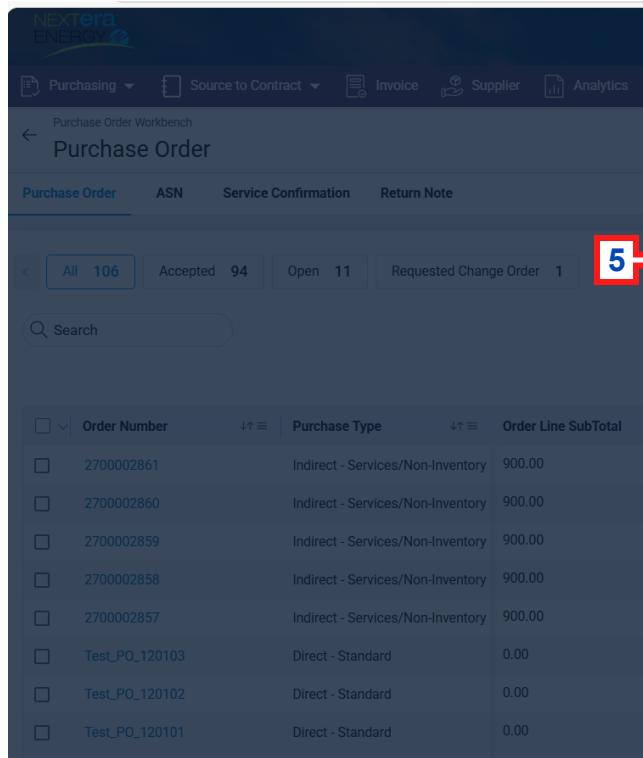
To customize the view of this section, click on **Manage Columns**.

# Manage Columns – For Purchasing Workbench

## Purchasing Workbench

## Manage Columns

## Apply Changes



Purchasing Workbench

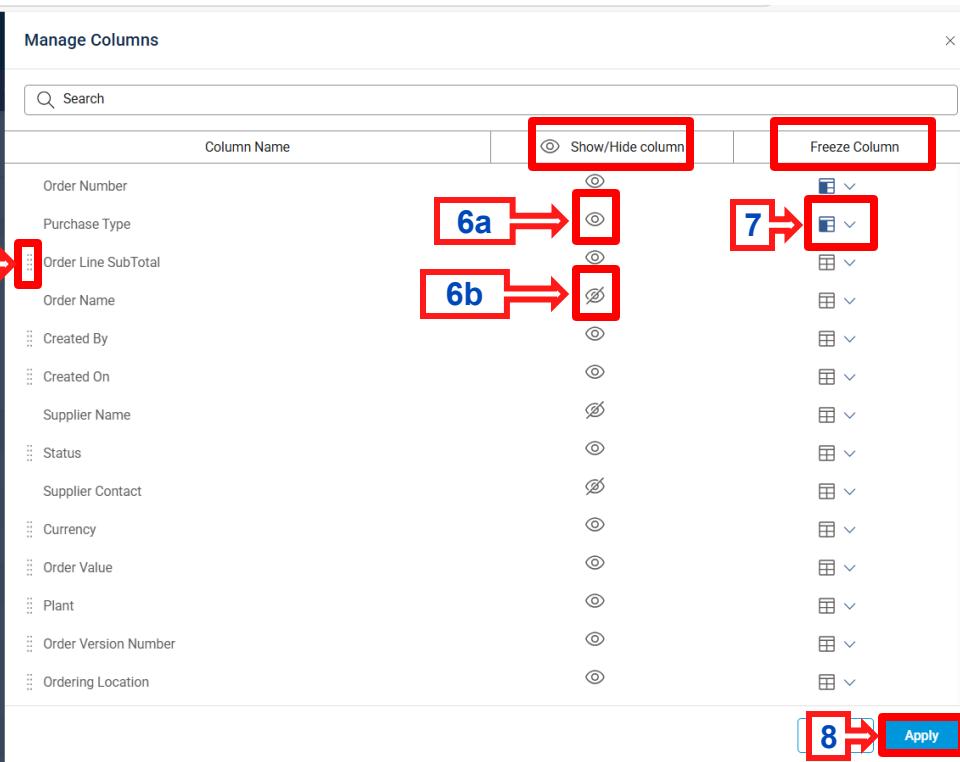
Purchase Order

Purchase Order ASN Service Confirmation Return Note

All 106 Accepted 94 Open 11 Requested Change Order 1

Search

Order Number	Purchase Type	Order Line SubTotal
2700002861	Indirect - Services/Non-Inventory	900.00
2700002860	Indirect - Services/Non-Inventory	900.00
2700002859	Indirect - Services/Non-Inventory	900.00
2700002858	Indirect - Services/Non-Inventory	900.00
2700002857	Indirect - Services/Non-Inventory	900.00
Test_PO_120103	Direct - Standard	0.00
Test_PO_120102	Direct - Standard	0.00
Test_PO_120101	Direct - Standard	0.00



