

The Synlait logo is rendered in a bold, white, sans-serif font. It is centered horizontally and positioned in the upper half of the page. The background features a vibrant pink and white abstract design with flowing, liquid-like shapes that create a sense of movement and depth.

**Synlait**

**SYNLAIT TRAINING GUIDE**

**ACCOUNT ADMINISTRATION**

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

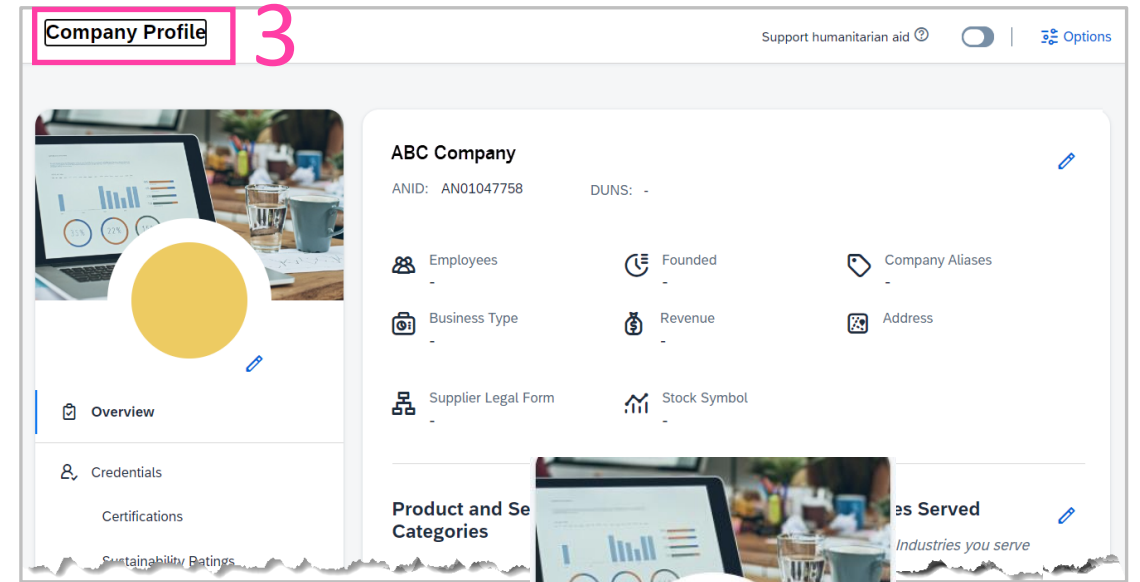
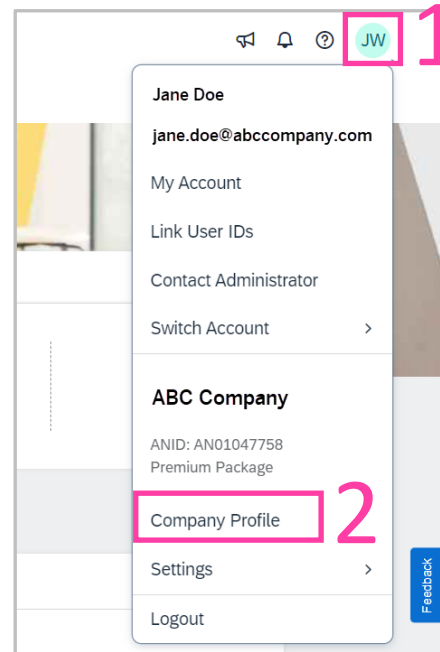
This section is designed for the **Administrator** of your SAP Ariba Business Network Account in order to complete registration, perform account configurations and create additional user accesses to the account.

- The Company Profile is used by Suppliers to add information
- Information with an asterisk is Mandatory
- Adding information that is not mandatory provides more details about your business
- Account Configuration allows the System Administrator to set up the SAP Business Network for users, ensuring that the information is specific to the supplier and consistent across all users
- The Company Profile can be accessed via the SAP Business Network Account
- Only one Company profile can be added to an ANID

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

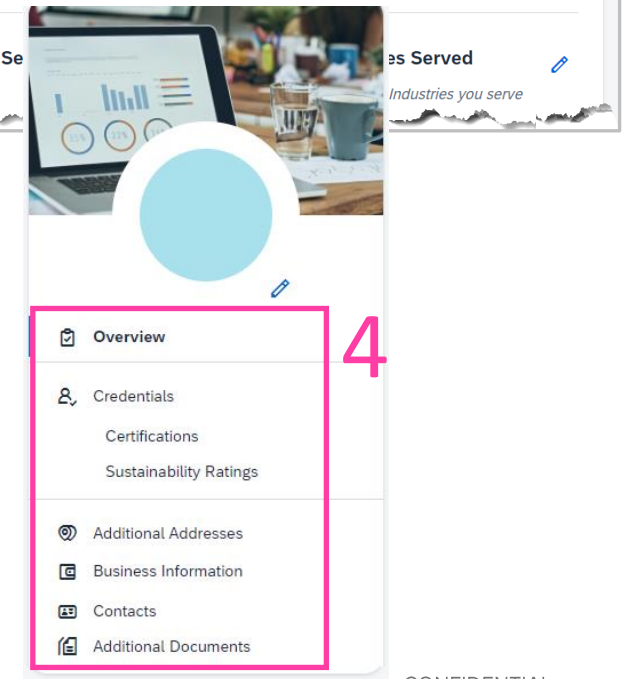
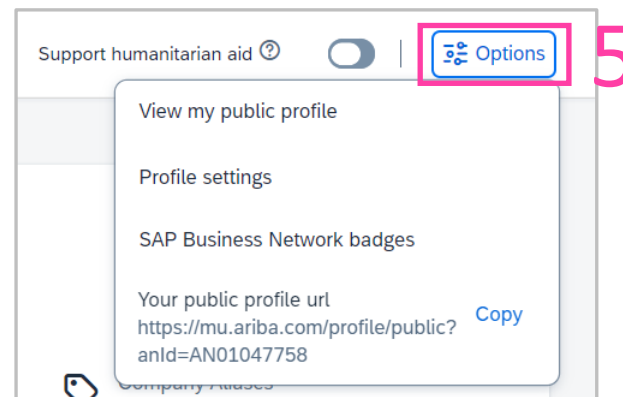
The Company profile provides basic information about your business and provides information to Buyers performing a search in the Buyer SAP Business Network.

1. Click on your **initials** at the top of the page
2. Select **Company Profile**
3. The **Company Profile** is displayed
4. There are a number of sections in the company profile:
  - Overview
  - Certifications
  - Sustainability Ratings
  - Additional Addresses
  - Business Information
  - Contact
  - Additional Documents



As the System Administrator, the level of information completed is based on the needs of your business.

5. Options – Allows Suppliers to view their Public Profile
  - Identify the Profile Settings
  - Identify if they have achieved any SAP Business Network Badges
  - Copy their SAP Business Network Public Profile



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

With the Company Profile Page Displayed:

1. Click on **Options** at the top of the page.

The available options are shown in the drop-down list.

2. Select **View my public profile**

The screen displays the Company Profile that can be accessed by potential customers on the SAP Business Network.

3. Select **Profile settings**

Profile Settings allow some screens to be hidden or shown only to my trading partners, on the bottom of the Screen are Search Results Visibility options.

4. Select **SAP Business Network badges**

This option will require a Plug-In and requires acceptance of the content and information.

5. **Your Public Profile url**, click on copy to share

The ability to company the Public URL is available, the link provides direct access to the profile for your trading partners useful when there are a number of accounts.

1

2

3

4

5

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Search Results Visibility allows suppliers to identify what level of information their Trading Partners can see when they perform a search.

