

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

Created on 09/11/2024

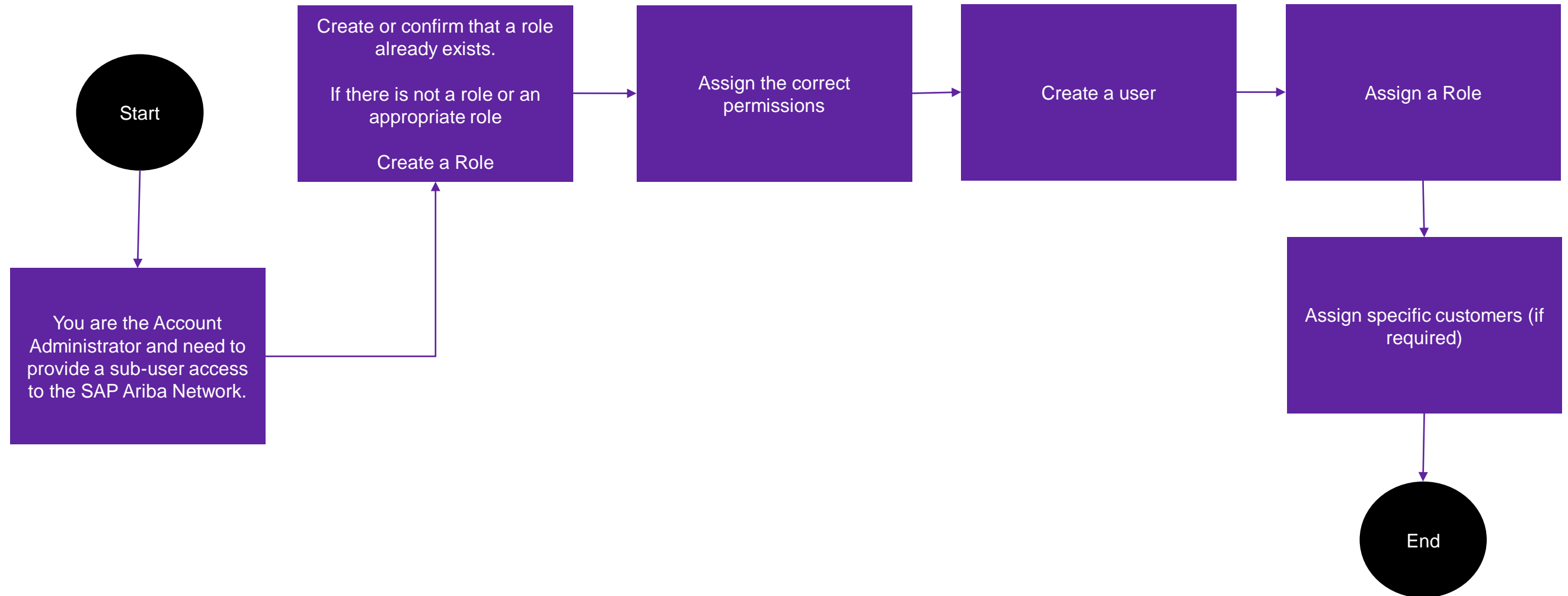
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How To Manage Roles, Users, and Network Permissions

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

Account Settings

SaveClose

Customer Relationships

Users1

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles2

Manage Users3

Manage User Authentication4

Roles (3)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

ApplyReset

Role Name5

Users Assigned6

Actions7

+8

Administrator	Name of the System Administrator	
Test Role	Name of User and a number indicating total number of users assigned to this role	
Service Entry Sheet Generation		