Manage Columns

Search

Column Name	Show/Hide column	Freeze Column
Order Number	>Show Column	Table Shaped Icon
Purchase Type	Hide Column	Table Shaped Icon
Order Line SubTotal	>Show Column	Table Shaped Icon
Order Name	>Show Column	Table Shaped Icon
Created By	>Show Column	Table Shaped Icon
Created On	>Show Column	Table Shaped Icon
Supplier Name	Hide Column	Table Shaped Icon
Status	>Show Column	Table Shaped Icon
Supplier Contact	Hide Column	Table Shaped Icon
Currency	>Show Column	Table Shaped Icon
Order Value	>Show Column	Table Shaped Icon
Plant	>Show Column	Table Shaped Icon
Order Version Number	>Show Column	Table Shaped Icon
Ordering Location	>Show Column	Table Shaped Icon

5

A slider opens with the list of all the available columns to choose from.

**Click, hold and drag** the grid icon adjacent to the column name to reorder the column position to your preference. Only the columns with this icon next to them can be reordered.

6

To adjust the visibility of columns, click on the **'Eye' shaped icon** adjacent to the column name.

- (a) Show Column 
- (b) Hide Column 

7

To fix the position of a column in the layout: Click on the **'Table Shaped Icon'** adjacent to the column name: The color of the icon changes to blue indicating the column is fixed.

8

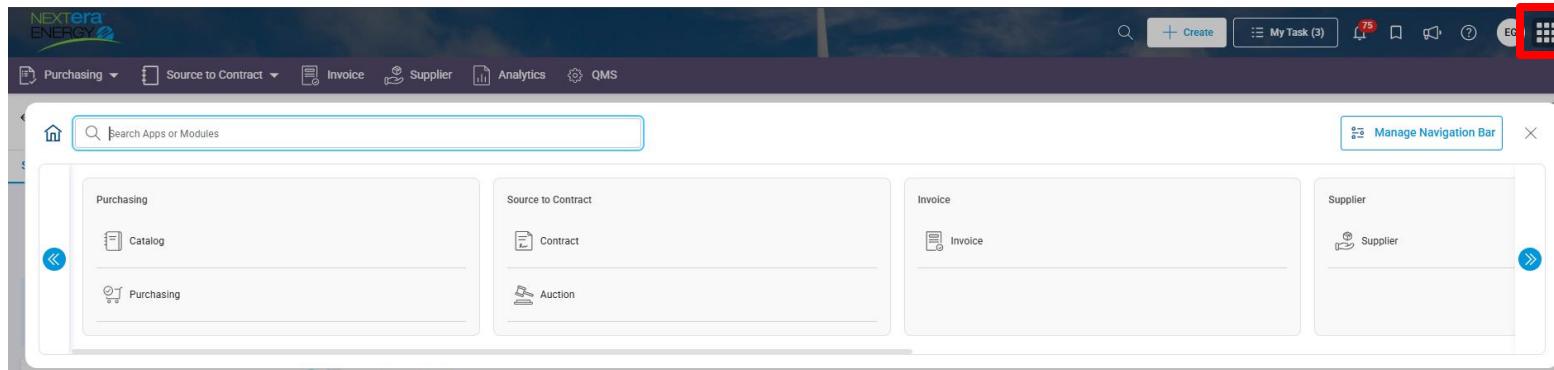
Click on **Apply** to save and apply the newly set layout.