Please be aware that by default your profile information is available to other users on the SAP Business Network. Manage your profile visibility settings to choose which information you want to share and who can search for and contact you.

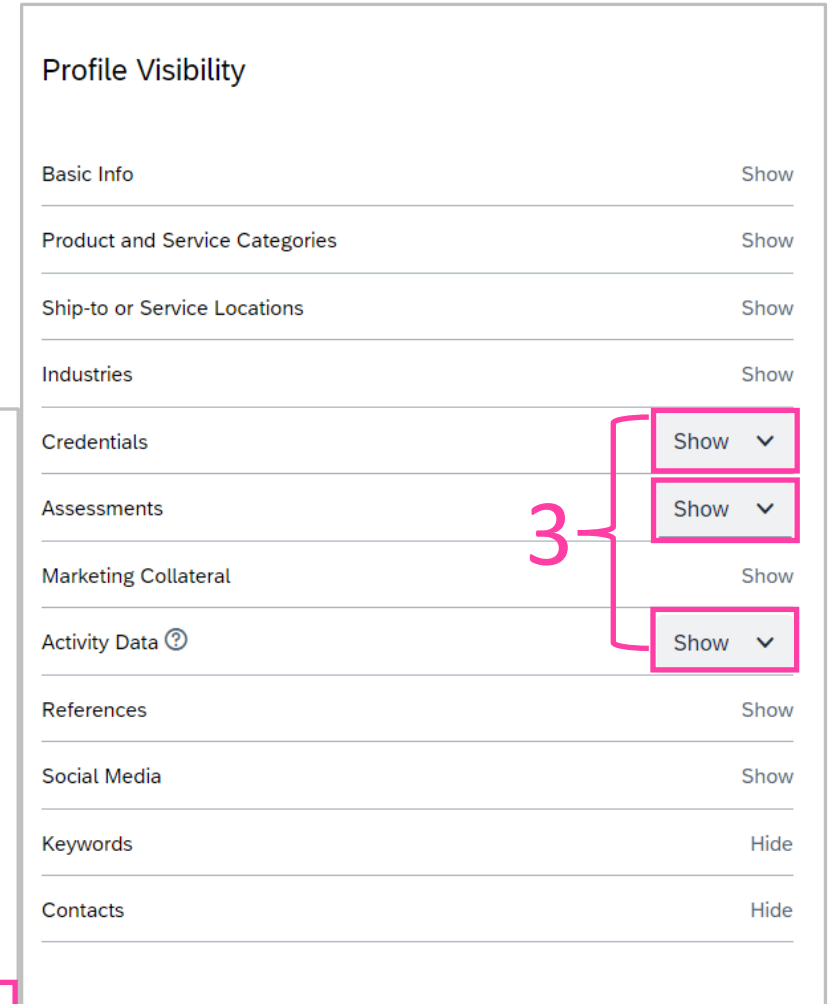
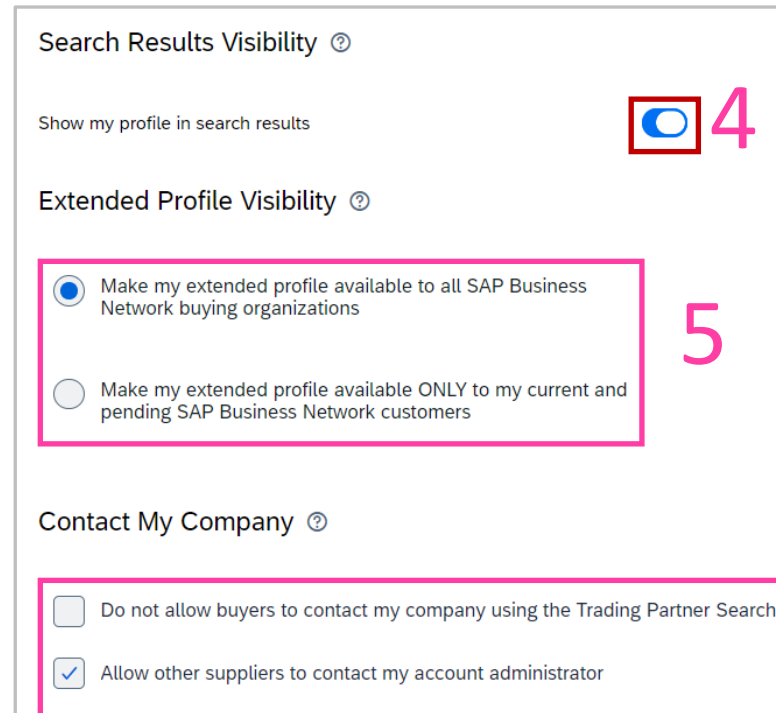
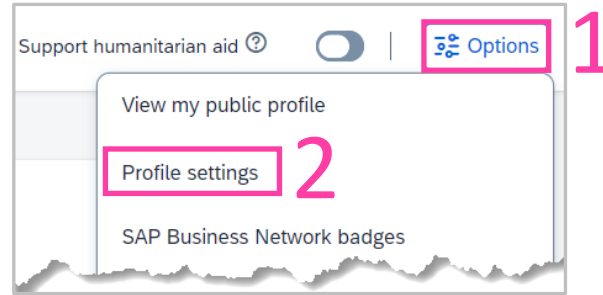
1. Click on **Options** at the top of the page
2. Select **Profile Settings**

**Note:** Greyed-out options cannot be changed as they are part of the default settings.

3. Update the options with a drop-down list

The drop-down will either display Show/Hide or Show/Show to my trading partners only.

4. Scroll down to display the Search Results Visibility section, to stop your profile from appearing in search results slide the slider across
5. Determine whether you want your extended profile available select the required option
6. Determine the level of contact your business requires, select the required option



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

With the Company Profile Page Displayed:

1. Click on the

The Upload company logo pop-up box is displayed

1. Click on **See example**

Examples of how the logo should be positioned for maximum effect

2. Click on **Browse**

Your file system will open, locate and select the logo you wish to use, select it and click on Open

