

SAP BUSINESS NETWORK

Settings and Account Administration

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Using this supplier guide

This guide is designed for your SAP Business Network Account Administrator to complete registration, perform account configurations and manage user access.

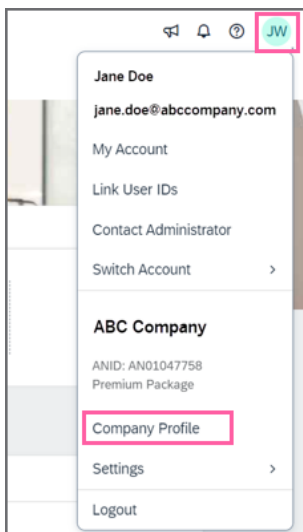
- The **Company Profile** captures information about your business. Some information is mandatory and noted with an asterisk. Adding information that is not mandatory provides more details about your business. Only one **Company Profile** can be added to an SAP Business Network ID (ANID).
- **Account Configuration** allows the Account Administrator to set up SAP Business Network for users, ensuring that the information is specific to the supplier and consistent across all users.

Overview of the company profile

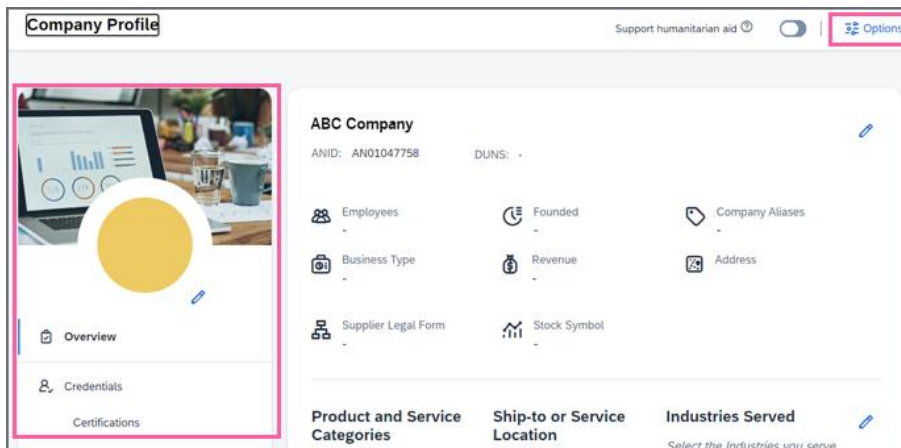
The **Company Profile** captures basic information about your business. This information is useful to customers searching for suppliers in the SAP Business Network.

To access the **Company Profile**:

1. Select **Account Settings** (user initials).

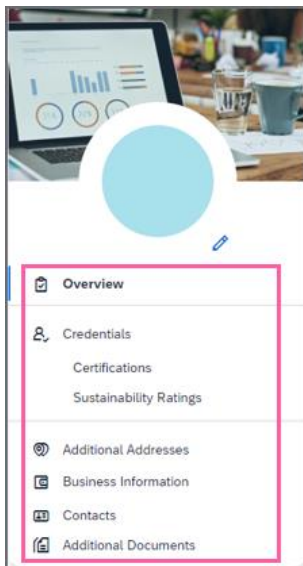


2. Select **Company Profile**.
3. The **Company Profile** page is displayed.



4. **Company Profile** menu includes options for:

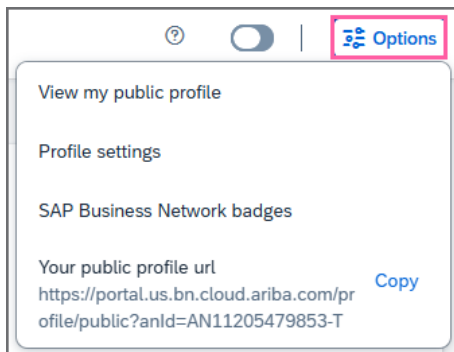
- Overview
- Certifications
- Sustainability ratings
- Additional addresses
- Business information
- Contact details
- Additional documents



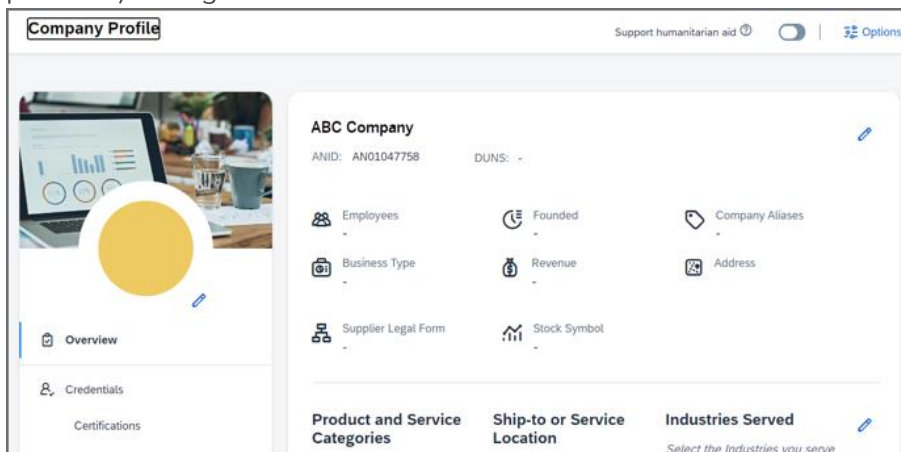
5. Access additional **Company Profile** information and settings through the **Options** menu.