## Manage Columns – For Invoice Workbench

## Invoice Workbench

## Manage Columns

## Apply Changes



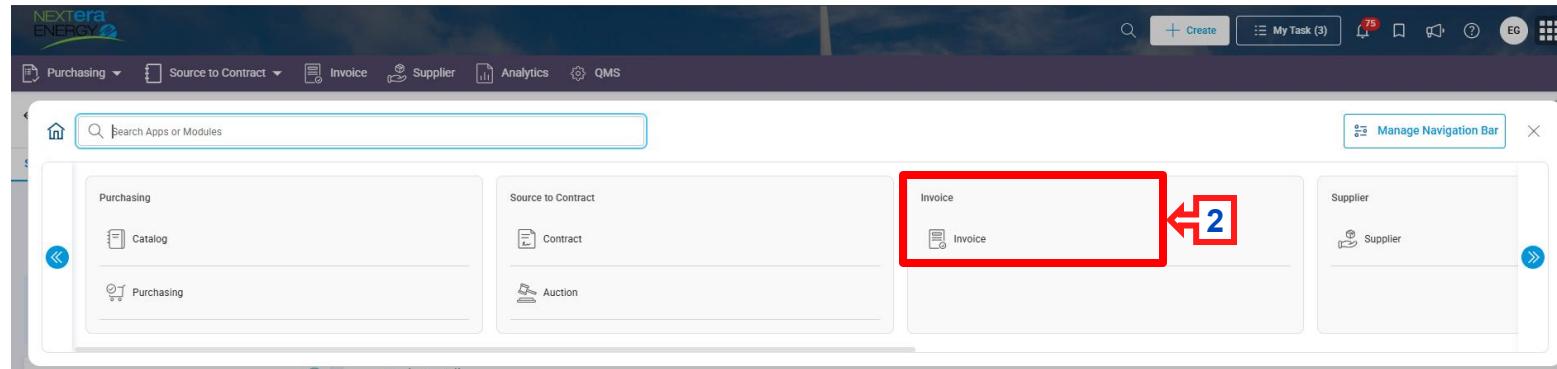
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher' in the upper right-hand corner** to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

# Manage Columns – For Invoice Workbench

## Invoice Workbench

## Manage Columns

## Apply Changes



2

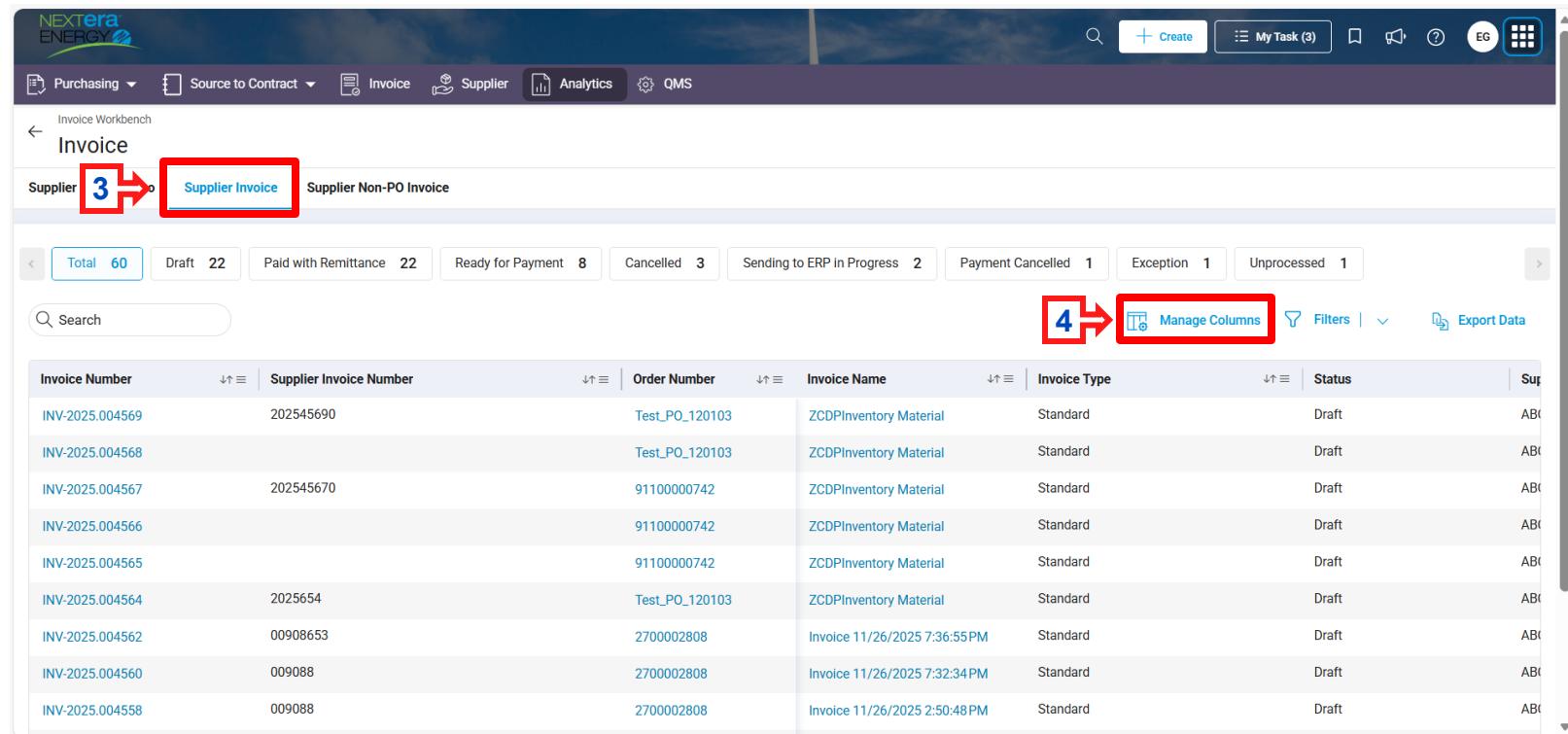
Then, select ‘Invoice’ from the menu. This will direct you to the Purchasing Section.

