Manage New Roles, Users, & Account Administrator for SAP Ariba Network Account

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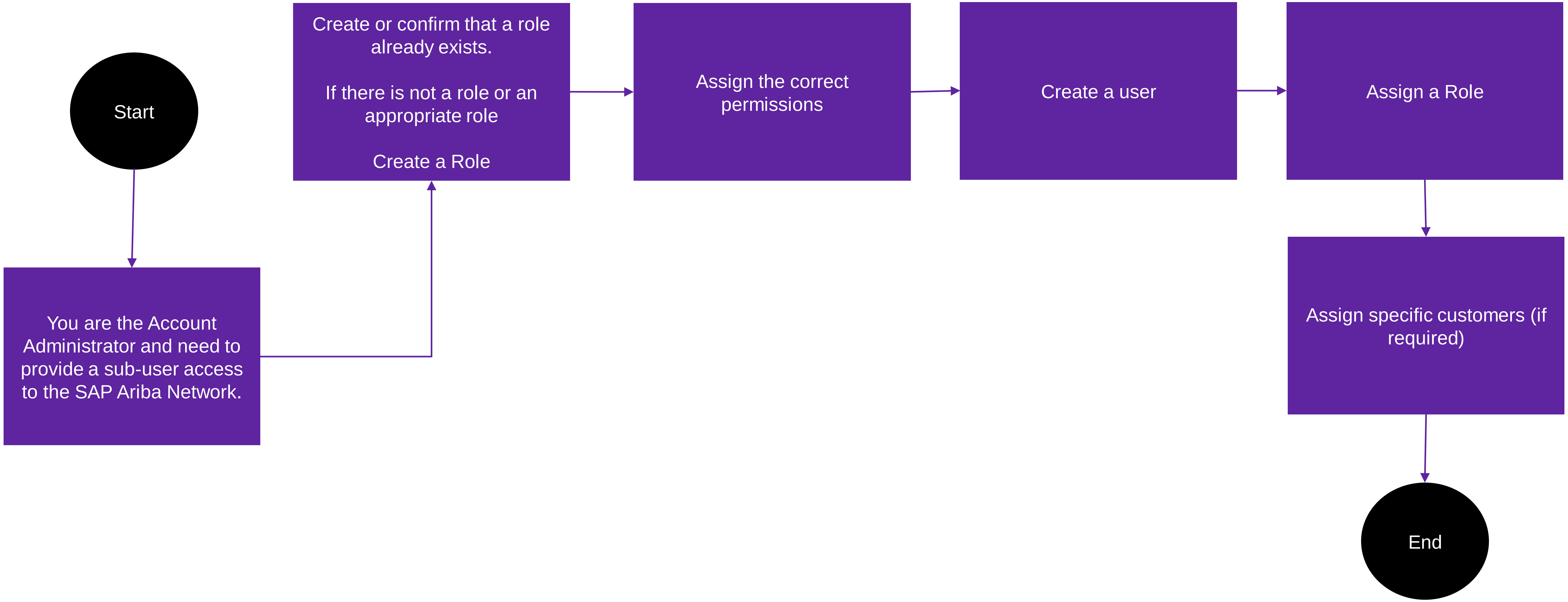
DXC TECHNOLOGY

How To Manage Roles, Users, and Network Permissions

New Roles, Users and Permissions Workflow

- A Role must be available or created before adding a user, many users can be associated with a particular role. Roles can be name using your business terminology and permissions can be added or removed when required.

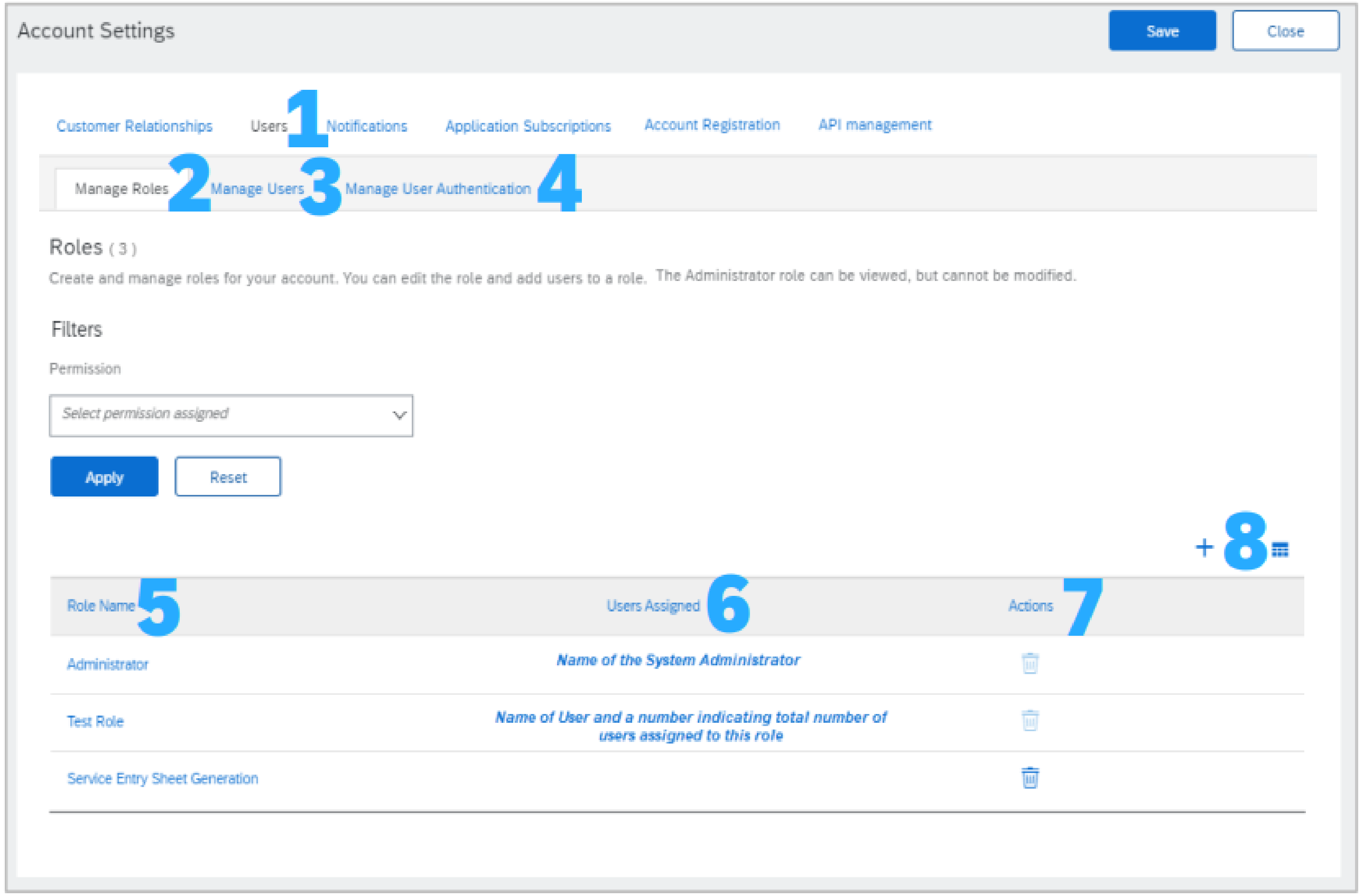


Account Settings – Users Tab Information

The Users tab/selection is only available to the Account Administrator, use this tab to maintain users for the SAP Ariba Network for:

