

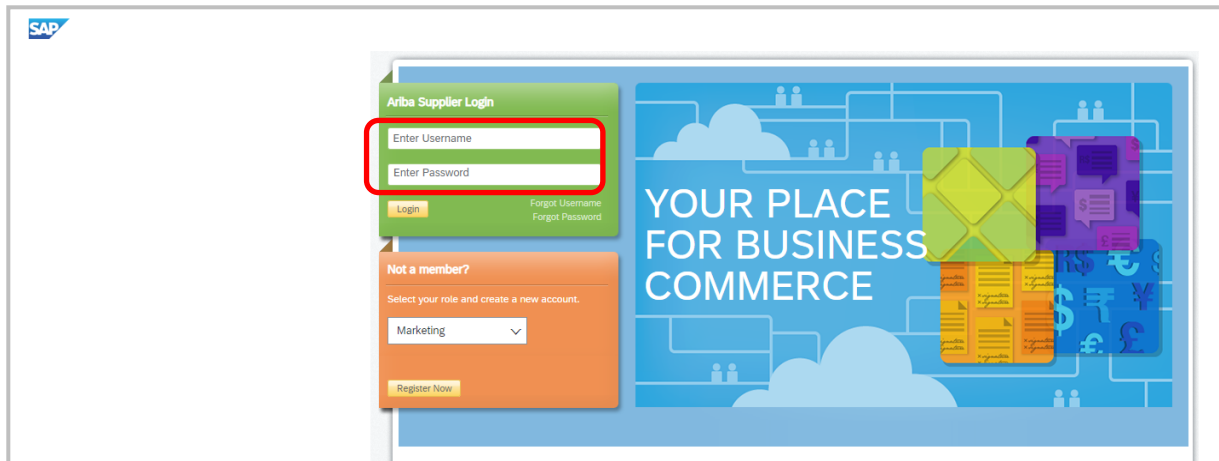


Title: - Deutsche Bank Group - SAP Business Network Account New User Creation

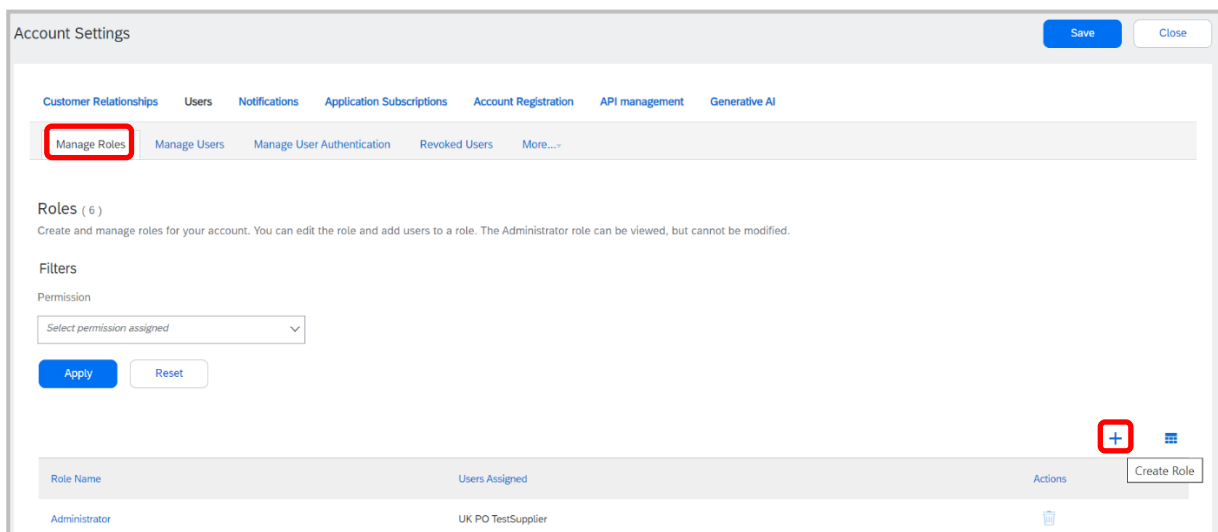
- Go to the SAP Business Network supplier portal using the following link - supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.
- Enter your username and click **Next**.
In the next page, enter your **password** and click **Sign In**.

- From the Home screen, click on your initials > **Settings** and select **Users** to navigate to the Manage User Roles section.

- Upon clicking User, you will be directed to the profile management page from where you will be asked to log in again before being able to perform any changes.
- Enter again your **Username** and **Password**.



- Click + to Create Role in the **Manage Roles** section.



- In the next page, enter a **Name** and **Description** for the role for its purpose. Then click on the check box next for each permission required for the new role and **Save**.