# Manage Columns – For Invoice Workbench

## Invoice Workbench

## Manage Columns

## Apply Changes



The screenshot shows the Invoice Workbench interface. At the top, there is a navigation bar with various icons and links. Below it, a breadcrumb navigation shows 'Invoice' and 'Supplier'. A red box labeled '3' is on the 'Supplier' link. Next to it is a red box labeled 'Supplier Invoice', which is the active section. Below this, there is a summary bar with counts for different invoice statuses: Total 60, Draft 22, Paid with Remittance 22, Ready for Payment 8, Cancelled 3, Sending to ERP in Progress 2, Payment Cancelled 1, Exception 1, and Unprocessed 1. A red box labeled '4' is on the 'Manage Columns' button. The main area is a table of invoices with columns for Invoice Number, Supplier Invoice Number, Order Number, Invoice Name, Invoice Type, Status, and Sup. The table contains 10 rows of sample data.

Invoice Number	Supplier Invoice Number	Order Number	Invoice Name	Invoice Type	Status	Sup
INV-2025.004569	202545690	Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004568		Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004567	202545670	91100000742	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004566		91100000742	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004565		91100000742	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004564	2025654	Test_PO_120103	ZCDPInventory Material	Standard	Draft	ABC
INV-2025.004562	00908653	2700002808	Invoice 11/26/2025 7:36:55PM	Standard	Draft	ABC
INV-2025.004560	009088	2700002808	Invoice 11/26/2025 7:32:34PM	Standard	Draft	ABC
INV-2025.004558	009088	2700002808	Invoice 11/26/2025 2:50:48PM	Standard	Draft	ABC

3

Click on **Supplier Invoice** section.

4

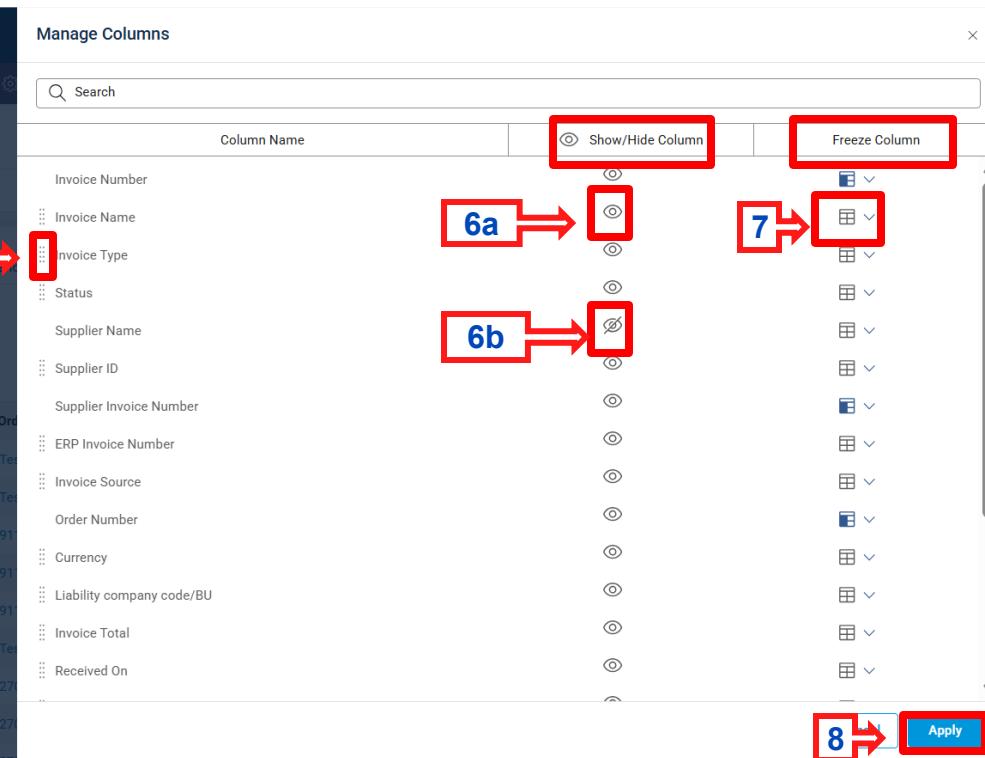
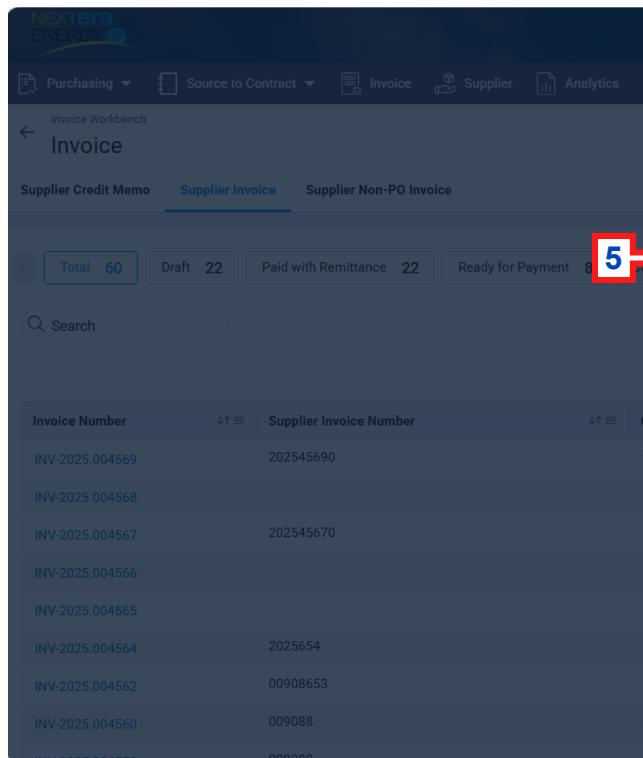
To customize the view of this section, click on **Manage Columns**.

