

<u>Title:</u> - Deutsche Bank Group – How to change SAP Business Network account administrator

Admin-user Role

Managing Roles and Users as the administrator for your SAP Business Network account, you will play an important part in keeping your company's account running smoothly.

Your responsibilities also include:

- Handling account configuration and management
- Serving as the primary point of contact for users with questions or problems
- Creating roles and users for your account

Before you transfer the ownership of the account, please note that an active user with access to the system must be available.

If an active user already exists, please go to page 9 directly for changing the account administrator.

If not, follow the below steps:

CREATING NEW USER ACCESS

- Go to the SAP Business Network supplier portal using the following link <u>supplier.ariba.com</u> 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.

SAP Business Network -	₽ (î	D
Supplier sign-in	Have you visited our supplier community? Our community is designed to make supplier management easy and efficient, while also ensuring maximum productivity and profitability. You can now enjoy the full benefits that the provide the standard strength our supplier	
Next Forgot username	account.	
New to SAP Business Network? Register Now or Learn more		



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

Business Network Enterprise Account						100
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	66 O New orders Let 31 days Let 31) 1111 orders days Last 21 days	93 Orders to involve Lest 11 days	@	R.	Contact Administrator LIONBRIDGE DEUTSCHLAND GMBH- TEST ANID: ANID1030763248-T Pentium Package
My wi	idgets Atoxicmen 🗸 🕫 O	ustomize				Company Profile
Purch	ase orders Last 3 months ¥	Invoice aging	Activity feed All 👻	View all 38	Account Settings	Settings >
€2	20.3 ^M	€316 ^K EUR	Order received Aug 23, 2021 BE19 All Deutsche Bank Group - TEST PT70378739	 675,000.00 EUR	Customer Relationships Users	Logout
€10M		6200K	Invoice rejected		Notifications	

You will be redirected to your Ariba Profile Management Page from which you will be asked to login again using your **Username** and **Password**.

Ariba Supplier Login Enter Username Enter Password Login Forgot Username Forgot Password Not a member? Select your role and create a new account. Marketing Register Now	YOUR PLACE FOR BUSINESS COMMERCE
Leads Powered by Ariba Discovery	Proposals



Your Account Settings page will open once you login.

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

SAP Business Network - TEST MODE	
count Settings Save	Close
Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI	
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	ed.
Filters	
Permission	
Select permission assigned V	
Apply Reset	

- In the next page, enter a Name for the role and description to record your intentions for this role.

Create	Role	Save
* Indicat	es a required field	
New R	ole Information	
Permis	sions	Name* * liest user Description:
Each role n	sust have at least one permission.	Page 1 V
	Permission	Description
~	API Development Access	Access to API development using the SAP Arba developer portal.
-	Access Proposals and Contracts	Vew your organization's Ahba Souncing events and Arba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Arba Sourcing buyers before they can view or participants in events or contract task.
~	Analytics Dashboard Access	Access the Analytics Deshboard
~	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
~	Catalog Management	Set up and manage catalog-related activities
-	Company Data Deletion Configuration	Access to company data config
-	Company Information	Review and update company profile information
~	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbanch



- Click on the check box next to one or more permissions for the new role. *Each role must have at least one permission.

Create	Role	Save
Indicate	s a required field	
New Ro	ole Information	
		Name:* test user
		All Accesses
		Description:
Permis	sions	
ach role m	ust have at least one permission.	Page 1 V
	API Development Access	Average to 19 Annual values the CLD sides developed month
	Access Proposals and Contracts	Very your organization's Arba Sourcing events and Arba Sourcing events and Arba Sourcing events and Arba Sourcing that are a source of the sou
1	Analytics Dashboard Access	vere of participant in events as Collinaux Lance. Access the Analysis Columbiand
-	Archive Access	View and search airchived 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
-	Catalog Management	Set up and manage catalog-related activities
~	Company Data Deletion Configuration	Access to company data config
~	Company Information	Review and update company profile information
1	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench

- Click on the **Save** button once you have selected the appropriate permissions for the role.

Create	Role	Save
* Indicate	es a required field	
New R	ole Information	
		Name:** Test user All Accesses
		Description:
Permis	sions	
Each role m	ust have at least one permission.	Page I V
	Permission	Description
-	API Development Access	Access to API development using the SAP Ariba developer portal.
-	Access Proposals and Contracts	Vew your organization's Ahla 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 vew or participants in events or contracts tasks
-	Analytics Dashboard Access	Access the Analytics Dashboard
-	Archive Access	View and search airchived tems
\checkmark	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
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-	Catalog Management	Set up and manage catalog-related activities
~	Company Data Deletion Configuration	Access to company data config
-	Company Information	Review and update company profile information
-	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench



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

Aco	count Settings		Save	Clo	se
	Customer Relationships Users Notifications Application	on Subscriptions Account Registration API management Generative AI			
	Manage Roles Manage Users Manage User Authentica	ston Revoked Users More			
	Roles (2) Create and manage roles for your account. You can edit the role an	d add users to a role. The Administrator role can be viewed, but cannot be modified.			
	Filters				
	Select permission assigned				
	Apply Reset				
			+		
	Role Name	Users Assigned Actions			
	Administrator	LIONBRIDGE DEUTSCHLAND GMBHTEST			
נ	test user	Û			