*Each role must have at least one permission.

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: *

Description:

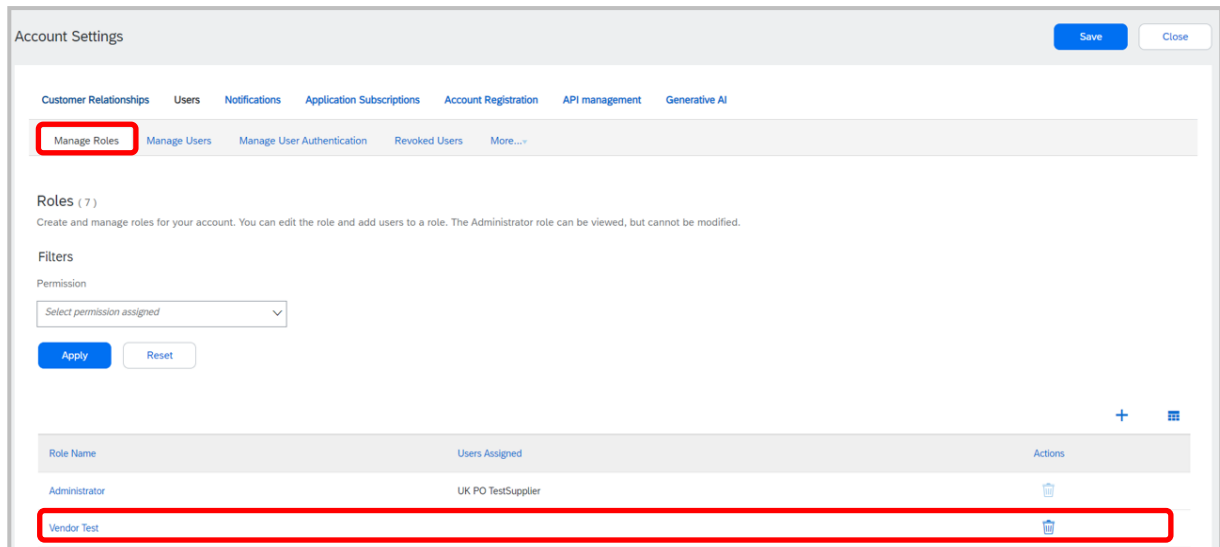
Permissions

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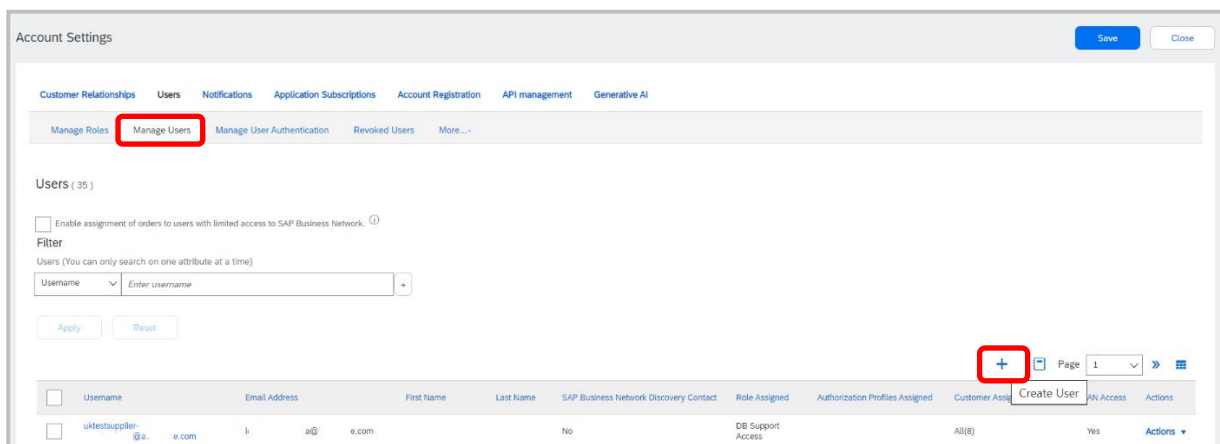
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☒	Permission	Description
☒	API Development Access	Access to API development using the SAP Ariba developer portal.
☒	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
☒	Analytics Dashboard Access	Access the Analytics Dashboard
☒	Archive Access	View and search archived items
☒	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
☒	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload

Once saved, the new role will be available under the **Manage Roles** section.



- Navigate to the **Manage User** section and click + to create a user.