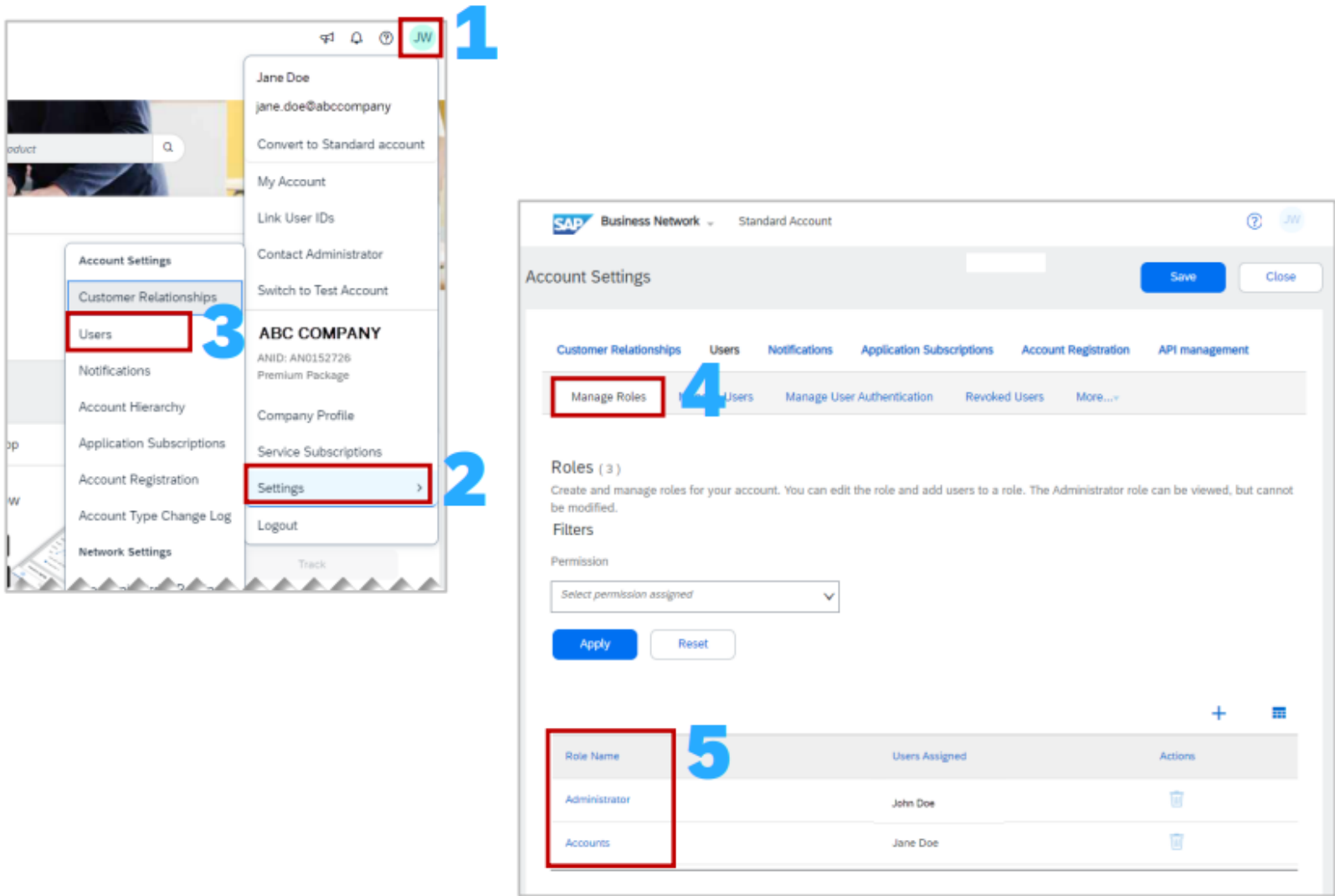
Checking if any Roles are currently setup

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 \(ariba.com\)](https://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

The screenshots illustrate the process of adding a role in the SAP Business Network. The first screenshot shows the user profile menu with 'Settings' highlighted. The second screenshot shows the 'Account Settings' menu with 'Users' highlighted. The third screenshot shows the 'Manage Roles' tab selected. The fourth screenshot shows the 'Add Role' button (+) highlighted. The fifth screenshot shows the 'Create Role' form with the 'Name' field highlighted. The sixth screenshot shows the 'Permissions' list with checkboxes highlighted. The seventh screenshot shows the 'Permissions' list with checkboxes highlighted. The eighth screenshot shows the 'Permissions' list with checkboxes highlighted. The ninth screenshot shows the 'Permissions' list with checkboxes highlighted. The tenth screenshot shows the 'Account Settings' screen with a green success message.

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 activities	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 Configuration	Access to company data config.	1
Account Data Management	Goods Receipt Report Administration	Access to Reporting 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

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles 1

Roles

Role Name Users Assigned

Administrator 2

Accounts

Business Administrator

Outbound

Edit Role

Save 5

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: Accounts

Description:

Permissions

Each role must have at least one permission. Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

☐ Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Arriba Network

Each role must have at least one permission. Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

☒ Show me all the available permissions 3

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Arriba developer portal.
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Access Executive 4	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Component planning collaboration	Permission to view Component planning collaboration
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported
<input type="checkbox"/> Create postings on Arriba Discovery	Create postings on Arriba Discovery

Account Settings

Save 6

✓ Your profile has been successfully updated.