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

Account Settings							Save Close
Customer Relationships Users Notifications Application Subsc	criptions Account Registration	API managemen	t Generative AI				
Manage Roles Manage Users Manage User Authentication	Revoked Users More						
Users (1)							
Enable assignment of orders to users with limited access to SAP Business Net Filter	twork. 🛈						
Users (You can only search on one attribute at a time) Username V Enter username	+						
Apply Reset							
							+ 🗆 🖿
Username Email Address	First Name Las	st Name SAP But	iness Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access Actions
domestic- de@accenture.com mia.jade.montuya@accenture.com	LIONBRIDGE GM DEUTSCHLAND GM	MBHTEST No		PROFILE_MGMT_ROLE, +5		All(2)	Yes
L Add to Contact List Remove from Contact List							



- Update the mandatory fields under New User information section-
 - Username (Needs to be unique and needs to be in the form of 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

Create User	Dwe Caroli
Create a new user account and assign a role and if needed assign them to a	business unit. Avita will ensit a temporary passion to the address provided for the new user account: The account information entered here will not be incellable after you click Done. However, you can modify tiele assignments at any time.
New User Information	
Role Assignment	Demanante " Brand Address" For United To Bell Address" Demanante Demanante Demanate Demanante Demanate Demanante Demanante Demanante Demanan
Name	Davegation
V test user	/RJ Accession
Customer Assignment	
	Azign to Customer Azign to Customers Azign to Customers
By entering this personal data, you acknowledge that you have authority to a organization in a separate data repository residing within the Russian federal	share tracher of the proceed data is Adla for processing in the Adla systems (builded in adroid data or many globally) in accontance with the Phaney Diatement, the univer a agreement between your company and Adla, and aggloballa four, and, if applicable, that any personal data from Russian classes has been standed by your

- 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	Loo Cros
Create a new user account and assign a role and if needed assign them to a business unit. Anba will email a temporary p	assivord to the address provided for the new user ecount. 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	
Charanne Gruid Albert Las Nane Obta Phone	* _ * * * * * * * * * * * * * * * * * *
Role Assignment	
Nama	Description
test user	Al Accesson
Customer Assignment	
Assign to Clatomer	
By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for organization in a separate data repository residing within the Russian federation.	or processing in the Ariba systems (hosted in serious data centers globally) in accordance with the Phracy Datement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any periorial data from Russian citizens has been started by your

- Once User access is created in SAP Business Network, the new user will receive two emails, one e-mail with your **Sub-Username** and another one with a **Temporary Password.**
- Login to your account (as shown below).



SAP Business Network
Important: your sub-user username
Dear ,
You have been enabled to access your company's SAP Business Network account(ANID:AN01036763248-T) with the following username:
@ .com
 Important note: Please keep your username confidential. Your temporary password has been sent via a separate email.
Please click on "Log in" to access your user account using your username and temporary password:
Log in

*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.
 - Click Submit.

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

SAP Business Network					
Your temporary password					
Dear,					
This message contains important information about your new user account related to your company's SAP Business Network account (AN01036763248-T).					
Your temporary password:					
For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.					
If you have any questions, contact your Account Administrator:					
i@icom					
Sincerely,					



SAP Business Network ~	
Set a New Password where we have expired. You must set are an password to continue using SAP Business Network. Please set a new password busines network are previous passwords.	

TRANSFERRING ADMIN RIGHTS (ADMIN USER)

Go to the SAP Business Network supplier portal using the following link – <u>supplier.ariba.com</u> and enter your username, click **Next**. In the next page, enter your **password** and click **Sign In**.

You can find the username in the e-mail sent to you by SAP Business Network during registration.

Business Network -	₽ ()
Supplier sign-in	Have you visited our supplier community?
Username	Our community is designed to make supplier management easy and efficient, while also ensuring maximum productivity and profitability. You can now enjoy the full benefits that the platform has to offer through your supplier account.
Next Forgot username	Learn More
New to SAP Business Network? Register Now or Learn more	



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

Business Network Enterprise Account							
Home Evaluement Discovery Workshenk Ordens Afaliament Invoices Appendents Control of Con	Illiner * Invices * Peyments * Catalogs * Reports * Messager Assessments Dommand Releaser * All automent * East ment * Order number Ownriker Getting garred						
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€20.3 M	€316 K	Order received Aug 21, 2024 36:19 AM Deutsche Bank Group - TEST PT70378739	Customer Relationships 675,000.00 EUR		Logout		
e104	600K	Invoice rejected		Notifications			

- In the **Users** section, check the box next to the user you want to make the account administrator.
- Click on Actions and select Make Administrator. Then click Save.

Account Settings									love	Close
Customer Relationships Users Notifica	tions Application Subscriptions Account	Registration API management G	enerative Al							
Manage Roles Manage Users Man	age User Authentication Revoked Users	More								
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C. com	8-Loom			Yes	test user		All(2)	Yes	Actions	•
Le Add to Contact List Remove	from Contact List								Edit Delete Make A	Administrator

- A new window opens with **Assign a Role** tab where you need to select the role by ticking the box and clicking on **Assign**.

SAP	Business Network ~		0
Assign a	Role		Axign Cancel
Select a new ki	e fer your account.		
	Name	Description	
	test user	All Accesses	
			Line Core

- Click on **OK** and you will be logged out making the assignee as the new Administrator.

E Raires Innot -		۲
Assign a New Administrator	ОК	Cancel
1 WRRMIN: You are about to transfer your administrator rule to Sonia Madack. After you assign the administrator rule to another soor, you will be logged out of your account.		
	ОК	Cancel