- Creating Roles
- Creating Users
- Maintaining Users
- Assigning permissions
- Resetting passwords
- Assign the Account Administrator role to another user

1. **Users** – The tab accessed by the System Administrator to create, update and maintain users
2. **Manage Roles** – Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organisation
3. **Manage Users** – Used to add, delete, update and maintain both users and specific permissions of users
4. **Manage User Authentication** – Used to increase system security
5. **Role Name** – The name of the function/role added by the System Administrator, users are then assigned a role based on the permissions required to perform their job
6. **Users Assigned** – Indicates the number of users assigned to the Role
7. **Actions** – The actions allowed, the System Administrator role cannot be deleted, there is only 1 System Administrator at any one time
8. + - Used to Add Roles



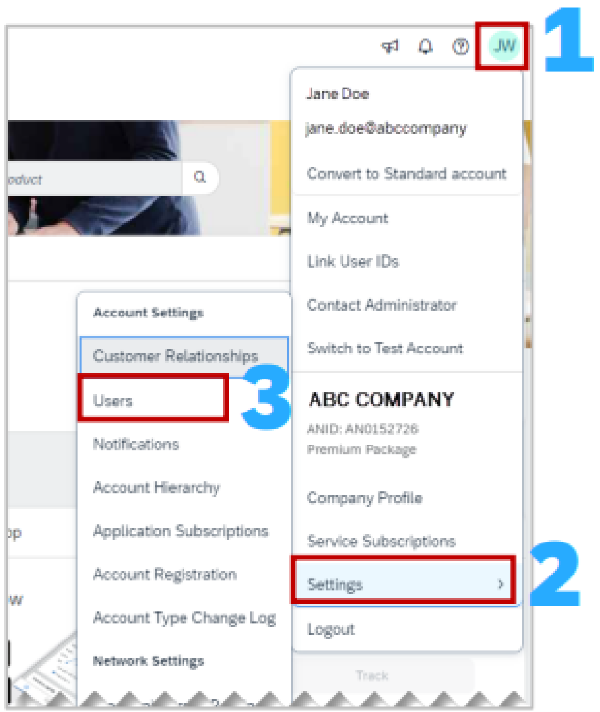
Checking if any Roles are currently setup

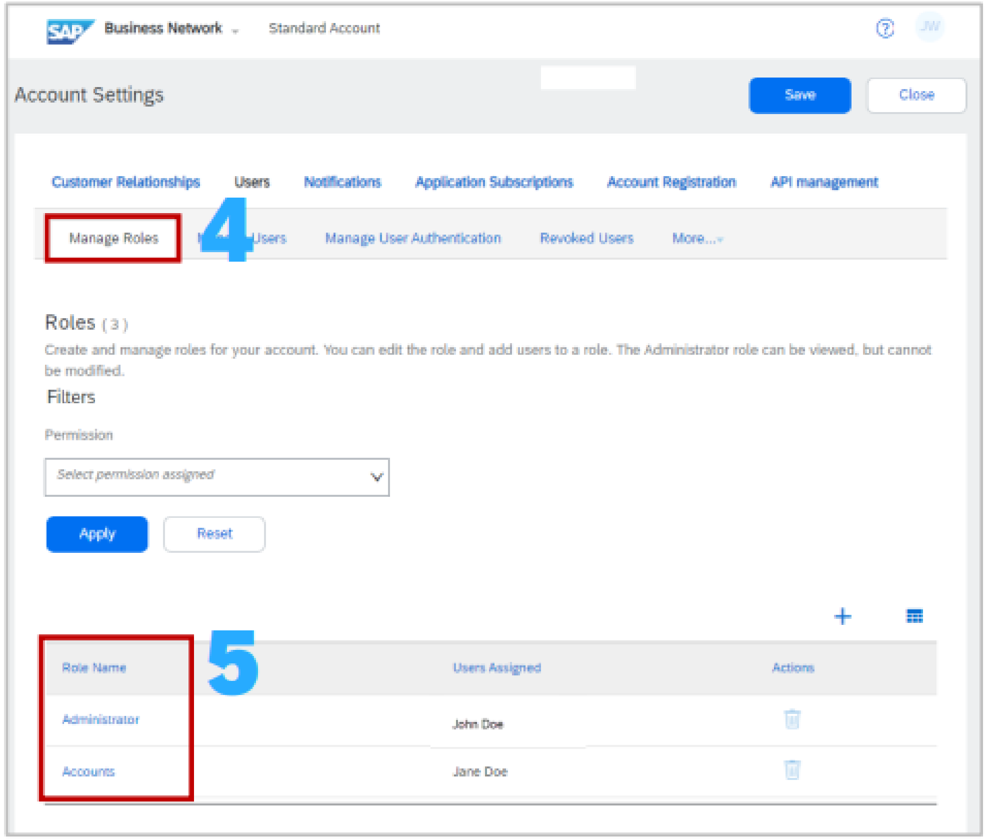
Only the Account Administrator can manage roles, add users, and control permissions. Even selecting all available permissions will not prove access to the Users section of the SAP Ariba Network.

Roles should reflect the job roles within your organization, particularly those that need to interact with the SAP Ariba Network.

Roles are then assigned permissions so that sub-users are able to access the network and perform the tasks required.

1. Sign into the [SAP Business Network Supplier (ariba.com)](), click on your **initials** in top right corner of application
2. Select **Setting**
3. Select **Users**
4. Confirm you are on the **Mange Roles** tab
5. Locate **Role Names** and determine whether you need to add, edit or update permissions on an existing role.





Adding a Role

Permissions are assigned by the Account Administrator based on the Role Responsibilities, refer to **Common Role Permissions**.

A new role does not need to be created if adjusting permissions, refer to editing permissions.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Roles** tab
5. Click on the **+**
6. Add the name of the **role**
7. Scroll down to see available permissions, and select all applicable permissions, use **Page** to review more permissions