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

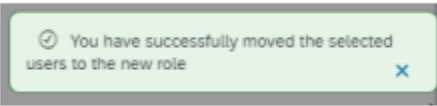
Only the Account Administrator can manage roles, add users, and control permissions. Even selecting all available permissions will not prove access to the Users section of the SAP Ariba Network.

- 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

The screenshot shows the SAP Ariba Network interface. At the top right, a user profile dropdown is open, showing 'Jane Doe' and 'jane.doe@abccompany'. A red box highlights the user's initials 'JD' (1). Below this, a sidebar menu is visible with 'Users' highlighted (3). The main content area shows the 'Account Settings' page with the 'Users' tab selected (4). A red box highlights the 'Manage Users' sub-tab (4). Below the tabs, there is a filter section with a dropdown menu set to 'Username' (9). A table of users is displayed (5), with a red box highlighting the table content. The table has columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Customer Assigned, AN Access, and Actions. The table contains three rows of user data. At the bottom right of the table, there are three icons: a plus sign (+) for adding users (6), a document icon for exporting (7), and a gear icon for table options (8).

	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	jdoe@tulplighting.com	jane.doe@tulplighting.com	Jane	Doe	No	Outbound	AB(1)	Yes	Actions
<input type="checkbox"/>	jane.doe@abccompany.com		Jane	Doe	No	Business Administrator	AB(1)	Yes	Actions
<input type="checkbox"/>	john.doe@abccompany.com		John	Doe	No	PROFILE_MGMT_ROLE_43	AB(1)	Yes	

Users – Create Users / Assign Roles / Assign Customers

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**

The screenshot illustrates the Ariba system interface for creating a user, assigning roles, and assigning customers. The interface is divided into several sections:

- Manage Users:** The top navigation bar shows 'Manage Roles', 'Manage Users' (highlighted with a red box and a blue '1'), and 'Manage User Authentication'.
- Users (0):** A table with columns: Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. A red box with a blue '2' highlights the '+ Add' button.
- Create User:** A form with a 'Done' button and a 'Cancel' button. It includes a 'New User Information' section with fields for Username, Email Address, First Name, and Last Name. A red box with a blue '3' highlights the Username field. A red box with a blue '4' highlights the Email Address field. A red box with a blue '5' highlights the First Name field. A red box with a blue '6' highlights the Last Name field. Below these fields are checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the SAP Business Network Discovery Contact', and 'Limited access'. There are also fields for Country, Area, and Number, and an 'Office Phone' field.
- Role Assignment:** A section with a red box and a blue '7' highlighting the 'Role Assignment' header. It contains a table with columns 'Name' and 'Description'. The table lists 'Business Administrator' (checked), 'Accounts' (unchecked), and 'Outbound' (checked). Below this is a 'Customer Assignment' section with a radio button for 'Assign to Customer' (set to 'All Customers') and a 'Select Customers' button.
- Customers:** A section with a red box and a blue '8' highlighting the 'Customers' header. It contains a table with columns 'Name' and 'Description'. The table lists 'Customers' (checked) and 'Name of Buyer' (unchecked).
- Account Settings:** A section with a red box and a blue '10' highlighting the 'Save' button. It includes a green message box stating 'Your profile has been successfully updated.'
- CONFIRM DOMAIN:** A dialog box asking 'The domain you specified does not match your company's domain. Do you still want to use it?' with 'Yes' and 'No' buttons.
- Done:** A red box with a blue '9' highlights the 'Done' button at the bottom right of the 'Customers' section.

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**

The screenshots illustrate the following steps:

1. 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.