Company profile options

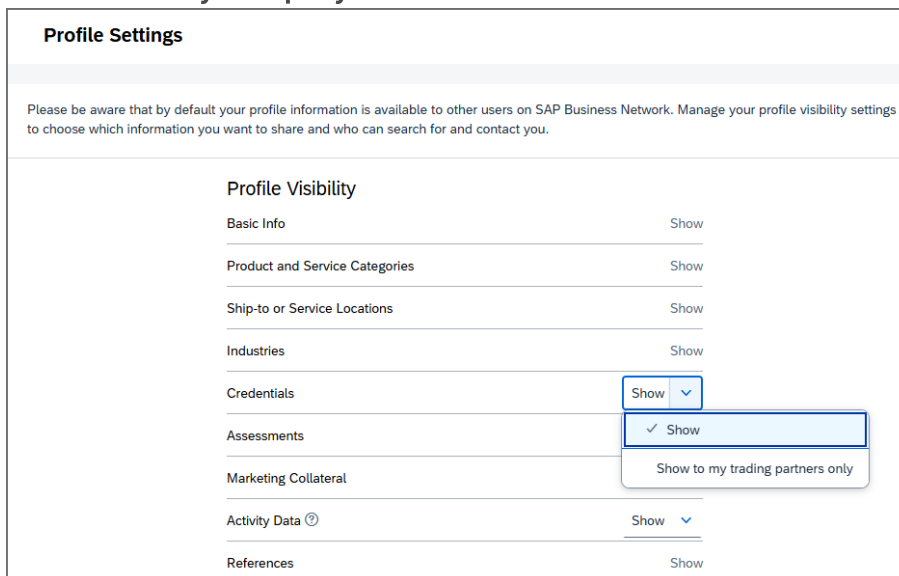
From the **Company Profile** page, the **Options** menu gives access to:



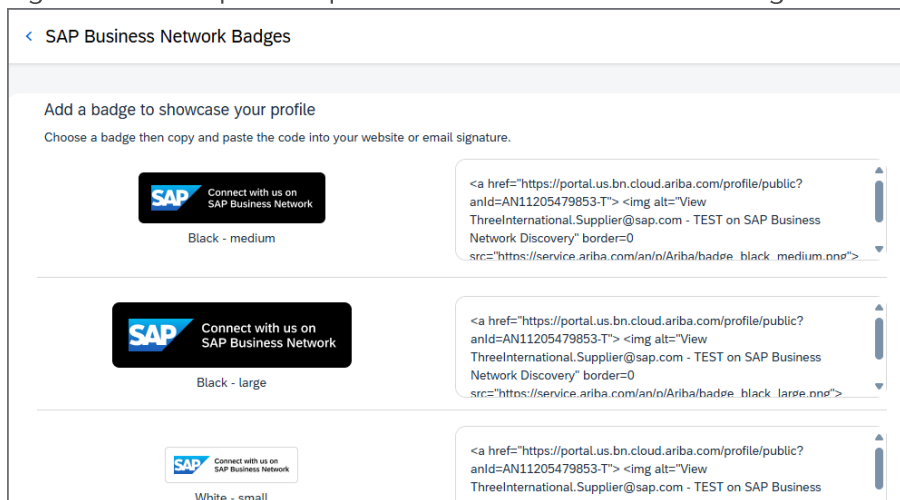
- **View my public profile** – View the company information available to customers (current and potential) through SAP Business Network.



- **Profile Settings** – Controls the visibility of company information for all suppliers and your trading partners. Additional options for **Search Results Visibility**, **Extended Profile Visibility** and **Contact my Company** are available at the bottom of the screen.



- **SAP Business Network badges** – Add an SAP badge to your company website or email signature. This option requires a SAP Business Network Plugin to use.



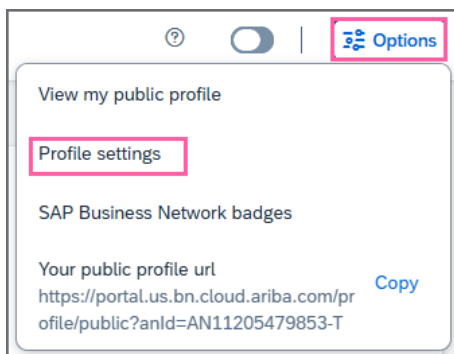
- **Your Public Profile url** – Select **Copy** to copy the url link to your Public Profile.

Company profile settings

By default, your profile information is available to other users on SAP Business Network. Manage your profile visibility settings to choose which information you share, and who can search for and contact you.

From the **Company Profile** page:

6. Select **Options**.



7. Select **Profile Settings**.
8. Update the options as required.
Note: Some options appear greyed-out. These cannot be changed as they are part of the default settings. The visibility for other options allows a choice between:
 - **Show** and **Show to my trading partners only**; or
 - **Show** and **Hide**.

Profile Settings

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

Profile Visibility

Basic Info	Show
Product and Service Categories	Show
Ship-to or Service Locations	Show
Industries	Show
Credentials	Show
Assessments	✓ Show
Marketing Collateral	Show to my trading partners only
Activity Data	Show
References	✓ Show
Social Media	Hide
Keywords	Hide

9. Scroll down to display more visibility options.

Search Results Visibility

Show my profile in search results

Replicate to global regions of SAP Business Network

Extended Profile Visibility

☒ Make my extended profile available to all SAP Business Network buying organizations

☐ Make my extended profile available ONLY to my current and pending SAP Business Network customers

Contact My Company

☒ Do not allow buyers to contact my company using the Trading Partner Search

☒ Allow other suppliers to contact my account administrator

10. Customise the visibility settings as required:

- **Search Results Visibility** section – When this option is on (ticked), your company profile is visible and appears in search results.
- **Extended Profile Visibility** – Customise the visibility of extended information about your company.
- **Contact My Company** – Customise the options to send direct messages to your company.