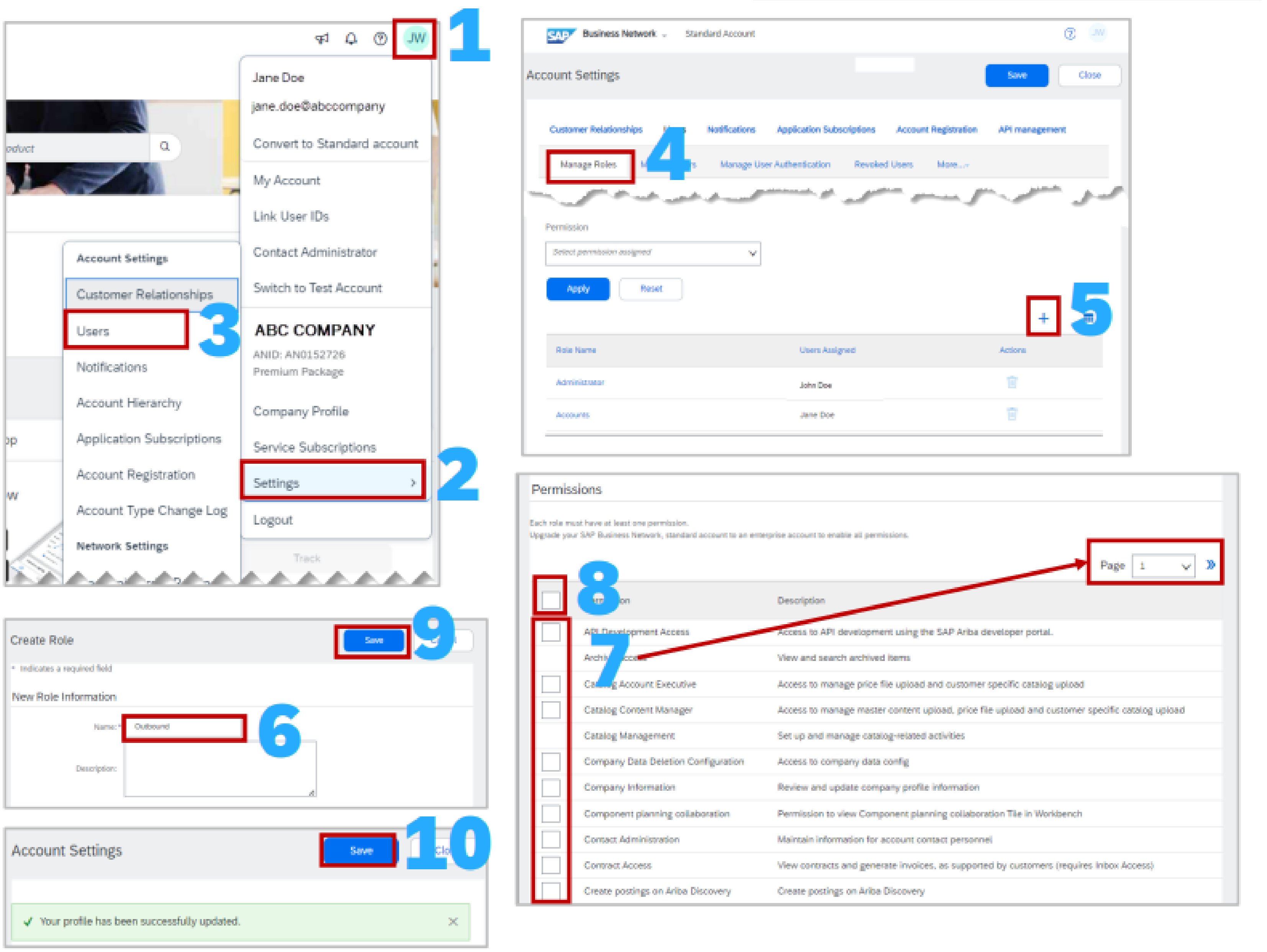
Note: Standard Account Suppliers do not have the same number of available permissions,

8. To select all permissions select **Permission**
9. Once completed, click on **Save**

The screen will revert back to the Manage Roles Tab

10. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save



Common Role Permissions

- You can select/grant all permissions to a Role by selecting all permissions or select specific permissions only. Please note that there are **5** pages of Permissions for you to choose from.
- **Common Permissions Required by Users on the Ariba Network are listed below. For a full list of the available permissions, please access the [Ariba Administration Guide] and go to the Permissions Section.**

Function	Permission	Description	Page #
Invoicing	Inbox and Order Access	Person responsible for managing invoicing transactions including invoice submission	2
Invoicing	Invoice Generation	Person responsible for managing invoicing transactions including invoice submission	2
Invoicing	Invoice Report Administrator	Access to Reporting and Invoice Report Type	2
Invoicing	Outbox Access	View and search documents in Outbox and take actions based on your role	3
Invoicing	Payment Activities	Manage your payment activiites	3
Invoicing	Payment Profile	Configure your payment profile	3
Invoicing	Contract Access	View contracts and generate invoices	1
Manage Trading Relationships	Customer Administrator	Manage customer relationships	1
Manage Trading Relationships	Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account	5
Manage Trading Relationships	Customer Relationships	View customer relationships	2
Account Data Management	Company Information	Review and update company profile information	1
Account Data Management	Contact Administration	Maintain information for account contact personnel	1
Account Data Management	Transaction Configuration	Configure account for electronic transactions	5
Account Data Management	Company Data Deletion Cofiguration	Access to company data config.	1
Account Data Management	Goods Receipt Report Administration	Access to Reportiing and Goods Receipt report type	2
Account Data Management	Purchase Order Report Administration	Access to reporting. Purchase Order and Order Summary report types	3

Editing a Role

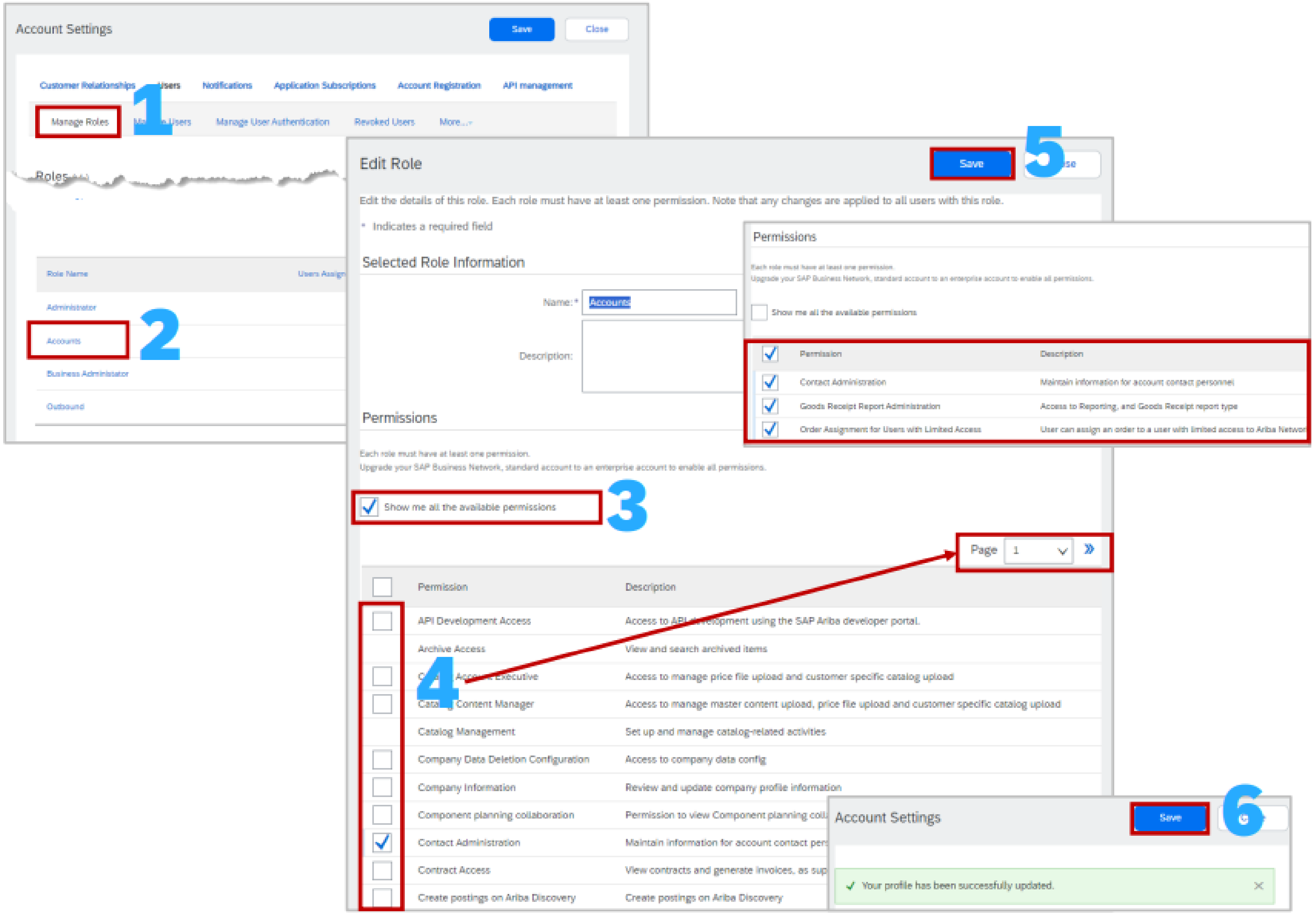
Existing Roles can be edited, including:

- Changing the name of the Role
- Removing permissions
- Adding Permissions
- Identifying Assigned Users
- Moving Assigned Users to another role

NOTE: Permissions are assigned by the Account Administrator based on the Role Responsibilities, refer to Common Permissions.

1. Display the **Manage Roles** Tab
2. Click on the name of the role you need to modify
3. The Edit Role screen is displayed, the active permissions are shown, to view other available permissions, click on **Show me all the available permissions**
4. Review and select other permissions this role should have (review other pages)
5. Click on **Save**
6. Screen returns to the Manage Roles tab, click on **Save**

A Green ribbon indicates that it has been successfully saved, a Red ribbon indicates an error, correct and re-save



Identifying Assigned Users to a Role & Moving users to another Role

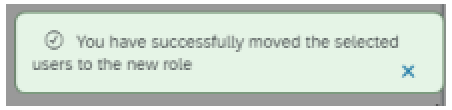
Only the Account Administrator can manage roles, add users, and control permissions. Even selecting all available permissions will not prove access to the Users section of the SAP Ariba Network.

1. Display the **Manage Roles** tab
2. Scroll down to **Assigned Users**
3. The **Users** assigned to this **Role** will be displayed
4. To Move a User to a different Role, select the affected **user**
5. Click on **Move to another role**
6. The Move Users to Another Role pop-up box is displayed, click on the **Select Role** down arrow

   NOTE: The Account Administrator is not available, to change the Account Administrator refer to [Change Administrator]