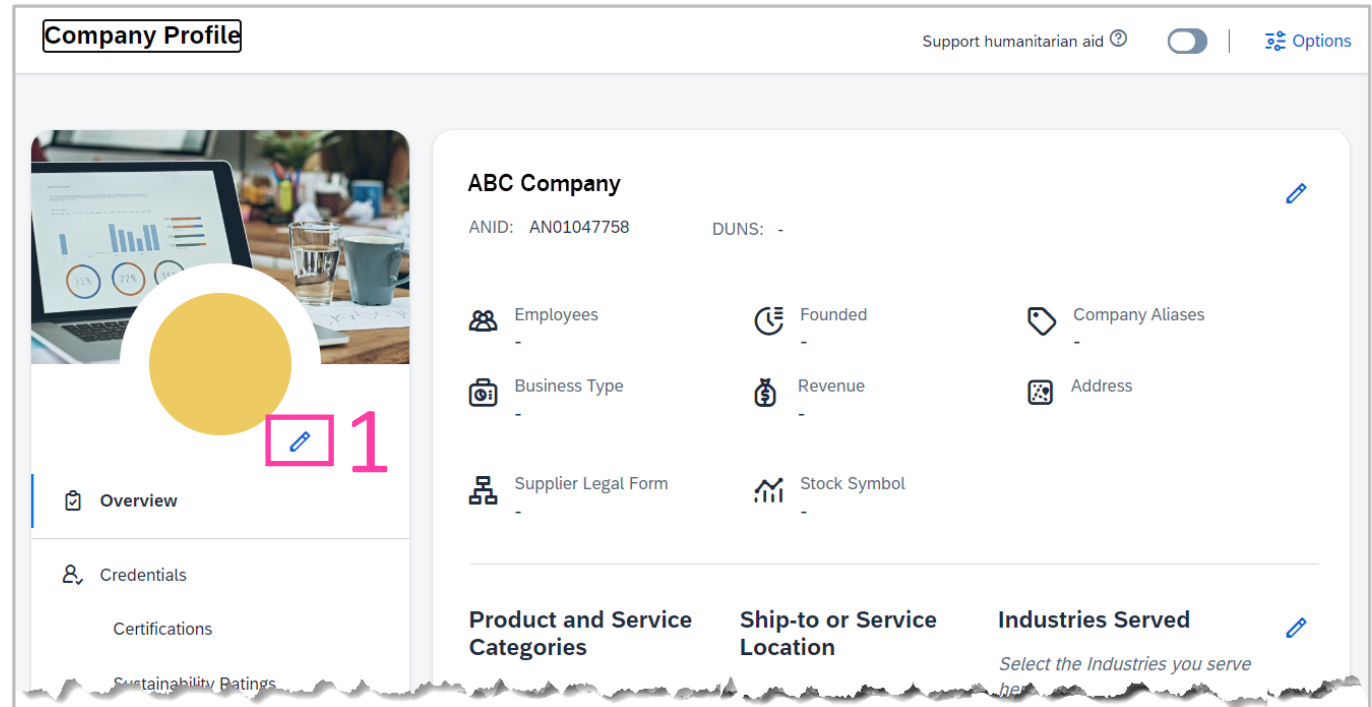
Logos must be less than 200KB

3. Click on **Save**

The Screen Returns to Company Profile, and the logo will be displayed

## REMEMBER:

- 250 maximum pixels (so use resize)
- Less than 200KB size
- Must be a GIF file extension



**Company Profile** Support humanitarian aid | Options

**ABC Company**

ANID: AN01047758 DUNS: -

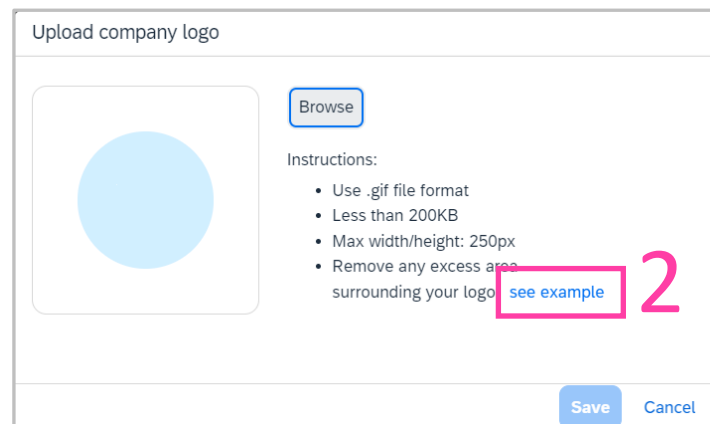
Employees - Founded - Company Aliases -

Business Type - Revenue - Address -

Supplier Legal Form - Stock Symbol -

**Product and Service Categories** **Ship-to or Service Location** **Industries Served**

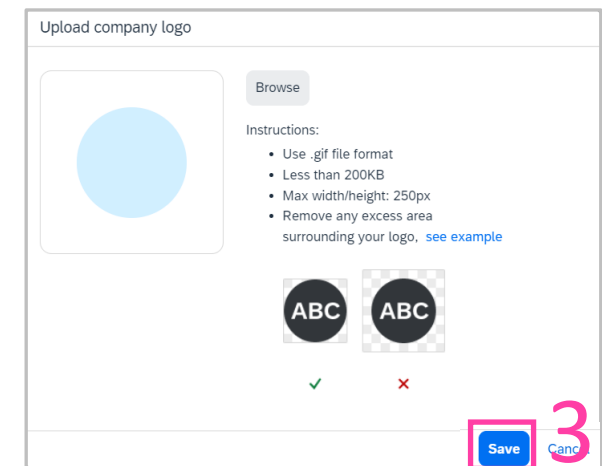
Select the Industries you serve



Upload company logo

Instructions:

- Use .gif file format
- Less than 200KB
- Max width/height: 250px
- Remove any excess area surrounding your logo



Upload company logo

Instructions:

- Use .gif file format
- Less than 200KB
- Max width/height: 250px
- Remove any excess area surrounding your logo, [see example](#)

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

To Add or Edit your Company Information, open the Company Profile:

1. Click on the  next to the name of the company

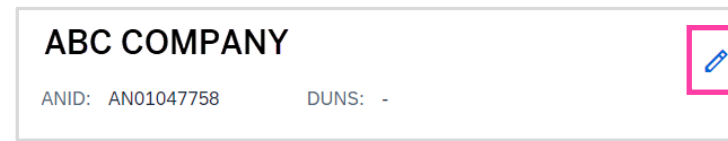
The **Edit Company Information** Screen is displayed with the Basic Info Tab automatically selected


There are 3 tabs:

- Basic Info
- Address
- Business Type

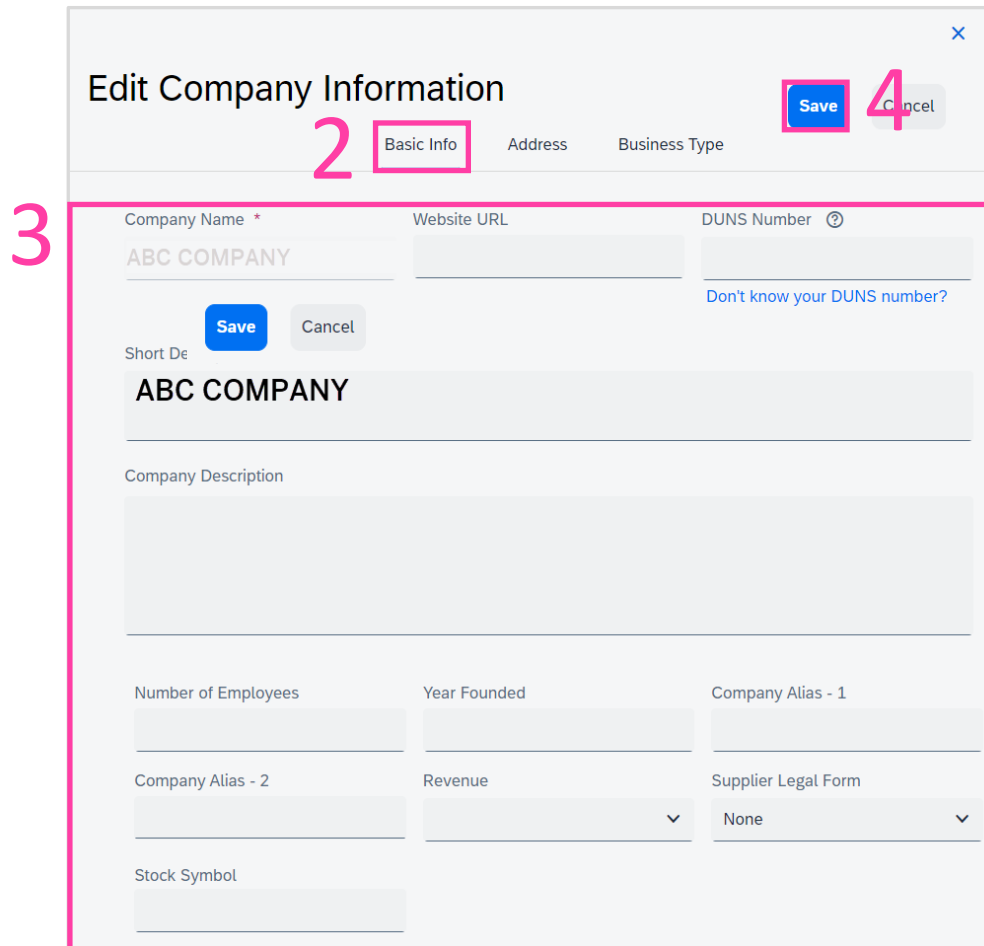
2. Ensure you are on the **Basic Info Tab**
3. Update, add or edit open fields, greyed fields cannot be edited
4. Click on **Save**
5. Select the **Address tab**
6. Update, add or edit open fields
7. Click on **Save**
8. Select the **Business Type Tab**
9. Select all of the options applicable to the business
10. Click on **Save**