11. Select **Save**.

Upload a company logo

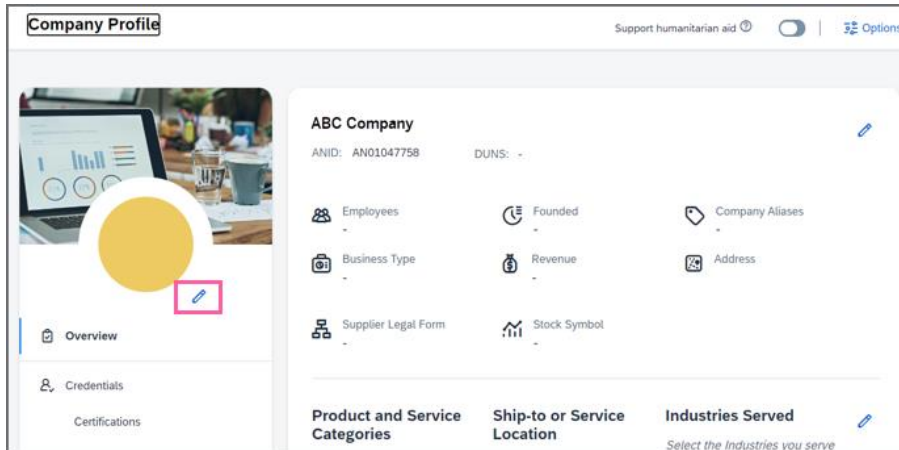
You can add your company logo to SAP Business Network. The company logo must be:

- A .gif file format.

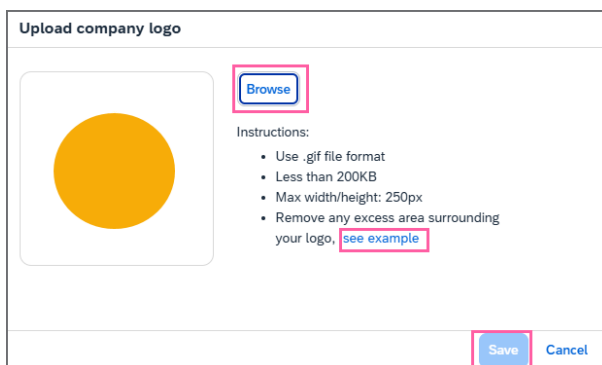
- File size of less than 200KB.
- A maximum width/height of 250 pixels.

From the **Company Profile** page:

12. Select **Edit company logo** (pencil icon).



13. The **Upload company logo** screen displays.



14. Select **See example** for an example of how to position the logo or maximum effect.

15. Select **Browse** to navigate and select the logo you wish to use.

16. Select **Save**.

17. The **Company Profile** displays the logo.

Add or edit company information

To add or edit your company information, from the **Company Profile** page:

18. Select **Edit company information** (pencil icon).



19. The **Edit Company Information** screen is displayed. There are two tabs:

- Basic Info
- Address

20. Select the **Basic Info** tab.

Edit Company Information

Basic Info Address

Company Name * ThreeInternational.Supplier@sap... Website URL DUNS Number ⓘ Find my DUNS number.

Short Description

Company Description

Number of Employees * 1200 Year Founded * 1999 Company Alias - 1

Company Alias - 2 Revenue * Contact company for inform... Legal Form * Corporation

Stock Symbol Business Type * Manufacturer X

Save Cancel

21. Update the information as required. Some options appear greyed-out and cannot be changed.

22. Select **Save**.

23. Select the **Address** tab.

Edit Company Information

Basic Info Address

Country * Germany [DEU]

Address 1 * Three International Supplier ADR Street

Address 2

Postal Code * 12683

City * Biesdorf

State Berlin [DE-BE]