7. Click on **Move and Save**

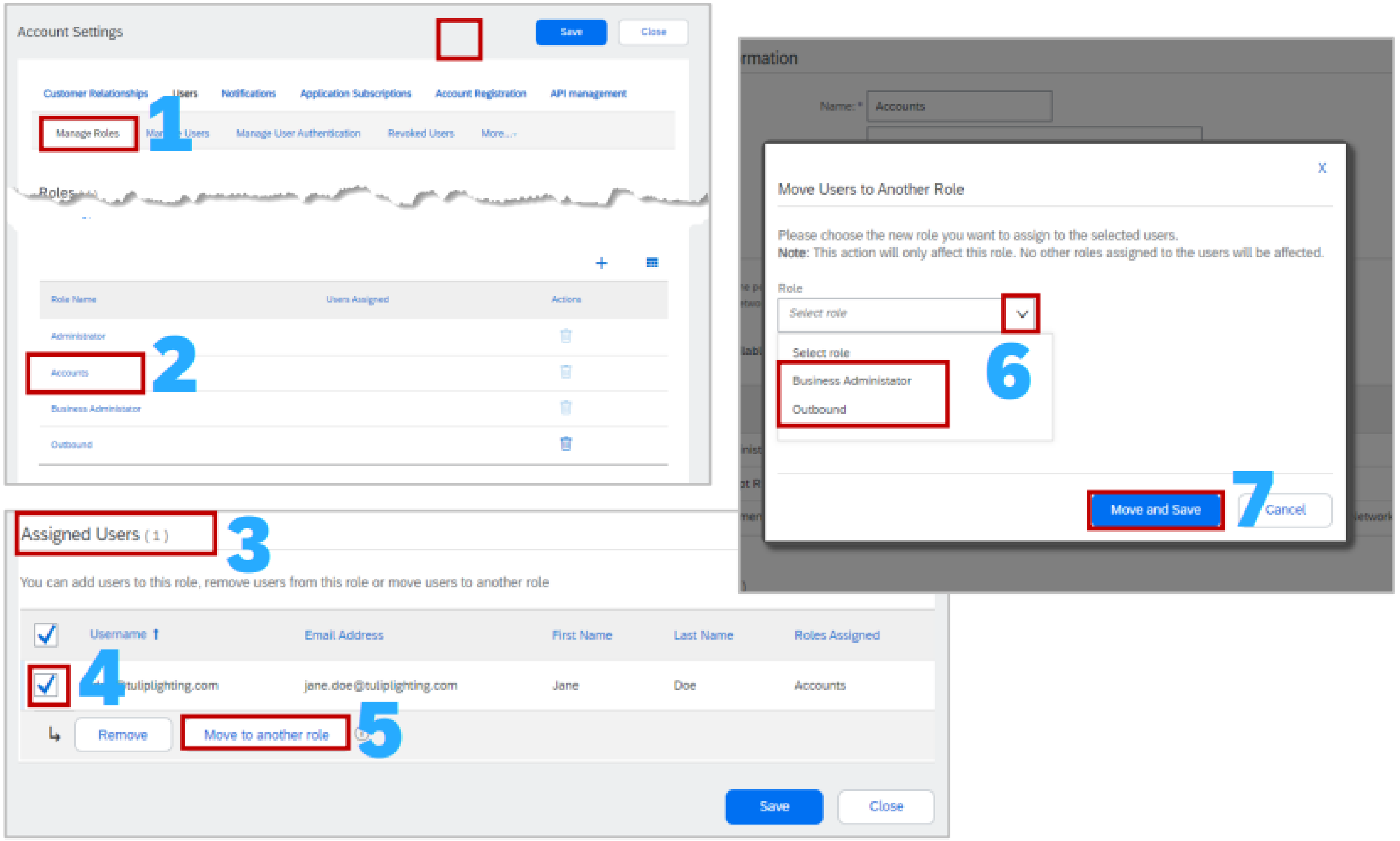
Note: A screen pop up confirms the move

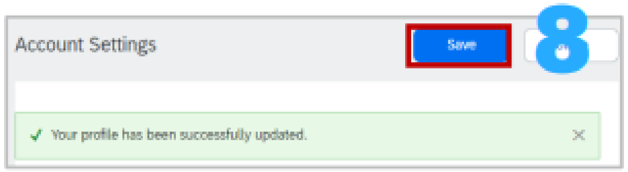


8. Screen returns to the Manage Roles tab, click on **Save**

8. Screen returns to the Manage Roles tab, click on **Save**.

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save





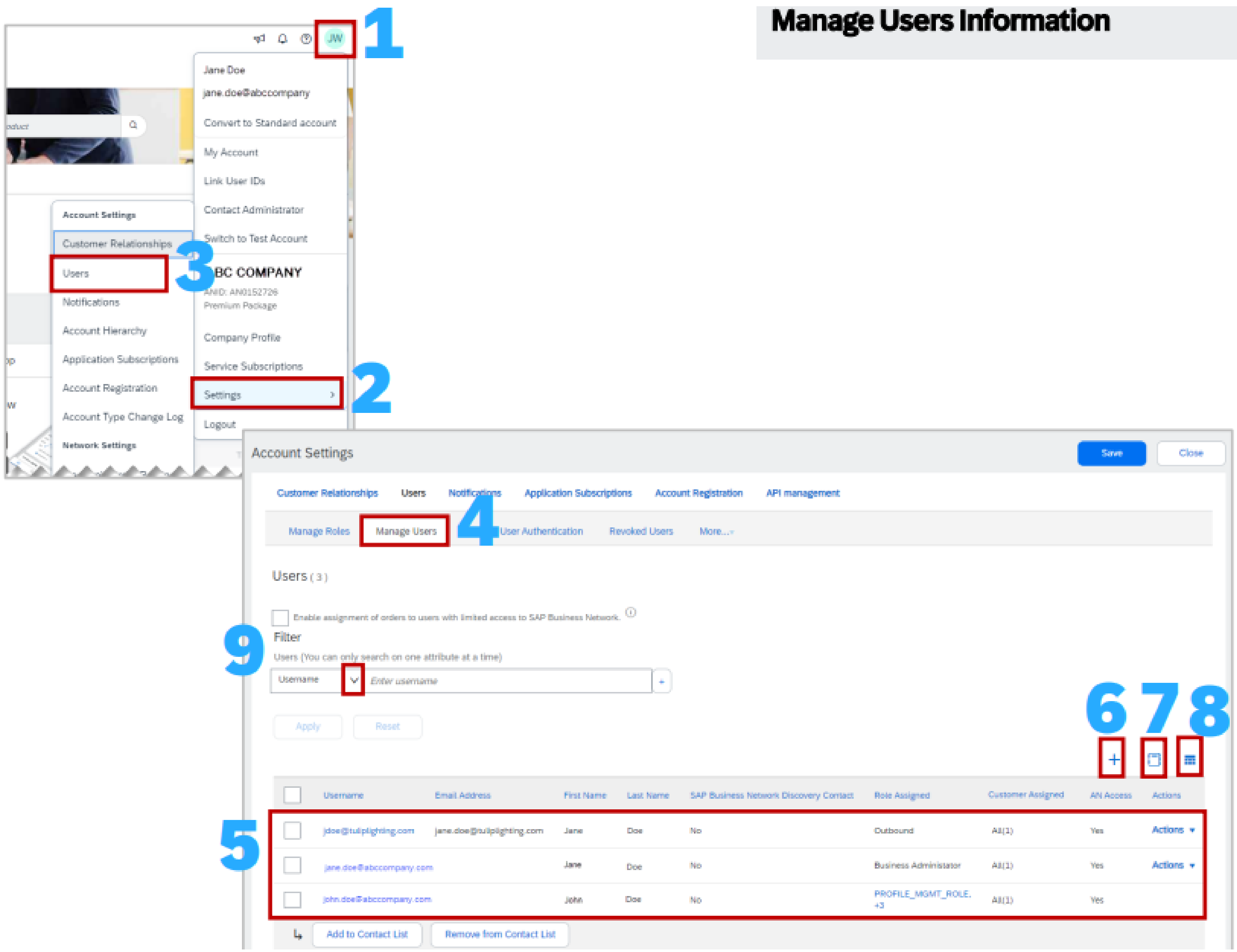
Getting to the Manage User Tab - Manage Users Information

Only the Account Administrator can manage roles, add users, and control permissions. Even selecting all available permissions will not prove access to the Users section of the SAP Ariba Network.

Accessing the Manage Users Tab

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Users** tab
5. The list of users is displayed
6. Click on + to add users
7. Click on to export contacts list
8. Click on for the Table Options Menu
9. The Filter allows for a search based on the criteria selected, use the drop down to select the criteria, enter the information, click on the + then click on Apply. The info will be displayed

Manage Users Information



Users – Create Users / Assign Roles / Assign Customers

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After Roles have been created or added as required, **Users** can be created

To Create a User:

1. Click on the **Manage Users** tab
2. Click on the **PLUS** button
3. The Create User Screen is displayed, enter a **User name**

Note: The User name can be the email address of the User or it can be created, however it must be in an email format, for example jane@abc.com

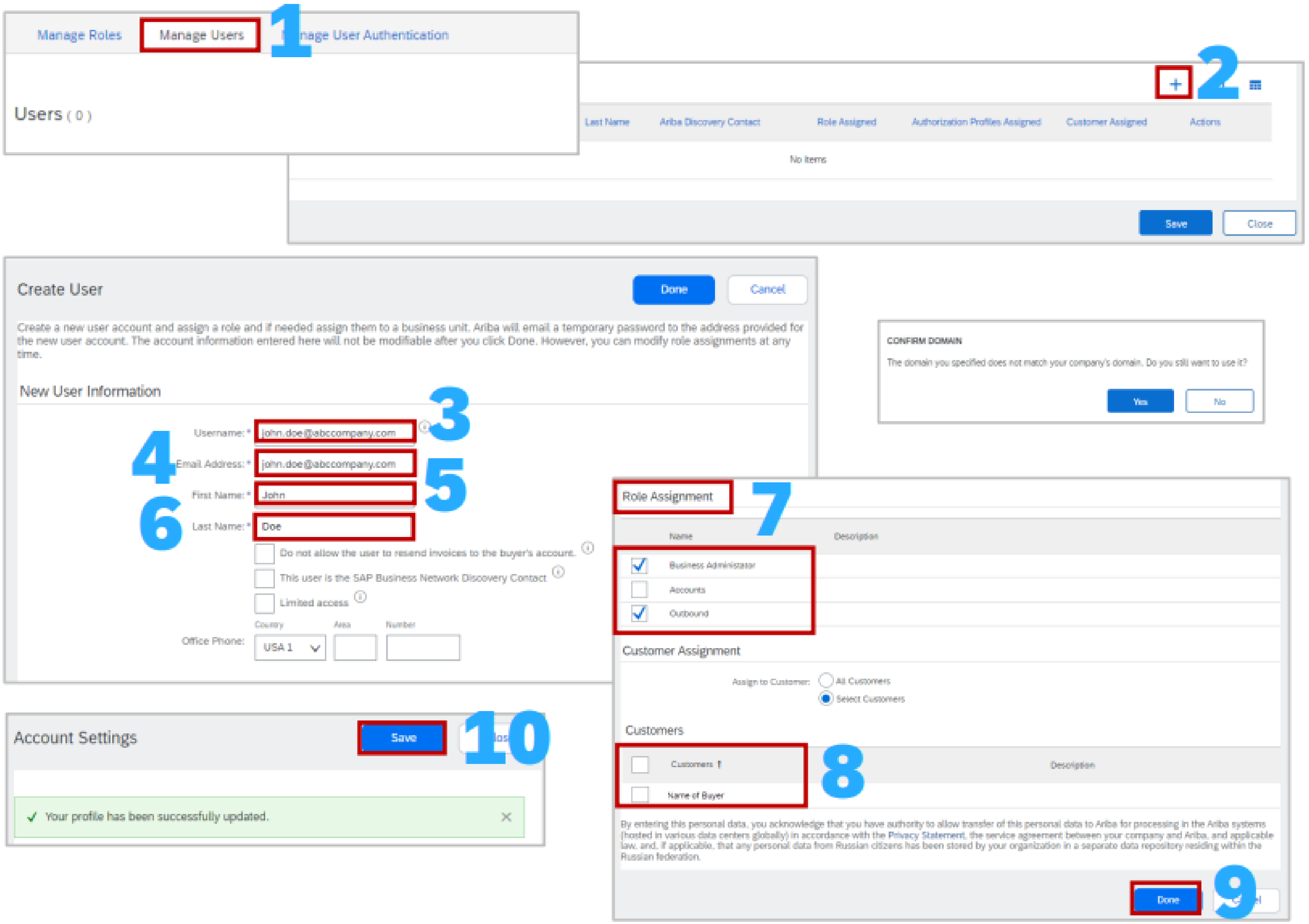
4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name**