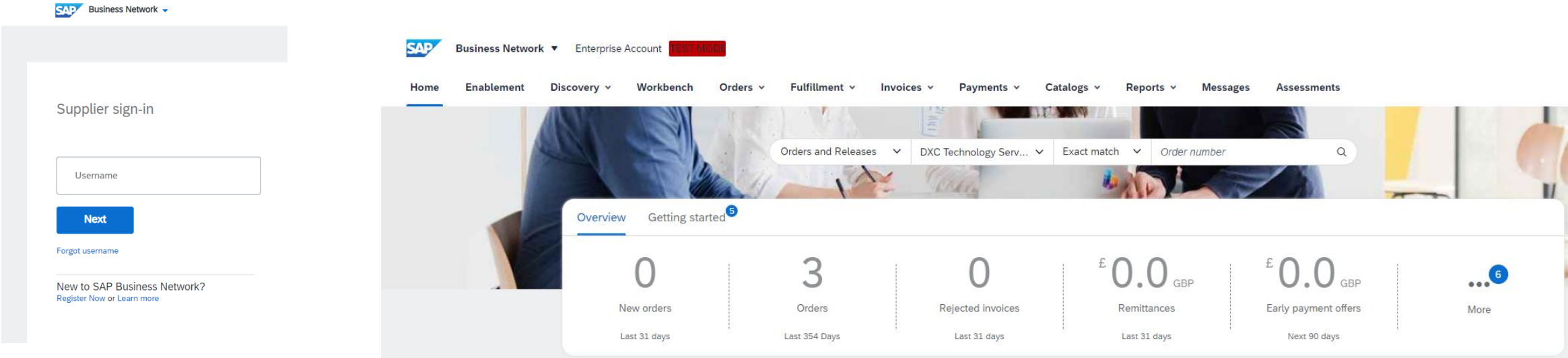
How To Change Account Administrator (4 Scenarios)

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

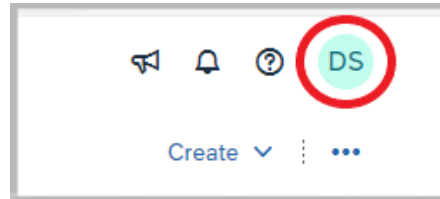
- Go To [SAP Business Network Supplier \(ariba.com\)](https://ariba.com) and log into Ariba Network account using User ID and Password.



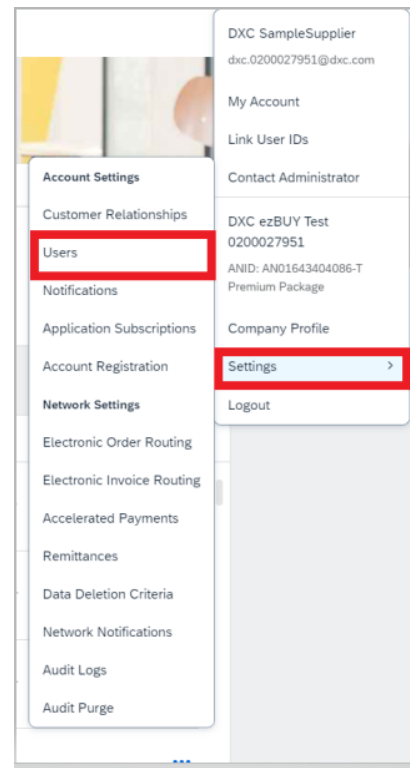
Step 2: How To Change Ariba Account Administrator: (Scenario # 1)

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.



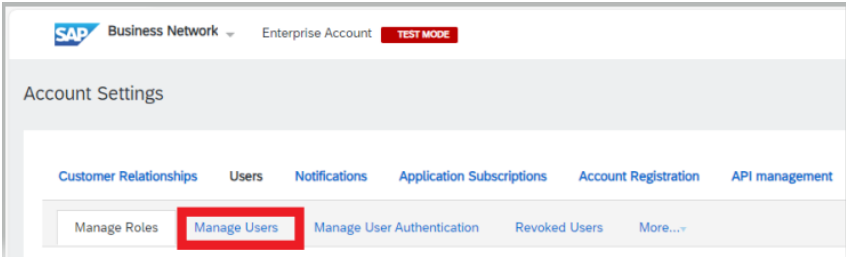
- Select **Settings > Select Users**



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.