Save Cancel

24. Update the information as required. Some options appear greyed-out and cannot be changed.

25. Select **Save**.

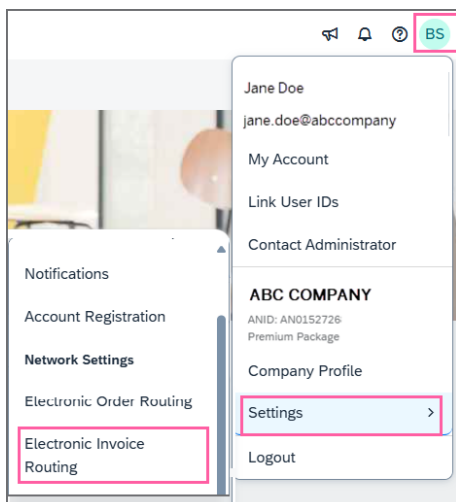
Settings for creating invoices

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

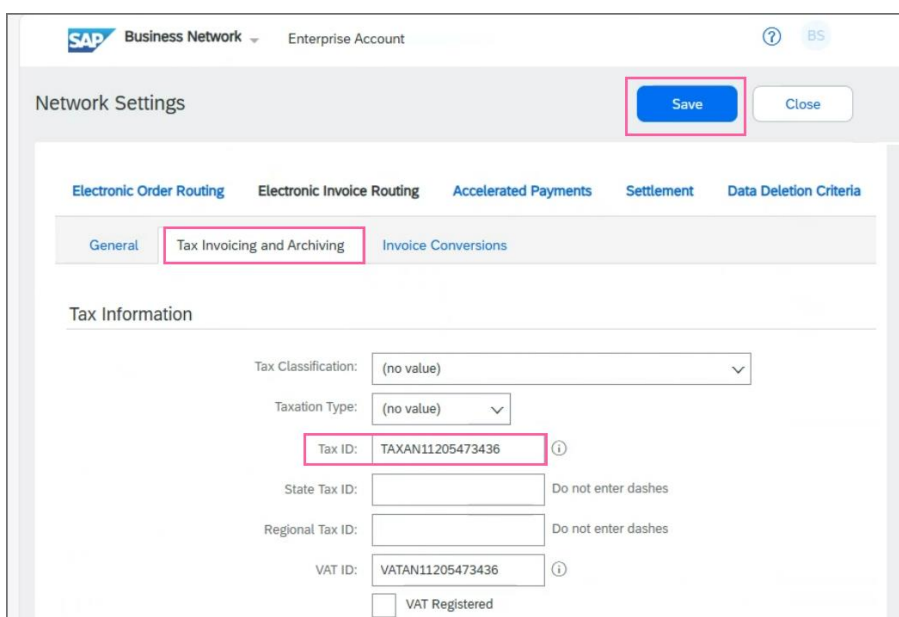
Tax information settings

To set the relevant tax information for invoicing:

26. Select **Account Settings** (user initials).



27. Select **Settings**.
28. Select **Electronic Order Routing**.
29. The **Network Settings** screen is displayed.



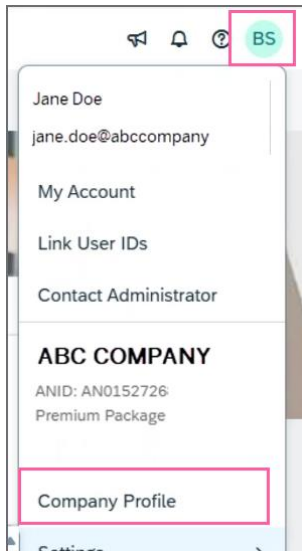
30. Select the **Tax Invoicing and Archiving** tab.
31. In **Tax ID** enter your Tax ID number.

32. Select **Save**.

Legal information settings

To set the relevant legal information for invoicing:

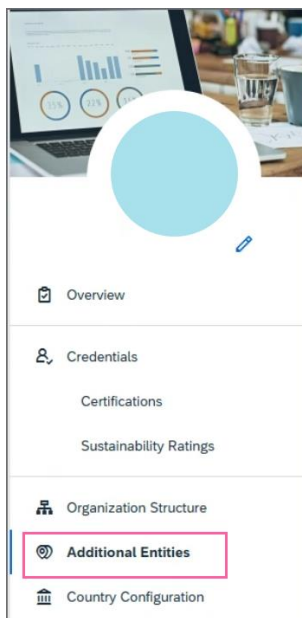
33. Select **Account Settings** (user initials).



34. Select **Company Profile**.

35. The **Company Profile** screen is displayed.

36. Select **Additional Entries**.



37. Select **Create**.

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

38. Complete the details.

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:

Create

Discard

39. Select **Create**.

User account settings

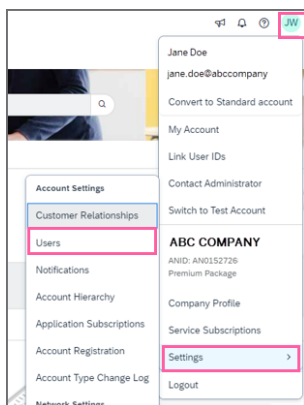
Only the Account Administrator has access to the **User Account Settings** screen. The Account Administrator uses this tab to maintain users for SAP Business Network for:

- Creating roles.
- Creating users.
- Maintaining users.
- Assigning permissions.
- Resetting passwords.
- Assign the Account Administrator role to another user.

User account settings overview

To access the **User Account Settings** screen:

40. Select **Account Settings** (user initials).

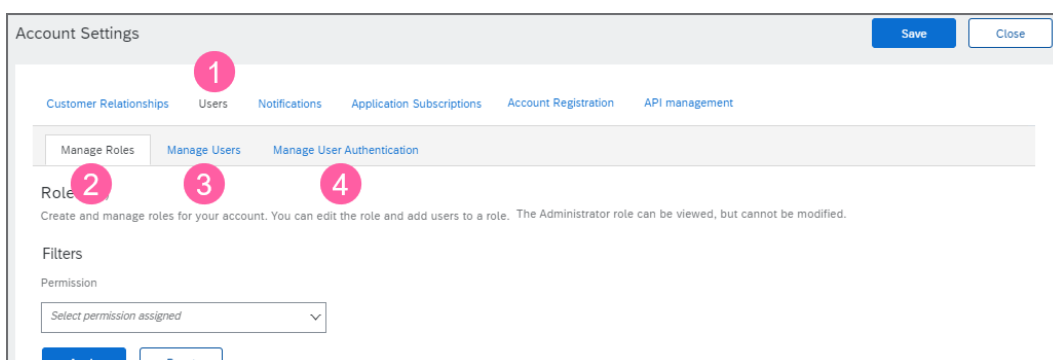


41. Select **Settings**.

42. Select **Users**.

The following options are available from the **Account Settings** menu:

- **(1) Users** – The Account Administrator accesses the **Users** screen to manage roles, users and user authentication.
- **(2) Manage Roles** – Roles must be created prior to creating users. Roles define functions and permissions for the business users within SAP Business Network.
- **(3) Manage Users** – Used to add, delete, update and maintain both users and specific permissions of a user.
- **(4) Manage User Authentication** – Used to manage system security.