- Update the mandatory under **New User** information section-
 - Username (Needs to be unique and needs to be in the form an e-mail address. Need not be a valid e-mail address)
 - E-mail Address
 - First Name
 - Last Name
 - Office Phone number for this user

Deutsche Bank Group – SAP Business Network Account New User Creation

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 *

Email Address *

First Name *

Last Name *

☐ 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

Role Assignment

Name	Description
☒ Invoicing Admin	Contains permissions to generate invoices and access Inbox and Outbox.
☐ HOT_Role	HOT_Role
☐ Inbox and Outbox Access	Permission to access Inbox and Outbox, and generate invoices
☐ DB Support Access	Allows Customer Administration, Inbox and Outbox Access, Invoice Generation, PO, Invoice, and Transaction History Report Administration.
☐ Co-Administrator	Allows co-administrator access to ASN Supplier.
☐ Vendor Test	All accesses

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Arriba for processing in the Arriba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Arriba, 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

- If you have multiple user roles, select at least one role for the user in the Role Assignment section and click on **Done** to complete the process for New User access.

Note: You can assign either one or multiple customers to each user, as per the requirements.

Create User Done Cancel

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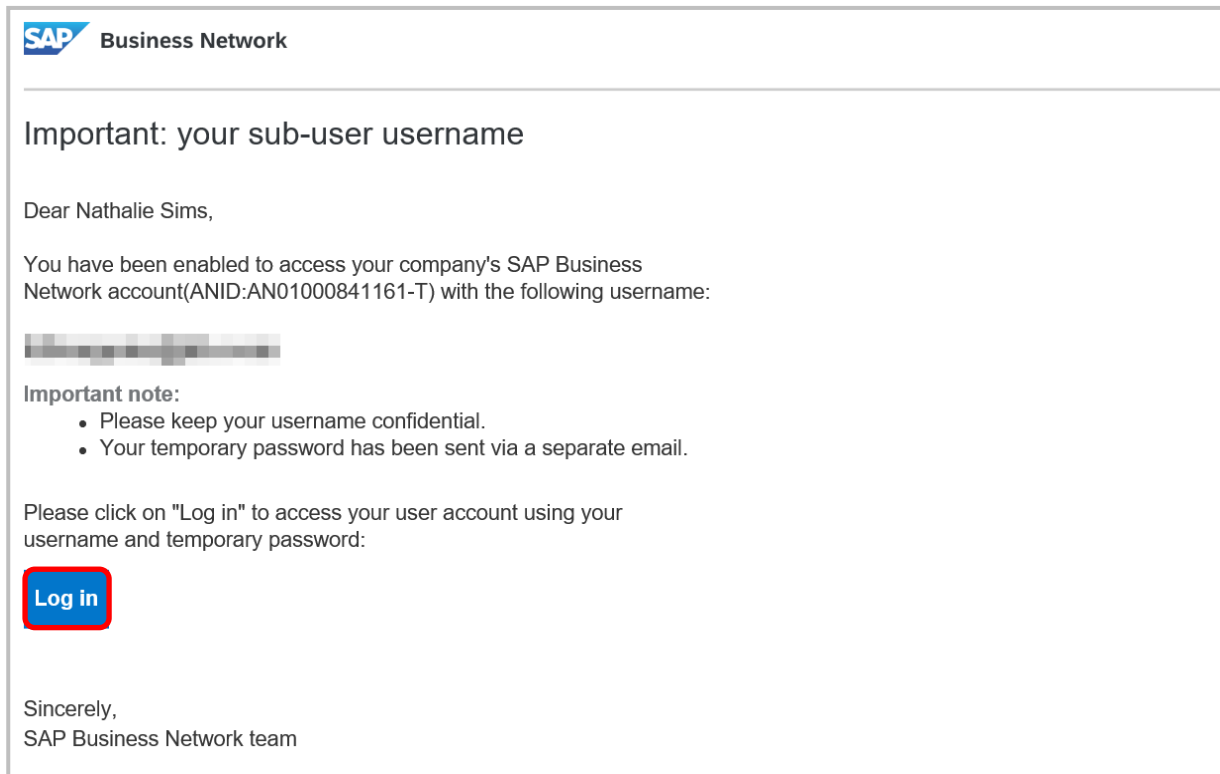
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Done Cancel

- Once the User access is created in SAP Business Network, the new user will receive two e-mails, one e-mail with the Username and the other one with a temporary Password.
- Click on **Log in** (as shown below)



*Above is an illustration.

- The link will re-direct the user to the SAP Business Network login page.
- Follow the below steps to finalize Account setup (New user).
 - Log in to your account using the username and temporary password.
 - Enter the temporary password in the **Current Password** field.
 - Enter your new password.
 - Confirm your new password.

Temporary Password e-mail (Password reset e-mail)