The information has been updated and displayed in the Company Profile



**ABC COMPANY**  1

ANID: AN01047758      DUNS: -



**Edit Company Information**  4

Basic Info   Address   Business Type

3

Company Name \*      Website URL      DUNS Number ⓘ

ABC COMPANY                [Don't know your DUNS number?](#)

**Save**   Cancel

Short De

**ABC COMPANY**

Company Description

Number of Employees      Year Founded      Company Alias - 1

Company Alias - 2      Revenue      Supplier Legal Form

Stock Symbol



Basic Info   **Address**   Business Type

Country \*      6

Australia [ AUS ]

Address 1 \*      123 Nowhere Street

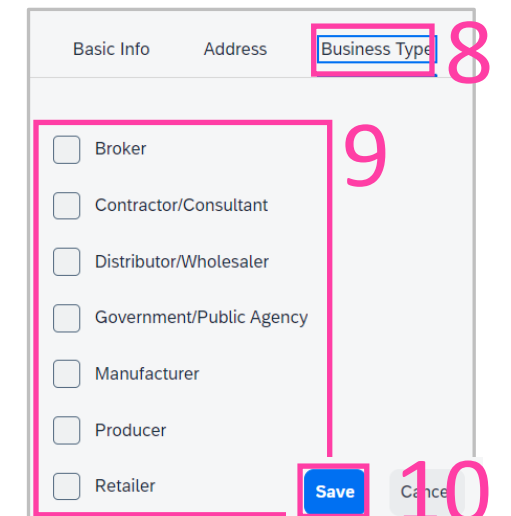
Address 2

City \*      Somewhere

State \*      South Australia [AU-SA] ▼

Postal Code \*      5013

**Save**   Cancel      7



Basic Info   Address   **Business Type**      8

Broker      9

Contractor/Consultant

Distributor/Wholesaler

Government/Public Agency

Manufacturer

Producer

Retailer

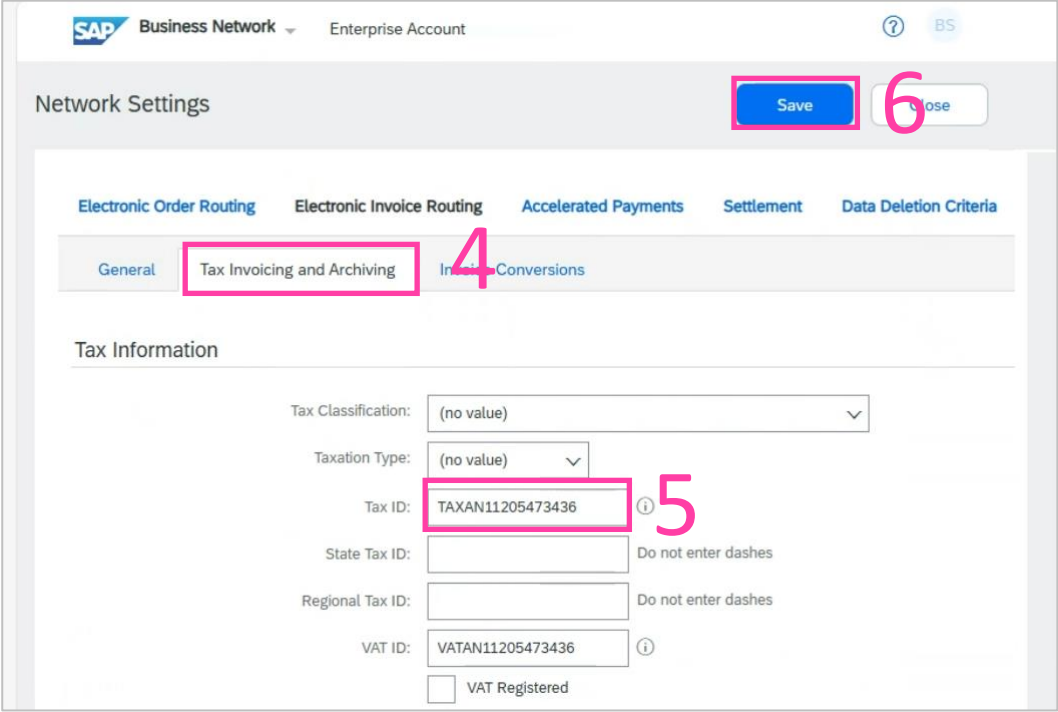
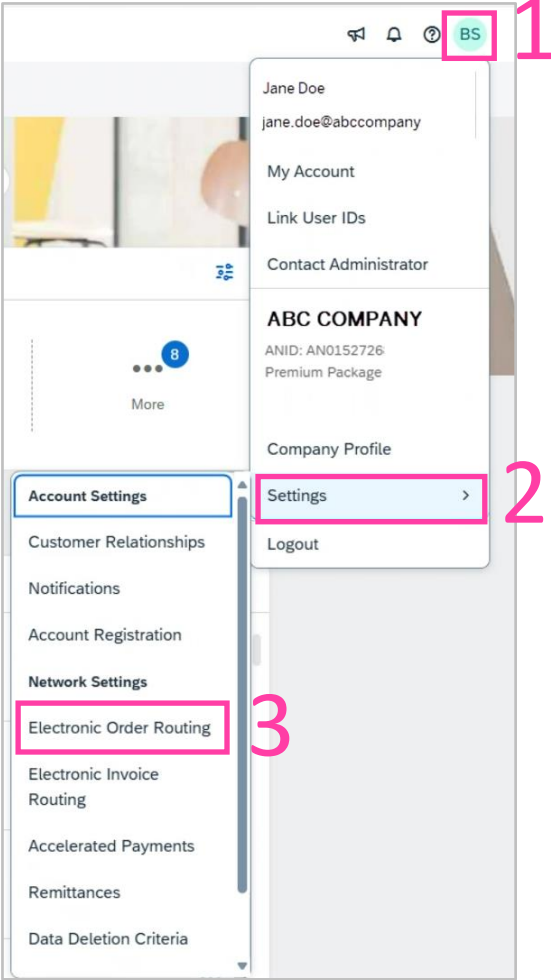
**Save**   Cancel      10

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## ADDITIONAL INFORMATION FOR CREATING INVOICES

Adding the relevant tax information ensures that these fields are automatically populated during the Invoice creation process.

- 1. Sign in to the SAP Business Network, click on your **initials**
- 2. Select **Settings**
- 3. Select **Electronic Order Routing**
- 4. Select the **Tax Invoicing and Archiving** tab
- 5. In **Tax ID** enter your Tax ID number.
- 6. Select **Save**.