There is no requirement to add information without an Asterisk

7. Scroll down to **Role Assignment**, select the **Role/s** that suits the needs of the Sub-user

Note: Users can be assigned more than one Role

8. Scroll down to **Customer Assignment**, and identify whether the user works specifically on one or more Customers (only customers with a relationship will appear)
9. Click on **Done** (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**)
10. Click on **Save**



Manage User Deletion & Delete a User

Only the Account Administrator can manage roles, add users, and control permissions. Even selecting all available permissions will not prove access to the Users section of the SAP Ariba Network.

Prior to deleting Users from accessing the SAP Ariba Network, confirm that a retention period has been entered. Retention periods are done in “months”.

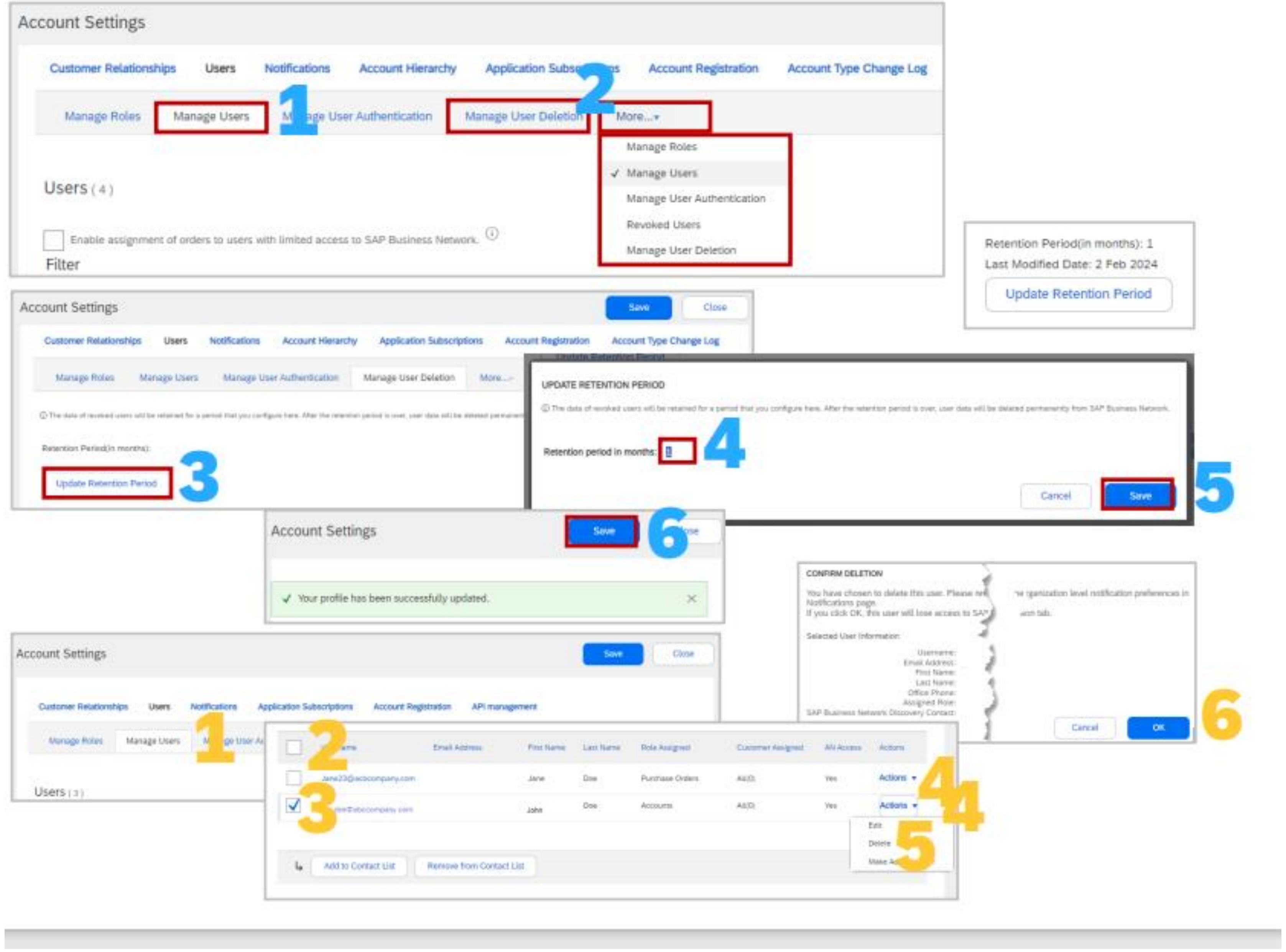
To access the Deletion Retention period:

1. Display the Account Settings screen with the Manage Users tab selected
2. **EITHER** – Click on the **Manage User Deletion** tab
   Or Click on **More** and select the **Manage User Deletion** from the drop-down list
3. To add or change the retention period, click on **Update Retention Period**
4. Enter a number between 1 and 12
5. Click on **Save**
6. The Retention Period is shown with the date the retention period was modified

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

To Delete a User: (numbers in orange)

1. Display the **Manage Users Tab**
2. Scroll down to the **list of users**
3. Select the **User** you need to delete
4. Click on **Actions**
5. Select **Delete** from the drop-down list
6. The details of the user are shown, click on **OK**



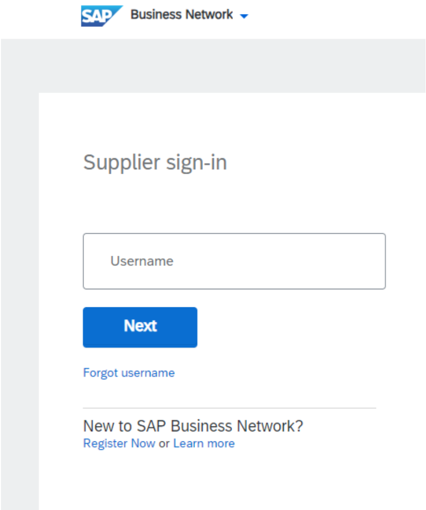
How To Change Account Administrator (4 Scenarios)