Manage roles overview

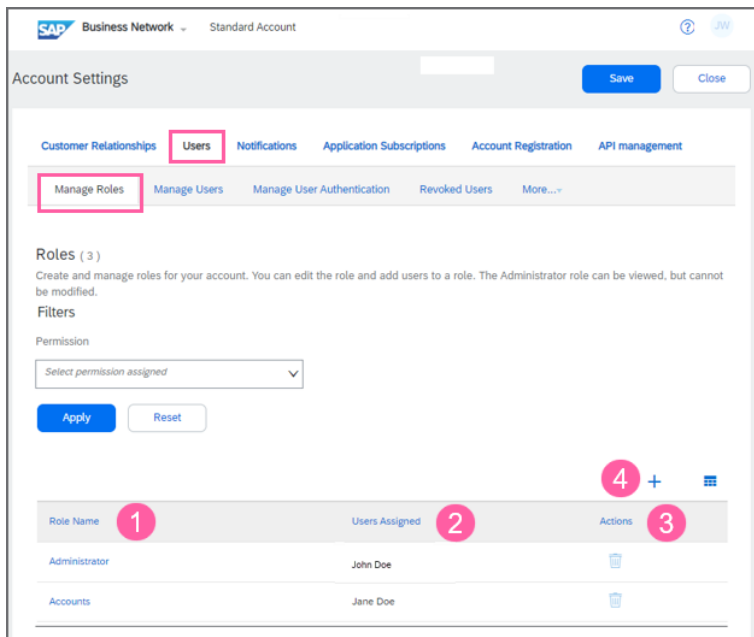
Only the Account Administrator can manage roles, add users and control permissions. Even selecting all available permissions will not provide access to the **Users** section of SAP Business Network.

Roles should reflect the job roles within your organisation, as they interact with SAP Business Network.

Roles are assigned permissions so that users can access the area of SAP Business Network and perform the tasks required.

From the **Account Settings** screen:

43. Select the **Manage Roles** tab.



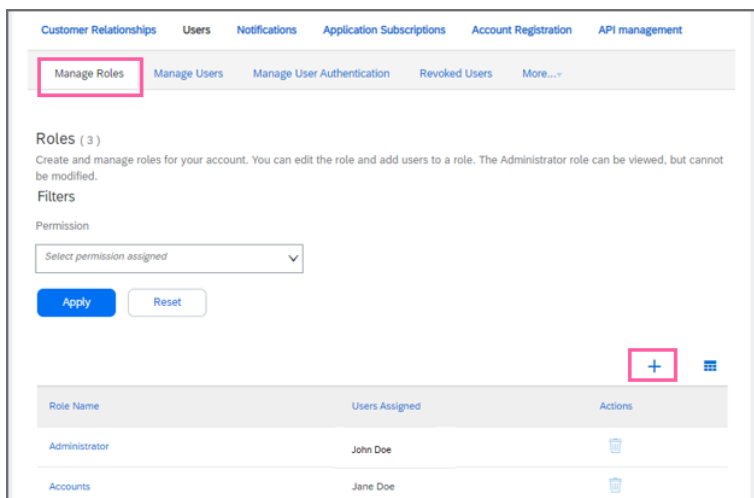
The following options are available from the **Manage Roles** tab:

- **(1) Role Name** – The label given to the role added by the Account Administrator.
- **(2) Users Assigned** – Indicates the number of users assigned to a role.
- **(3) Actions** – The available actions for the role. The Account Administrator role cannot be deleted, and there can only be one Account Administrator at any time.
- **(4) Add** - Used to add a new role.

Create a new role

Roles can be created by the Account Administrator. To create a new role, from the **Manage Roles** tab:

44. Select **Add** (the plus icon).



45. The **Create Role** screen displays.

Create Role

* Indicates a required field

New Role Information

Name: * Outbound

Description:

Save Cancel

46. In **Name**, enter a label for the role.

47. Scroll down to the **Permissions** section.

Permissions

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

Page 1

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

48. Select (tick) any applicable **Permissions** for that role.

49. Select **Page** to view more permissions.

50. To apply all permissions, select (tick) **Permission** in the heading of the table.

51. Select **Save**.

Create Role

* Indicates a required field

New Role Information

Name: * Outbound

Description:

Save Cancel

52. The new role is added to the **Manage Roles** tab.

53. Select **Save**.

Account Settings

Save Close

✓ Your profile has been successfully updated.

54. The system confirms:

- A **Green** ribbon indicates that it has been successfully saved; and

- A **Red** ribbon indicates an error. Correct the error and select **Save** again.

Edit a role

Roles can be changed by the Account Administrator. To edit an existing role, from the **Manage Roles** tab:

55. Select the **Name** of the role to edit.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

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
Apply Reset

Role Name	Users Assigned	Actions
Administrator	John Doe	
Accounts	Jane Doe	

56. The **Edit Role** screen displays.

Edit Role Save Close

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

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	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 Tile in Workbench
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input type="checkbox"/> Create postings on Ariba Discovery	Create postings on Ariba Discovery

57. If required, change the **Name** or **Description** for the role.

58. In **Show me all the available permissions**:

- Select (tick) to display all available permissions.
- Unselect (untick) to display only the active permissions.