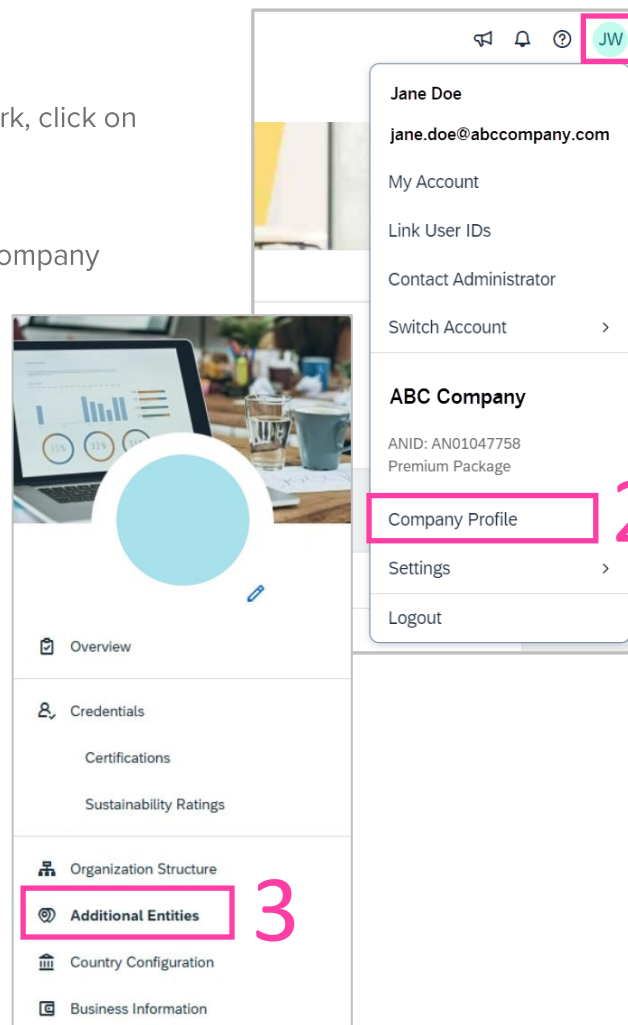


# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## ADDITIONAL INFORMATION FOR CREATING INVOICES

Adding the relevant legal information ensures that these fields are automatically populated during the Invoice creation process.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Company Profile** and the Company Profile is displayed
3. Select **Additional Entries**
4. Select **Create**
5. Complete the details for the new entry
6. Select **Create**



1

2

3

Additional Entities (1)				
Company Name	Location	BNO ID	TAX ID	Collaboration Function

Create

4

### Create New Additional Entity

**Company and location information**

Company (Legal) Name: \*

Country/Region: \*

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*

**Network collaboration information**

Functions:

**Identification information**

Internal ID:

**Legal and tax information**

TAX ID:

VAT ID:

5

Create

6

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## ACCOUNT SETTINGS

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

- Creating Roles
  - Creating Users
  - Maintaining Users
  - Assigning permissions
  - Resetting passwords
  - Assign the System 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. **+ Add Roles** – Used to Add Roles

The screenshot shows the 'Account Settings' page with a navigation bar at the top containing 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Users' tab is selected and highlighted with a pink box and the number 1. Below the navigation bar is a sub-navigation bar with 'Manage Roles', 'Manage Users', and 'Manage User Authentication', each highlighted with a pink box and the number 2, 3, and 4 respectively. The main content area is titled 'Roles ( 3 )' and includes a description: '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.' Below this is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned' and 'Apply' and 'Reset' buttons. At the bottom is a table with columns 'Role Name', 'Users Assigned', and 'Actions'. The 'Role Name' column is highlighted with a pink box and the number 5. The 'Users Assigned' column is highlighted with a pink box and the number 6. The 'Actions' column is highlighted with a pink box and the number 7. A pink box with a plus sign and the number 8 is located at the bottom right of the table area. The table contains three rows: 'Administrator' with 'Name of the System Administrator' and a trash icon; 'Test Role' with 'Name of User and a number indicating total number of users assigned to this role' and a trash icon; and 'Service Entry Sheet Generation' with a trash icon.



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

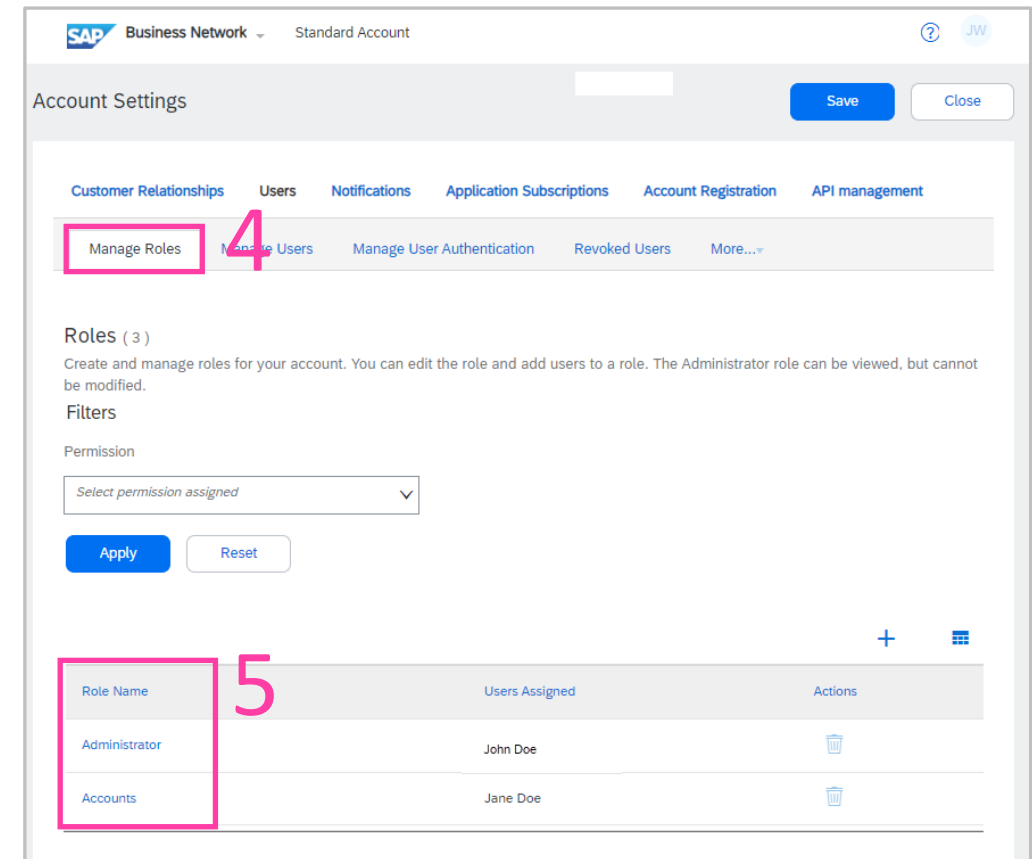
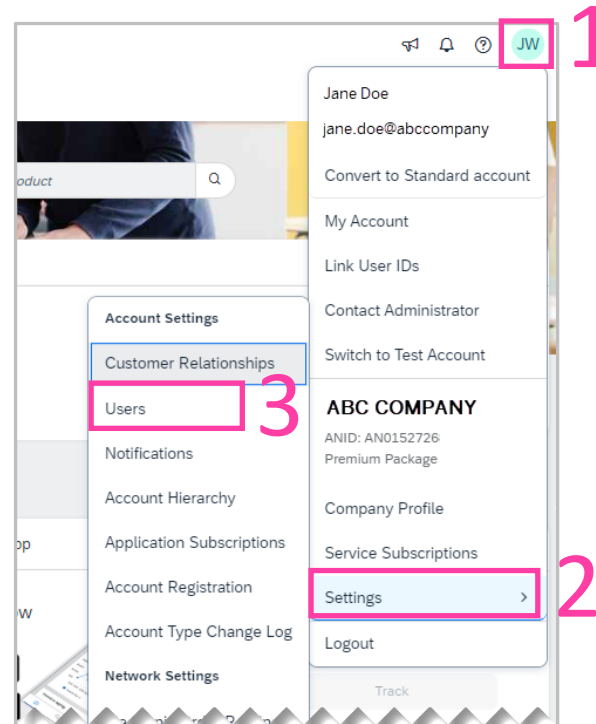
## MANAGE ROLES

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

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

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

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. Locate **Role Names** and determine whether you need to add, edit or update permissions on an existing role



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## MANAGE ROLES

Permissions are assigned by the System Administrator based on the Role responsibilities, refer to [Permissions](#).