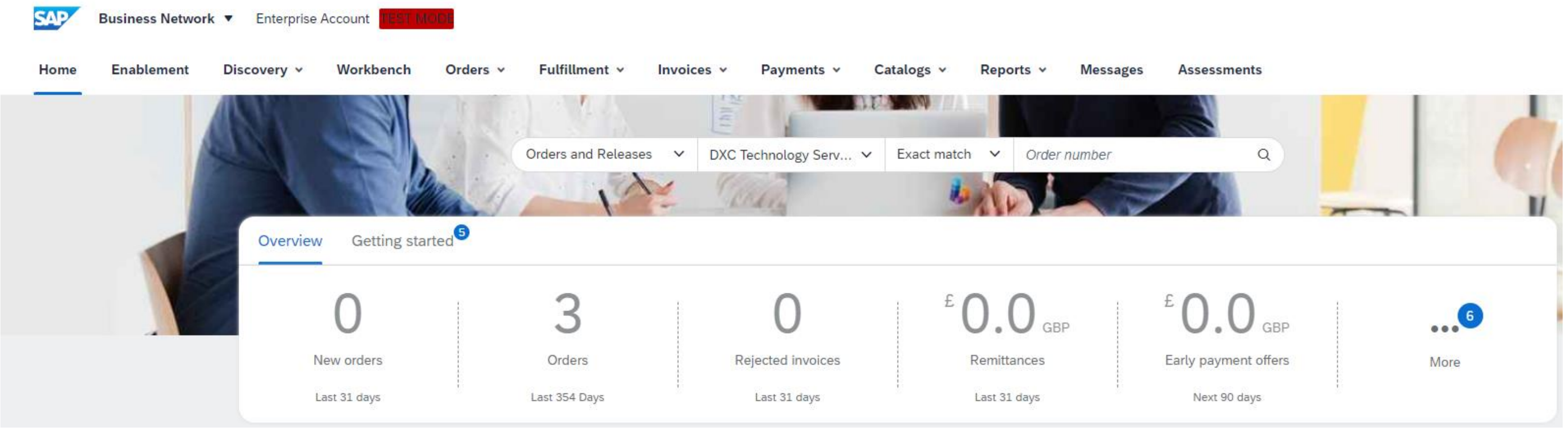
How To Change Ariba Account Administrator (Scenario # 1)

Current administrator & want to transfer role to another user that already exists in the account.

Step 1: Log into SAP Ariba Network

- Go To [SAP Business Network Supplier (ariba.com)]() and log into Ariba Network account using User ID and Password.

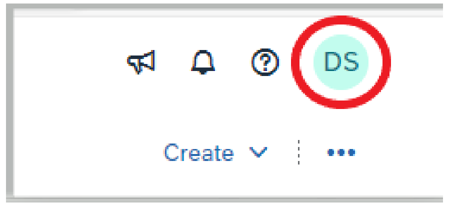




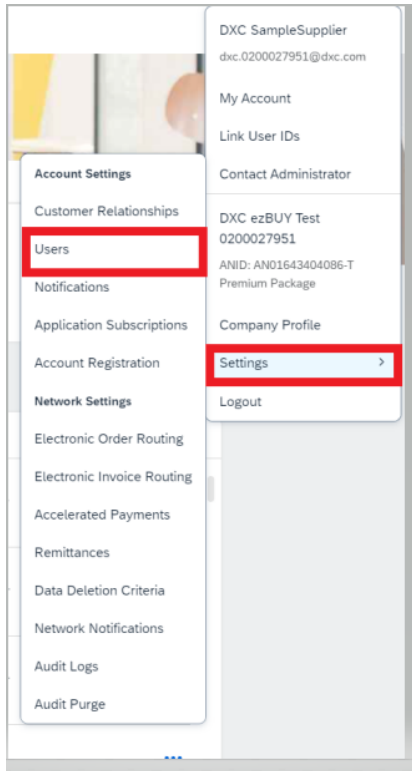
Step 2: How To Change Ariba Account Administrator: (Scenario # 1)

You're the current administrator user and you'd like to transfer the administrator role to another user that already exists in the account.

- If you currently have the Administrator role assigned to your user ID, use the following procedures to transfer the administrator role to another existing user:
- Select [**initials**] in upper right-hand corner of SAP Ariba application.



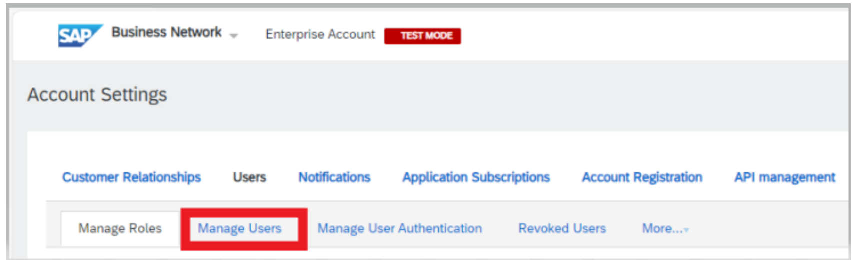
- Select **Settings** > Select **Users**



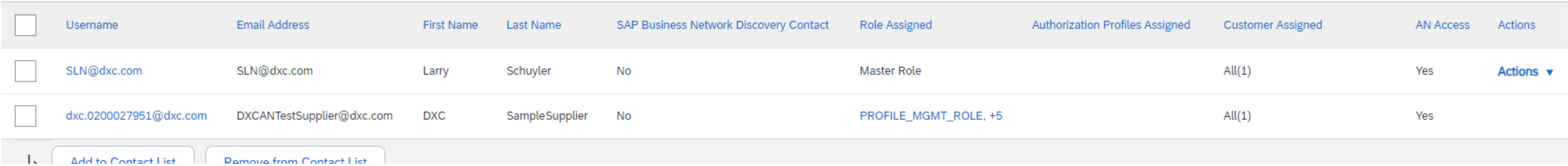
Step 3: How To Change Ariba Account Administrator: (Scenario # 1)

You're the current administrator user and you'd like to transfer the administrator role to another user that already exists in the Ariba Account.

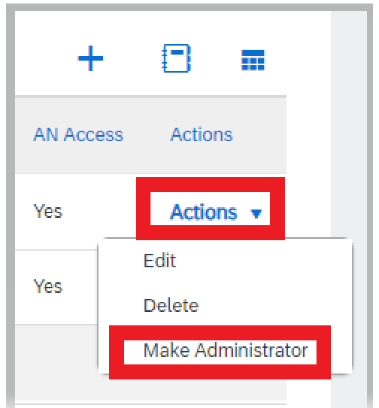
- Select **Manage Users**



- Select the user you would like to make the Account Administrator. To the right of the user you would like to transfer the account to , click **Actions** > **Make Administrator**



	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
	SLN@dxc.com	SLN@dxc.com	Larry	Schuyler	No	Master Role		All(1)	Yes	Actions
	dxc.0200027951@dxc.com	DXCANTestSupplier@dxc.com	DXC	SampleSupplier	No	PROFILE_MGMT_ROLE, +5		All(1)	Yes	



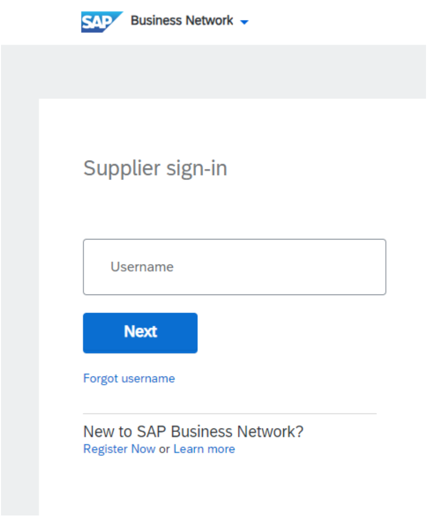
- Since only one user can administer an account at a time, you must select a new role for your user.
  - Select a role for your own user and click **Assign**.
  - Click **OK** to transfer the account administrator role.