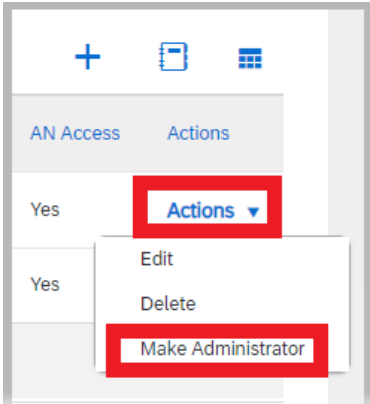
- Select **Manage Users**



- 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**

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	SLN@dxs.com	SLN@dxs.com	Larry	Schuyler	No	Master Role		All(1)	Yes	Actions ▾
<input type="checkbox"/>	dxs.0200027951@dxs.com	DXCANTestSupplier@dxs.com	DXC	SampleSupplier	No	PROFILE_MGMT_ROLE, +5		All(1)	Yes	

☐ Add to Contact List ☐ Remove from Contact List



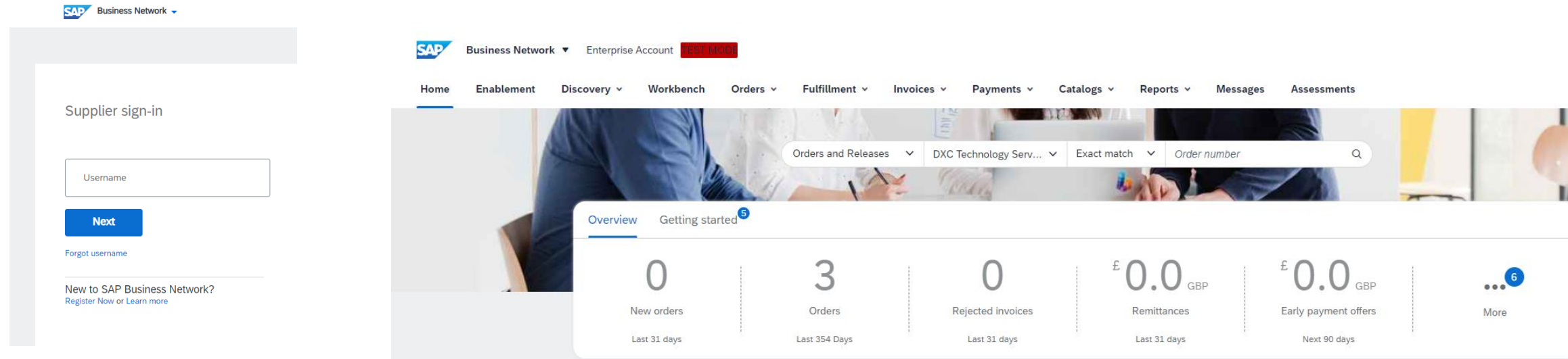
- Since only one user can administer an account at a time, you must select a new role for your user.
 - Select a role for your own user and click **Assign**.
 - Click **OK** to transfer the account administrator role.

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

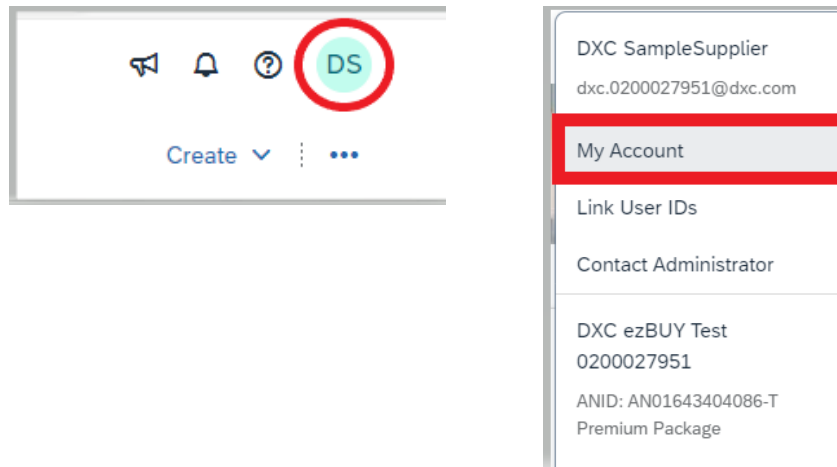
- Go To [SAP Business Network Supplier \(ariba.com\)](https://ariba.com) and log into Ariba Network account using User ID and Password.



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**.

Account Information

Username: * dxc.0200027951@dxc.com ⓘ
[Change Password](#)

Email Address: * DXCANTestSupplier@dxc.com

First Name: * DXC

Middle Name:

Last Name: * SampleSupplier
[Personal Information Change Log](#)

Business Role: Business Owner ▼

Preferences

Preferred Language: English ▼ ⓘ

Preferred Timezone: * Mexico/General ▼ ⓘ

Default Currency: * British Pound [Select Currency](#) ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

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