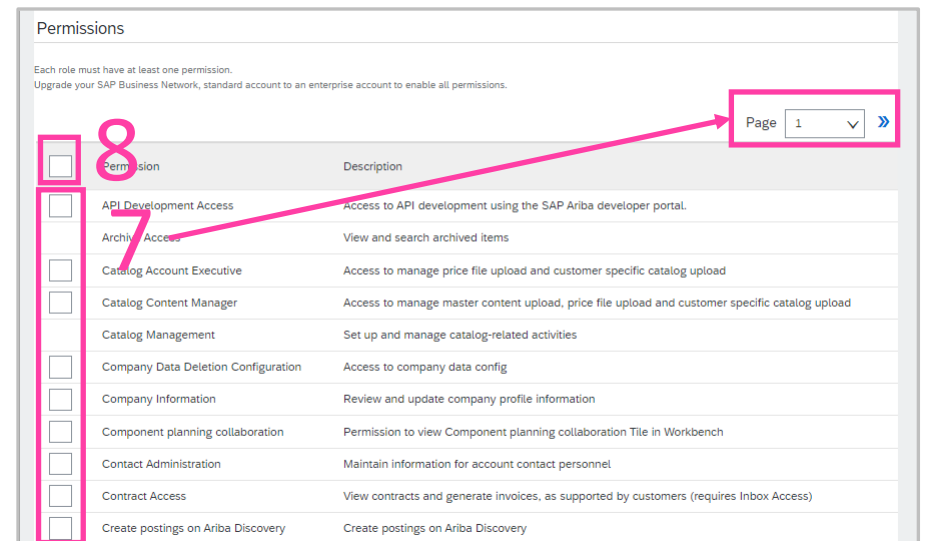
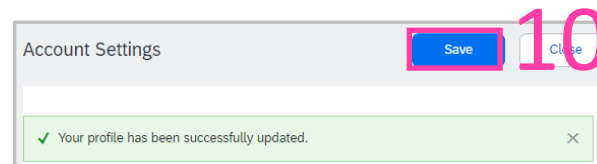
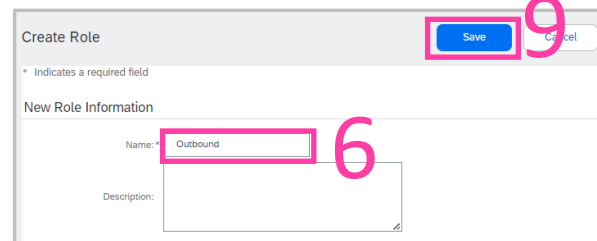
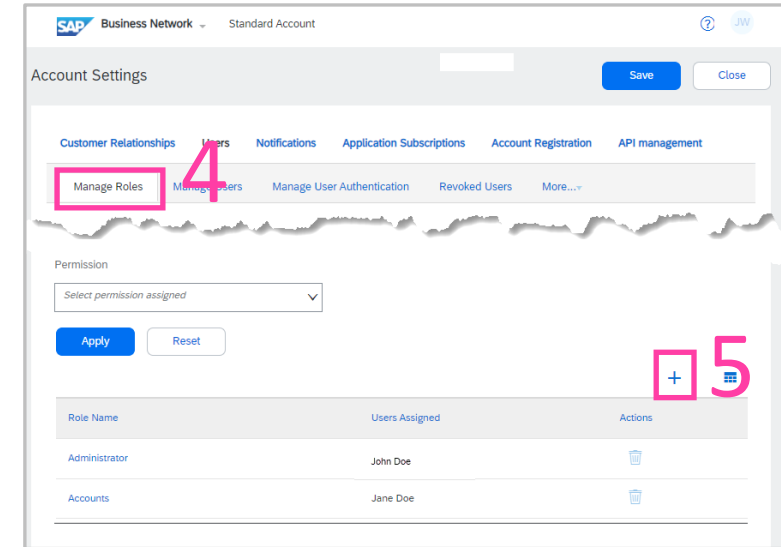
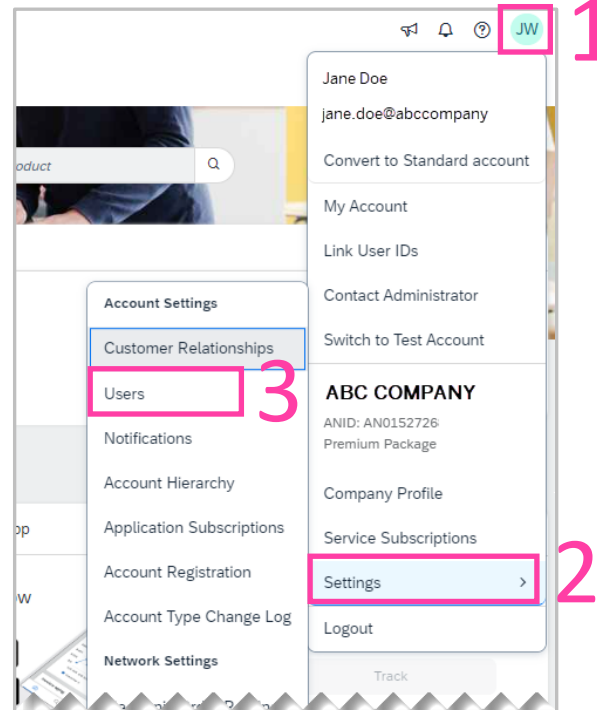
A new role does not need to be created if adjusting permissions, refer to editing permissions.

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

The screen will return 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



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## MANAGE ROLES

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

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.

The screenshot displays the 'MANAGE ROLES' interface. At the top, there are tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Manage Roles' tab is selected (1). Below the tabs, there is a list of roles: 'Accounts', 'Business Administrator', and 'Outbound'. The 'Accounts' role is selected (2). The 'Edit Role' screen is displayed for the 'Accounts' role. The 'Selected Role Information' section shows the role name as 'Accounts' and a description field. The 'Permissions' section shows a list of permissions with checkboxes. The 'Show me all the available permissions' checkbox is checked (3). The 'Permissions' table is shown with the following data:

Permission	Description
<input checked="" type="checkbox"/> Permission	
<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 Ariba Network

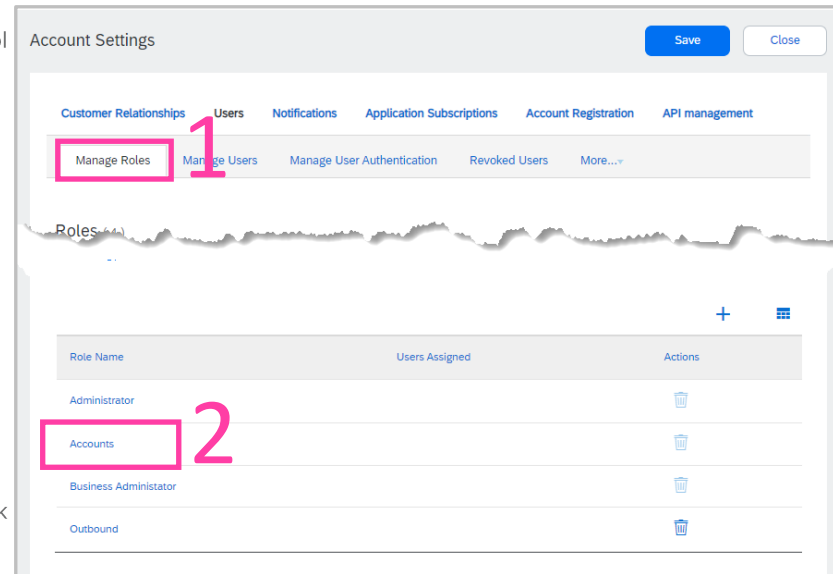
The 'Save' button is highlighted in red (5). The 'Account Settings' screen is shown at the bottom with a green success message: 'Your profile has been successfully updated.' and the 'Save' button highlighted in red (6).