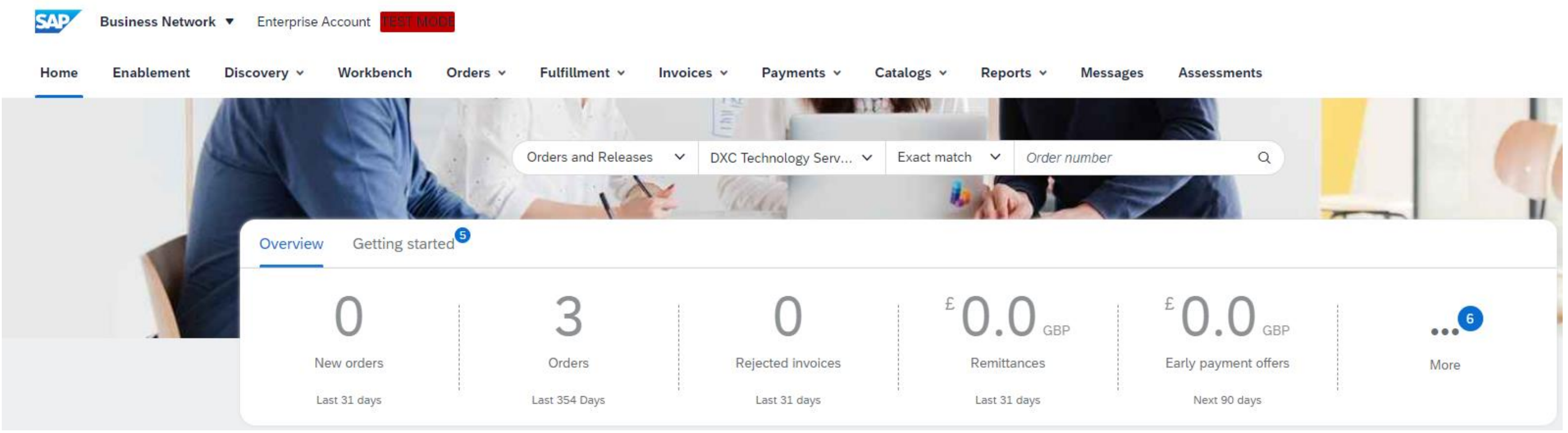
How To Change Ariba Account Administrator (Scenario # 2)

Previous Administrator left company & you Have access to their account and you’d like to make yourself (or another employee) the administrator

Step 1: Log into SAP Ariba Network

- Go To [SAP Business Network Supplier (ariba.com)]() and log into Ariba Network account using User ID and Password.

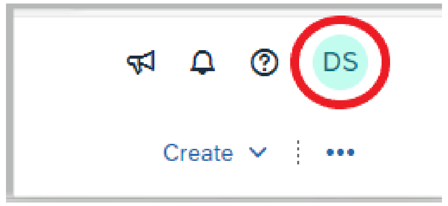


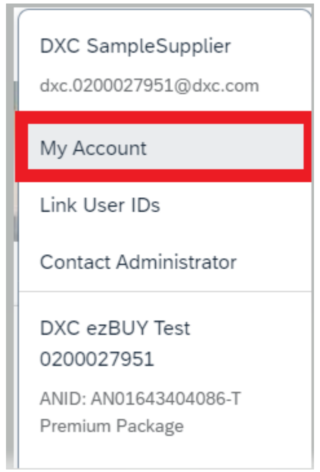


Step 2: How To Change Ariba Account Administrator: (Scenario # 2)

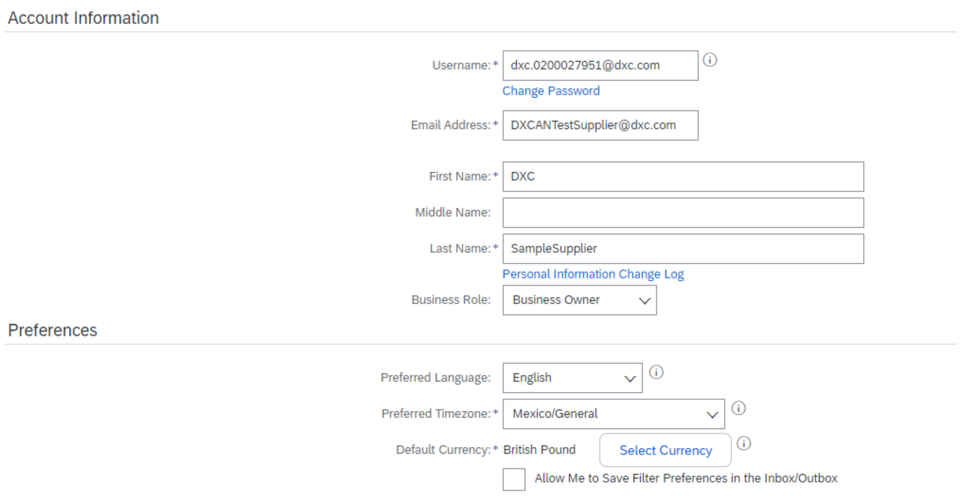
You have access to the previous administrator's account and you'd like to make yourself (or another employee) the administrator

- Update the administrator account's details to reflect the new administrator's information.
- Select [**initials**] in upper right-hand corner of SAP Ariba application. Select **My Account**.





- Update the page with the new administrator information. Remember to change the following:
  - Username
  - User's full name
  - User email
  - Contact Information
- Click **Save**.



How To Change Ariba Account Administrator (Scenario # 3)

Previous account administrator left your company, but you have access to the email address associated with their user profile.

Step 3: How To Change Ariba Account Administrator: (Scenario # 3)
The previous account administrator left your company, but you have access to the email address associated with their user profile.

- Reset the account's password, then reassign the account using one of the previous 2 Scenarios (**Scenario 1** or **Scenario 2**):
  - On the **Supplier Login page**, click the **Password** link.
  - Enter the email address associated with the previous administrators user profile.
  - Select **Submit**
  - SAP Ariba sends a password reset to the email address you entered.
  - Follow the instructions in the email to reset the profile's password and sign in.
- After you sign in, you can transfer the administrator role to an existing user (**Scenario 1**) or update the administrator user's info (**Scenario 2**).

How To Change Ariba Account Administrator (Scenario # 4)

Previous account administrator left your company, and you can’t access the email address associated with their user profile.

Step 4: How To Change Ariba Account Administrator: (Scenario # 4)

The previous account administrator left your company, and you can't access the email address associated with their user profile.

- Please contact **SAP Ariba Customer Support** from the Support Center to change the administrator. Instructions on **How to Contact SAP Business Customer Support** as a supplier can be found here. You must provide the following information to be considered for the account administrator reassignment.
  - The ANID number of the account
  - The name of the current administrator
  - The current administrator's email address

- If you go through this process, SAP Support is only authorized to update the administrator email address. Therefore, after the administrator email address is updated, we will send a password reset email to the requested email address. The new administrator will then need to log in with the former administrator's username along with the new password. Once logged in, the new administrator can change any additional information in the account such as first name, last name etc.

- After reassigning a the administrator role, it's best to confirm that all email notification settings are updated as well. If you use the account for orders and invoicing, these notifications include those related to where purchase orders are sent.

Change History

Version	Date	Change	Requester
1.0	9/11/2024	Original document created	Larry Schuyler