# Manage Columns – For Purchasing Workbench

## Invoice Workbench

## Manage Columns

## Apply Changes



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A slider opens with the list of all the available columns to choose from.

**Click, hold and drag** the grid icon adjacent to the column name to reorder the column position to your preference. Only the columns with this icon next to them can be reordered.

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To adjust the visibility of columns, click on the **'Eye' shaped icon** adjacent to the column name.

- Show Column
- Hide Column

7

To fix the position of a column in the layout: Click on the **'Table Shaped Icon'** adjacent to the column name: The color of the icon changes to blue indicating the column is fixed.

8

Click on **Apply** to save and apply the newly set layout.

# Manage Columns – For Line Details

## Viewing Line Details

## Manage Columns

## Apply Changes

The screenshot shows a software interface for managing purchase orders. At the top, there are sections for 'Bill To' (FPL INFORMATION MGMT AT PDC) and 'Bill To Address' (8521 W FRANKLIN RD BOISE FL US 33404). Below this is a 'Line Details' section. On the left, a sidebar lists 'SECTIONS' including 'Basic Details', 'Supplier Details', 'Delivery and Invoicing Details', and 'Line Details' (which is selected and highlighted with a red box and arrow 2). The main area shows a table with two rows of data:

Line Number	Price Basis	Item Long Description	Unit Price	Quantity	Start Date	Status	Add Sublines
1	Rate Based	TM23 HYDRAULIC SHO...	90.00	6.00	2025-07-14	Open	
2	Rate Based	TM23 HYDRAULIC SHO...	90.00	4.00	2025-07-14	Open	

At the top right of the 'Line Details' section is a 'Manage Columns' button, which is also highlighted with a red box and arrow 3.

1 The opened Purchase Order/ Service Confirmation/ Invoice is divided into various sections.

2 Click on the **Line Details** section.

3 To customize the view of the Line Details, click on **Manage Columns**.

# Manage Columns – For Line Details

## Viewing Line Details

## Manage Columns

## Apply Changes

4 A slider opens with the list of all the available columns to choose from.

Click, hold and drag the grid icon adjacent to the column name to reorder the column position to your preference. Only the columns with this icon next to them can be reordered.

5 To adjust the visibility of columns, click on the 'Eye' shaped icon adjacent to the column name.

- Show Column
- Hide Column

6 To fix the position of a column in the layout: Click on the 'Table Shaped Icon' adjacent to the column name: The color of the icon changes to blue indicating the column is fixed.

7 Click on Apply to save and apply the newly set layout.