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

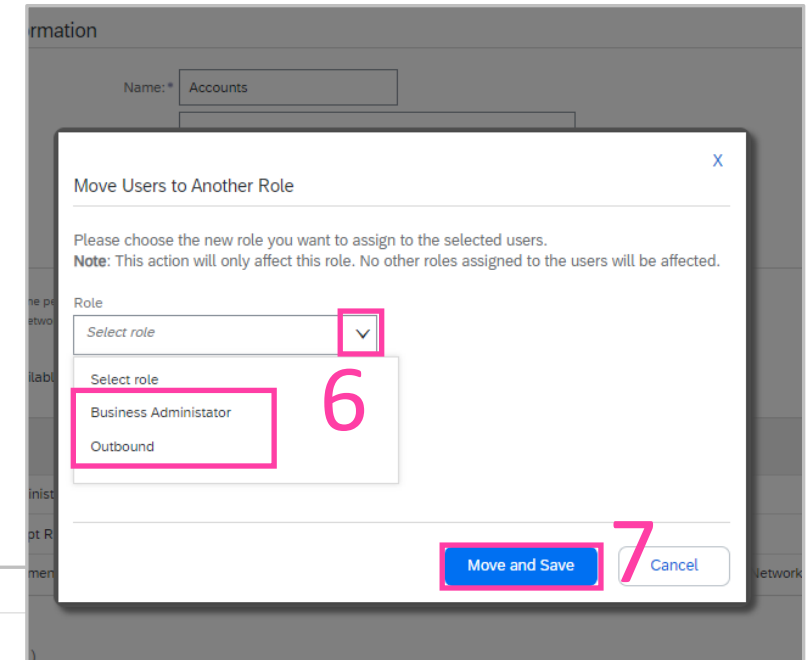
## MANAGE ROLES

Only the System Administrator can manage roles, add users and control permissions. Even selecting all.

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



The screenshot shows the 'Account Settings' interface with the 'Manage Roles' tab selected. A red box highlights the 'Manage Roles' tab, labeled with a red '1'. Below, a table lists roles: Administrator, Accounts, Business Administrator, and Outbound. A red box highlights the 'Accounts' role, labeled with a red '2'.

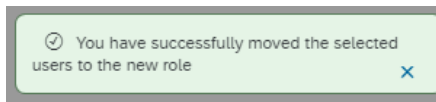


The screenshot shows a 'Move Users to Another Role' dialog box. It prompts the user to choose a new role. A dropdown menu is open, showing 'Business Administrator' and 'Outbound' as options. A red box highlights the dropdown arrow, labeled with a red '6'. At the bottom, a red box highlights the 'Move and Save' button, labeled with a red '7'.

**Note:** The System Administrator role is not available, to change the System Administrator refer to [Change Administrator](#).

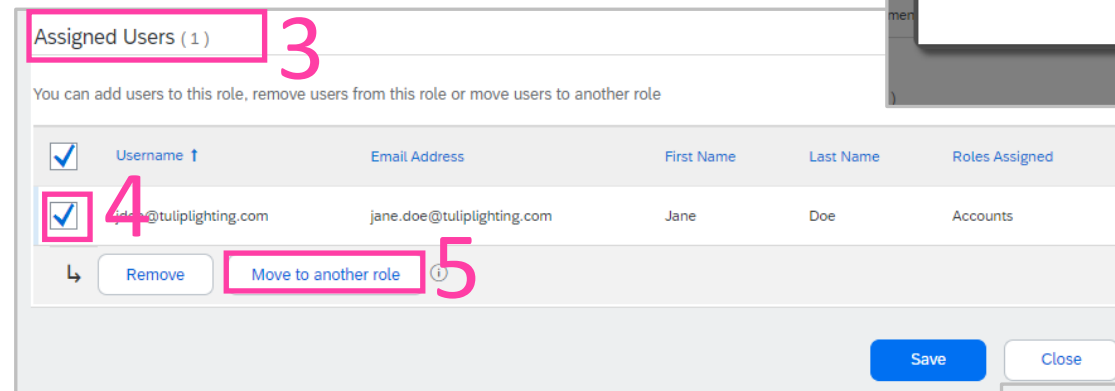
7. Click on **Move and Save**

**Note:** A screen pop up confirms the move

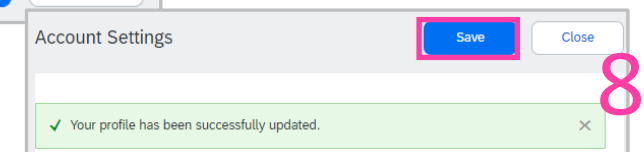


8. Screen returns to the Manage Roles tab, click on **Save**

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



The screenshot shows the 'Assigned Users (1)' section. A table lists one user: Jane Doe, with email jane.doe@tuliplighting.com, assigned to the 'Accounts' role. A red box highlights the user's checkbox, labeled with a red '4'. Below the table, a red box highlights the 'Move to another role' button, labeled with a red '5'.



The screenshot shows the 'Account Settings' interface with a green ribbon message: 'Your profile has been successfully updated.' A red box highlights the 'Save' button, labeled with a red '8'.

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## MANAGE ROLES

Only the System Administrator can manage sub-users, assign a new System Administrator and control permissions.

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

The screenshot shows the SAP Business Network Account Administration interface. The user profile sidebar on the left includes options like 'Jane Doe', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'ABC COMPANY', 'ANID: AN0152726', 'Premium Package', 'Company Profile', 'Service Subscriptions', and 'Logout'. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Users' tab is active, showing 'Manage Roles' and 'Manage Users' sub-tabs. A filter section allows searching by 'Username' with a dropdown menu and an 'Apply' button. Below the filter is a table of users with columns for Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Customer Assigned, AN Access, and Actions. The table contains three users: jdoe@tuliplighting.com, jane.doe@abccompany.com, and john.doe@abccompany.com. At the bottom, there are buttons for 'Add to Contact List' and 'Remove from Contact List'.

