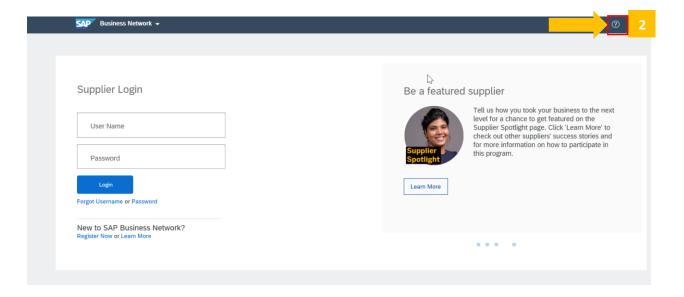
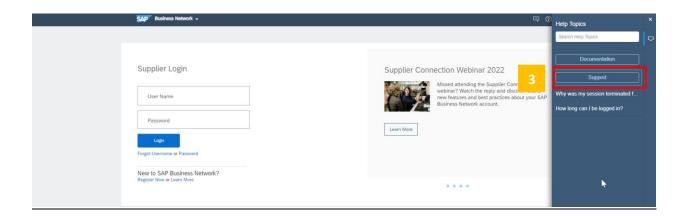


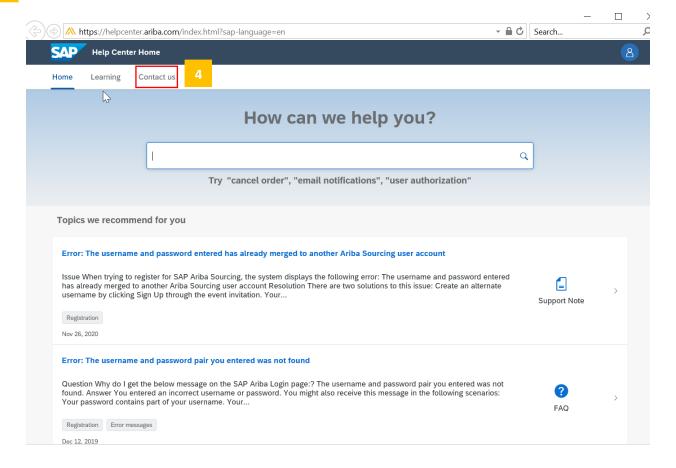
- Go to the SAP Business Network supplier portal using the following link <u>supplier.ariba.com</u>
- On the top right-hand corner of the home screen, click on the question mark symbol?



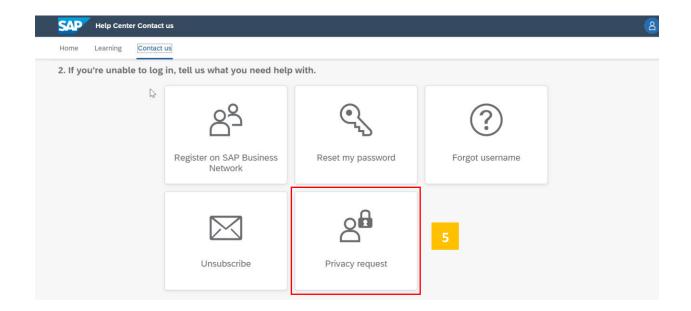
On the top right of the home screen, click on **Support**. This will open a new window.



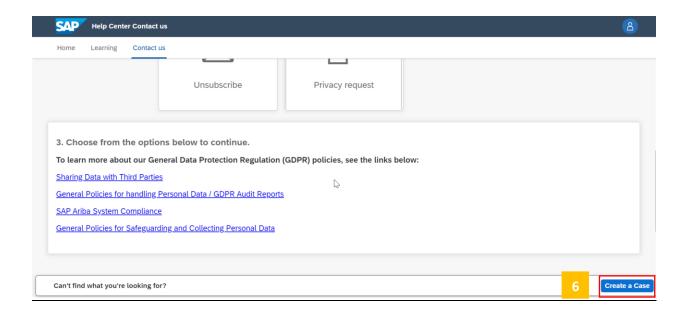
4 click on **Contact Us** on the window



Then click on **Privacy request** 



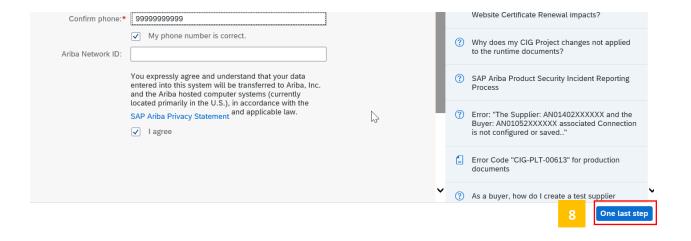
6 Click on **Create a Case** at the bottom.



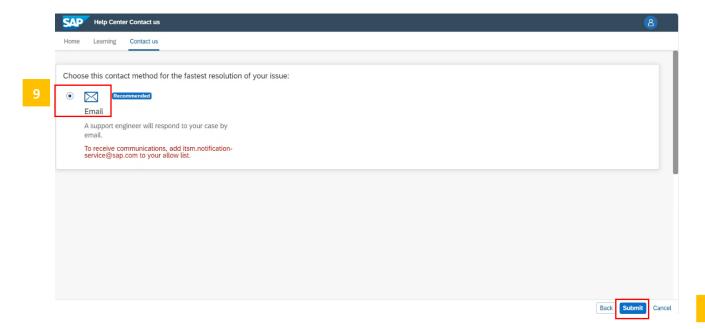
7 Fill up all the details with an asterisk (\*).



8 Once all the details are updated, click on One last step.



9 Select the e-mail radio button and click on Submit.



Once the request is submitted, you will receive an auto generated e-mail from the SAP Business Network support team with a ticket number, indicating that the request has been raised successfully.

SAP Business Helpdesk will reach out via email to assist you on the request to transfer ownership