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 Ariba Network

59. Change the selection of applicable permissions for that role as required.

60. Select **Page** to view more permissions.

61. To apply all permissions, select (tick) **Permission** in the heading of the table.

62. Select **Save**.

63. The system returns to the **Manage Roles** tab.

64. Select **Save**.

65. The system confirms:

- A **Green** ribbon indicates that it has been successfully saved; and
- A **Red** ribbon indicates an error. Correct the error and select **Save** again.

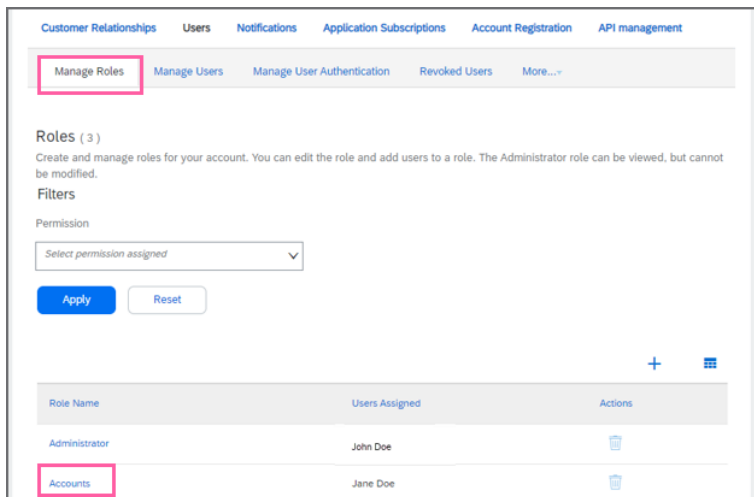
Assign users to a role

Users can be assigned to a role by the Account Administrator.

Note: The System Administrator role cannot be changed using this method. To change the System Administrator, refer to the [Reassign the Account Administrator role](#) section.

To assign users to a role, from the **Manage Roles** tab:

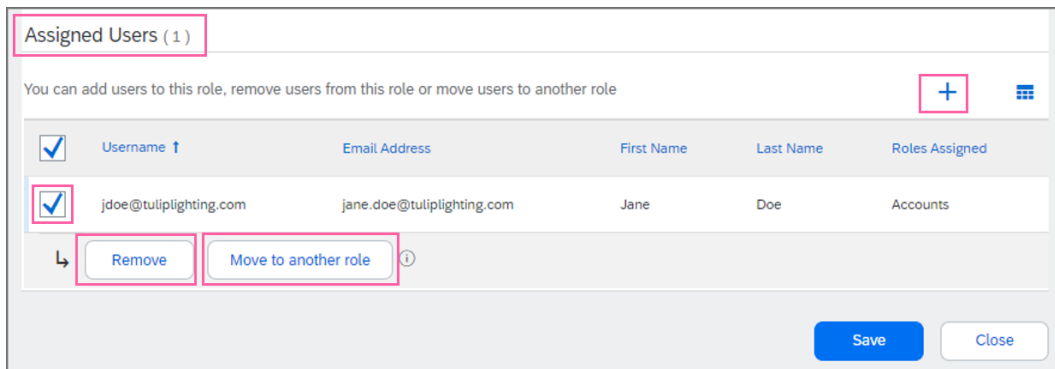
66. Select the **Name** of the role to edit.



67. The **Edit Role** screen displays.

68. Scroll down to the **Assigned Users** section.

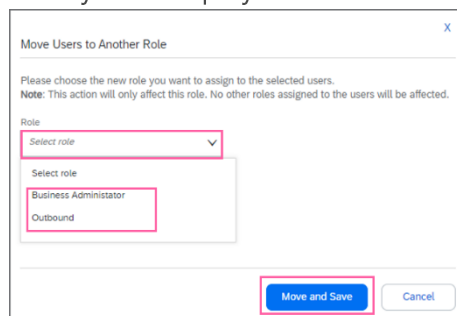
69. The system displays the **Username** assigned to the **Role**.



70. The options available to manage role assignment include:

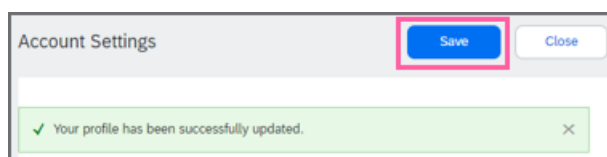
- **Add** – Select **Add** (plus icon) to add a user to the role.
Note: The user must already exist in the system.
- **Remove** – Select (tick) the relevant **Username** and select **Remove**.
Note: This only removes the user from that role. The user is not removed from the system.
- **Move to another role** – Select (tick) the relevant **Username** and select **Move to another role**.

The system displays the **Move Users to Another Role** screen.



From **Select Role**, select the new role to assign to that user.
Select **Move and Save**.