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## MANAGE ROLES

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 must be the email address of the User

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 Roles | Manage Users | Manage User Authentication

Users (0)

Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items					

Save Close

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username:\* john.doe@abccompany.com ① 3

Email Address:\* john.doe@abccompany.com 4

First Name:\* John 5

Last Name:\* Doe 6

Do not allow the user to resend invoices to the buyer's account. ①

This user is the SAP Business Network Discovery Contact ①

Limited access ①

Country Area Number

Office Phone: USA 1 [ ] [ ]

Role Assignment 7

Name	Description
<input checked="" type="checkbox"/> Business Administrator	
<input type="checkbox"/> Accounts	
<input checked="" type="checkbox"/> Outbound	

Customer Assignment

Assign to Customer:  All Customers  Select Customers

Customers 8

Customers	Description
<input type="checkbox"/> Customers 1	
<input type="checkbox"/> Name of Buyer	

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Done Cancel 9

✓ Your profile has been successfully updated. 10



# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

## MANAGE ROLES

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

Prior to deleting Users from accessing the SAP Business 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)

7. Display the **Manage Users Tab**
8. Scroll down to the **list of users**
9. Select the **User** you need to delete
10. Click on **Actions**
11. Select **Delete** from the drop-down list
12. The details of the user are shown, click on **OK**

Ariba Account Administration

**Account Settings**

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log

Manage Roles Manage Users **1** Manage User Authentication Manage User Deletion **2** More...  
 Manage Roles  
 ✓ Manage Users  
 Manage User Authentication  
 Revoked Users  
 Manage User Deletion

Users (4)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Retention Period(in months): 1  
 Last Modified Date: 2 Feb 2024  
 Update Retention Period

**Account Settings**

Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log

Manage Roles Manage Users Manage User Authentication Manage User Deletion More...  
 UPDATE RETENTION PERIOD  
 ⓘ The data of revoked users will be retained for a period that you configure here. After the retention period is over, user data will be deleted permanently from SAP Business Network.  
 Retention period in months: **1** **4**  
 Cancel Save **5**

**Account Settings**

Save Close **6**

✓ Your profile has been successfully updated. X

**Account Settings**

Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users **7** Manage User Authentication Manage User Deletion More...  
 Users (3)

<input type="checkbox"/>	Username <b>8</b>	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	Jane23@acbcompany.com		Jane	Doe	Purchase Orders	All(0)	Yes	Actions <b>10</b>
<input checked="" type="checkbox"/>	John23@acbcompany.com <b>9</b>		John	Doe	Accounts	All(0)	Yes	Actions <b>10</b>

Add to Contact List Remove from Contact List

Edit  
 Delete **11**  
 Make Administrator

CONFIRM DELETION  
 You have chosen to delete this user. Please review the organization level notification preferences in the Notifications page.  
 If you click OK, this user will lose access to SAP Business Network.  
 Selected User Information  
 Username:  
 Email Address:  
 First Name:  
 Last Name:  
 Office Phone:  
 Assigned Role:  
 SAP Business Network Discovery Contact:  
 Cancel OK **12**

CONFIDENTIAL -

# ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

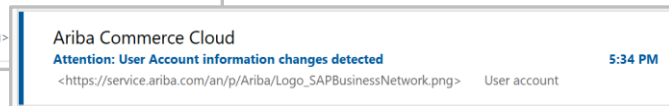
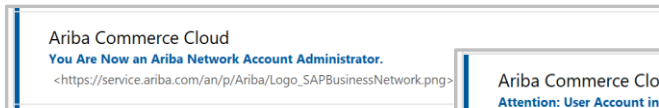
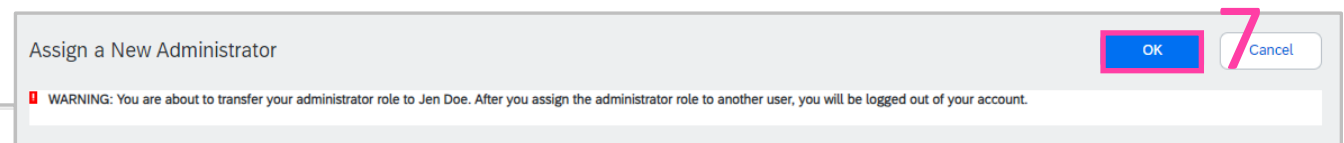
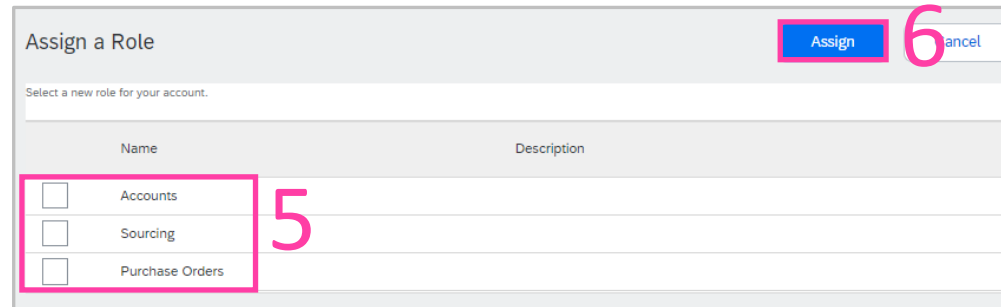
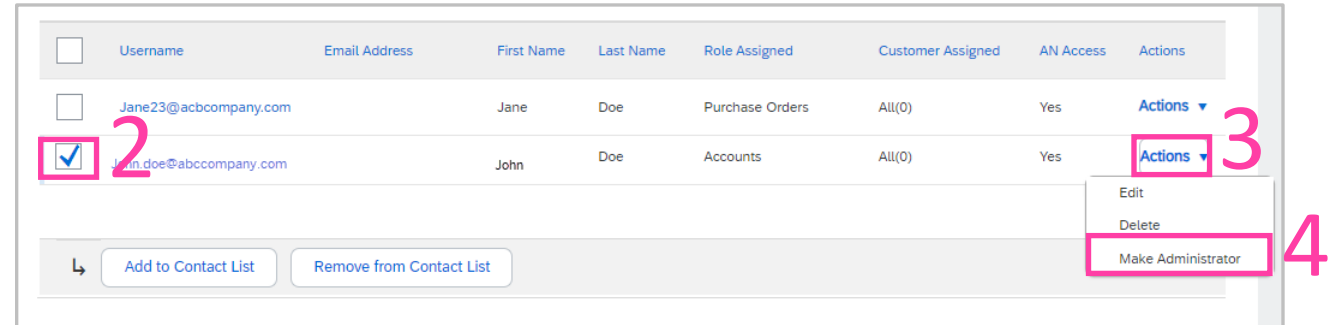
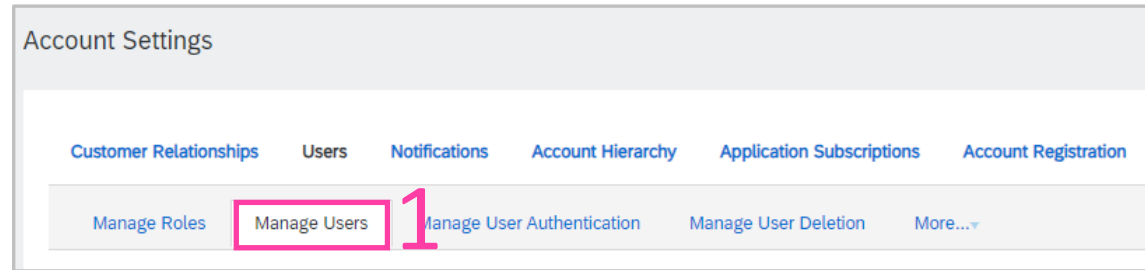
## MANAGE ROLES

### Updating the System Administrator

Where the Administrator is still working in the business but no longer is the designated SAP Business Network System Administrator. Ensure that the new administrator has a Username and Permissions already assigned to an existing role.

1. Display Account Settings and select the **Manage Users** tab
2. Scroll down to **Users** or use filters to search for a specific user, select the **User** that is the new designated administrator
3. Click on **Actions**
4. Select **Make Administrator**
5. Select the **role/s** being assigned to the existing administrator
6. Click on **Assign**
7. A screen message will confirm that the new administrator is being assigned

**Note:** The new system administrator will receive and email advising they are now the new administrator, and the previous system administrator will be logged out, the Username and password remain the same for both the old and new administrators





**Synlait**