71. Select **Save**.
72. The system returns to the **Manage Roles** tab.
73. Select **Save**.



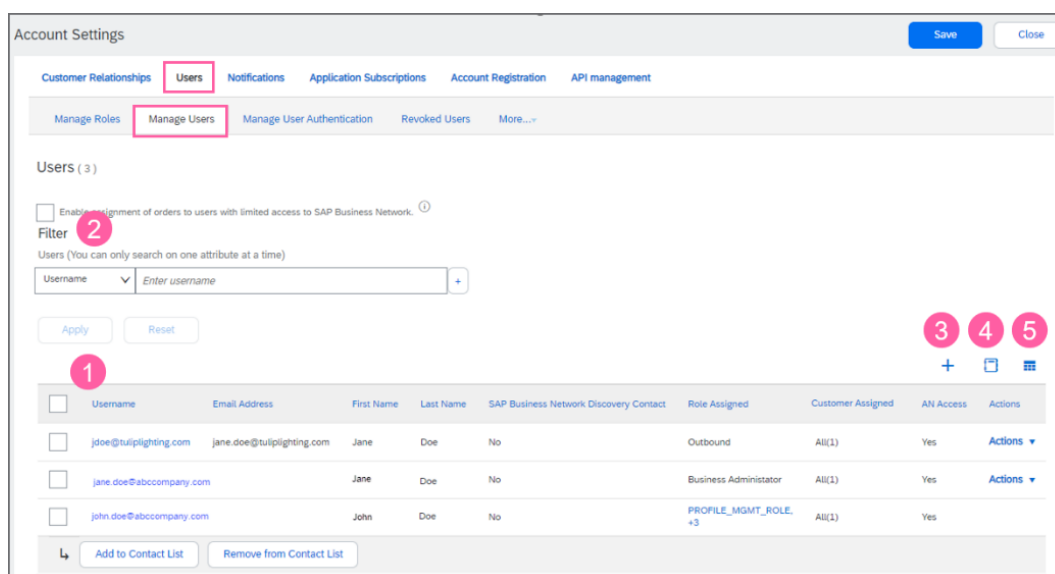
74. The system confirms:
 - A **Green** ribbon indicates that it has been successfully saved; and
 - A **Red** ribbon indicates an error. Correct the error and select **Save** again.

Manage users overview

Only the Account Administrator can manage roles, add users and control permissions. Users should be assigned the roles that reflect the job roles within your organisation, as they interact with SAP Business Network.

From the **Account Settings** screen:

75. Select the **Manage Users** tab.



The following options are available from the **Manage Users** tab:

- **(1) Username** – Displays a list of the users.
- **(2) Filter** – Use the filter options to search for a selection of users.
- **(3) Add** - Select to add a new user.
- **(4) Export** – Export the contacts list to a spreadsheet.
- **(5) Table Options** – Display the Table Options menu.

Create a new user

Users can be added by the Account Administrator. Roles must be created before users can be added to SAP Business Network.

To create a new user, from the **Manage Users** tab:

76. Select **Add** (the plus icon).

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

Users (3)

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

Filter

Users (You can only search on one attribute at a time)

Username

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	jdoe@suplighting.com	jane.doe@suplighting.com	Jane	Doe	No	Outbound	All(1)	Yes	Actions
<input type="checkbox"/>	jane.doe@abccompany.com		Jane	Doe	No	Business Administrator	All(1)	Yes	Actions
<input type="checkbox"/>	john.doe@abccompany.com		John	Doe	No	PROFILE_MGMT_ROLE, +3	All(1)	Yes	

+ [] []

Add to Contact List Remove from Contact List

77. The **Create User** screen displays.

Note: Information marked with an asterisk (*) is required.

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

Email Address: * john.doe@abccompany.com

First Name: * John

Last Name: * Doe

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

☐ This user is the SAP Business Network Discovery Contact

☐ Limited access

Country Area Number

Office Phone: USA 1

78. In **Username**, enter the username for the user.

Note: The username must be the email address of the user, or in the format of an email address. It does not need to be a valid email address.

79. In **Email Address**, enter the email address for the user.

80. In **First Name** and **Last Name**, enter the name of the user.

81. Scroll down to the **Role Assignment** section.

Role Assignment

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

Customers	Description
<input type="checkbox"/> Customers ↑	
<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**

82. Select (tick) the **Role(s)** applicable to the user.
Note: More than one **Role** can be assigned to a user.
83. Scroll down to **Customer Assignment**.
84. Where a user works specifically with one or more customers, select (tick) any applicable **Customers** for that user.
Note: Not all of your business's customers will appear on this list. The list only shows your customers who have established a relationship with you through SAP Business Network.
85. Select **Done**.
86. If you receive a **Confirm Domain** message, select **Yes**.
This message typically appears if the **Username** is not the actual email address of the user.
87. The user role is added to the **Manage User** tab.
88. Select **Save**.

Account Settings

Save **Close**

✓ Your profile has been successfully updated. ✕

89. The system confirms:
 - A **Green** ribbon indicates that it has been successfully saved; and
 - A **Red** ribbon indicates an error. Correct the error and select **Save** again.

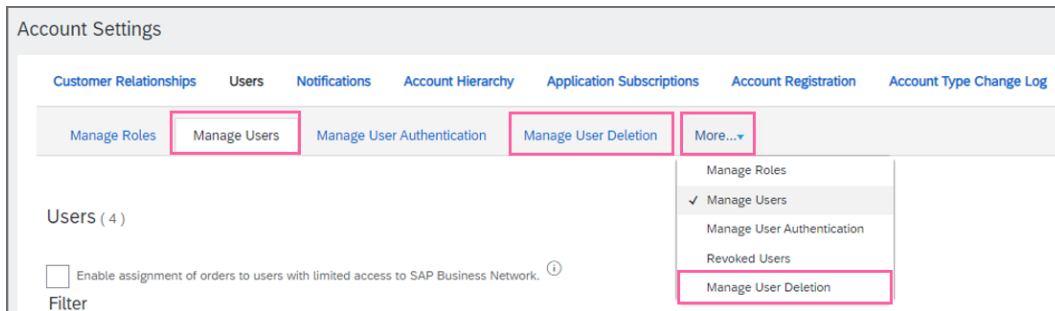
Delete a user

Users can be deleted by the Account Administrator. The account information for the deleted user is retained for a set period before the system permanently deletes the user account. Confirm the retention period is appropriate for your business before deleting the user account.

To review the retention period, from the **Manage Users** tab:

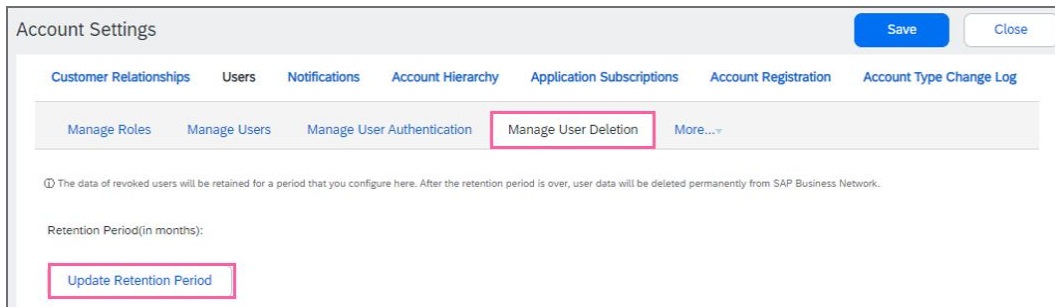
90. Either:

- Select **Manage User Deletion**; or
- Select **More...** menu, then select **Manage User Deletion**.

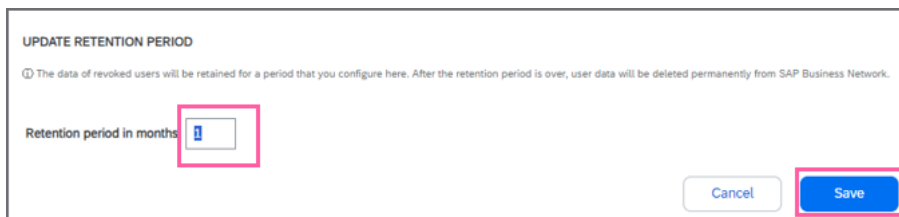


91. The system shows the **Retention Period** in months.

92. To change the retention period, select **Update Retention Period**.



93. In **Retention period in months**, enter a number between 1 and 12.



94. Select **Save**.

95. The system confirms:

- A **Green** ribbon indicates that it has been successfully saved; and
- A **Red** ribbon indicates an error. Correct the error and select **Save** again.

To delete a user, from the **Manage Users** tab:

96. Scroll down to the list of users.

97. Select (tick) the **Username** to delete.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	Jane23@accompany.com		Jane	Doe	Purchase Orders	All(0)	Yes	Actions ▼
<input checked="" type="checkbox"/>	John.doe@abccompany.com		John	Doe	Accounts	All(0)	Yes	Actions ▼

Buttons: Add to Contact List, Remove from Contact List

Actions dropdown: Edit, Delete, Make Administrator

98. Select **Actions**.

99. Select **Delete**.

100. Select **OK** to confirm the deletion.

CONFIRM DELETION

You have chosen to delete this user. Please reassign the organization level notification preferences in the Notifications page. If you click OK, this user will lose access to SAP Business Network tab.

Selected User Information

Username: John.doe@abccompany.com
First Name: John
Last Name: Doe
Assigned Role: Accounts

SAP Business Network Discovery Contact:

Buttons: Cancel, OK

Reassign the Account Administrator role

Only the Account Administrator can reassign the Account Administrator role. This is easiest to complete when the Account Administrator is still working in the business. Ensure that the user to be assigned the new Account Administrator role has been set up as a user in SAP Business Network.

To reassign the Account Administrator role, from the **Manage Users** tab:

101. Scroll down to the list of users.

102. Select (tick) the **Username** for the new Account Administrator.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	Jane23@accompany.com		Jane	Doe	Purchase Orders	All(0)	Yes	Actions ▼
<input checked="" type="checkbox"/>	John.doe@abccompany.com		John	Doe	Accounts	All(0)	Yes	Actions ▼

Buttons: Add to Contact List, Remove from Contact List

Actions dropdown: Edit, Delete, Make Administrator

103. Select **Actions**.

104. Select **Make Administrator**.

105. As this removes the role for the current administrator, select (tick) the new roles to assign to them.

Assign a Role

Select a new role for your account.

Name	Description
<input checked="" type="checkbox"/> Accounts	
<input type="checkbox"/> Sourcing	
<input type="checkbox"/> Purchase Orders	

106. Select **Assign**.

107. Select **OK** to confirm the change.

Assign a New Administrator

WARNING: You are about to transfer your administrator role to Jen Doe. After you assign the administrator role to another user, you will be logged out of your account.

108. The new Account Administrator receives an email advising they are now the new administrator.

Ariba Commerce Cloud

You Are Now an Ariba Network Account Administrator.

5:34 PM

<https://service.ariba.com/an/p/Ariba/Logo_SAPBusinessNetwork.png>

109. The previous Account Administrator will be logged out.

Ariba Commerce Cloud

Attention: User Account information changes detected

5:34 PM

<https://service.ariba.com/an/p/Ariba/Logo_SAPBusinessNetwork.png> User account

Note: The usernames and passwords remain the same for both the previous and new Account Administrators.