



Title: - 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 – 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**.

SAP Business Network

Supplier sign-in


Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

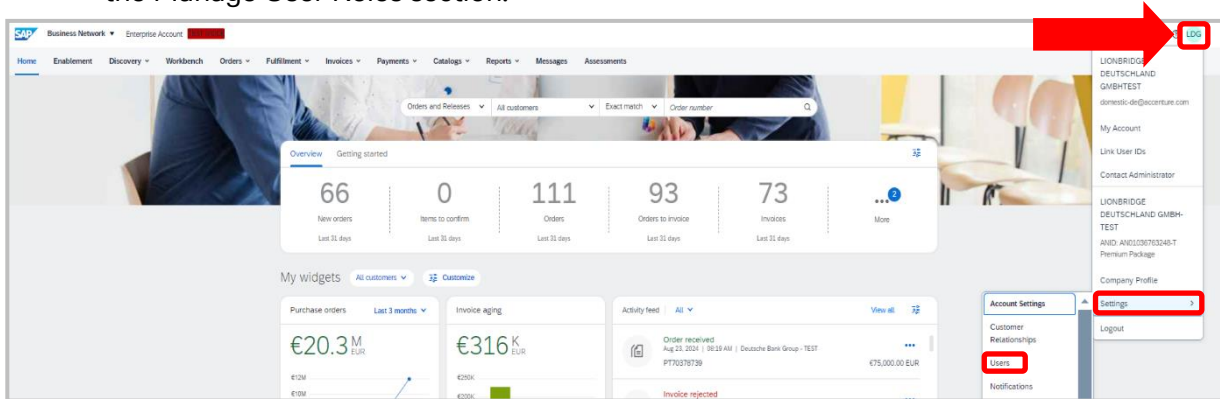
Have you visited our supplier community?

 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 platform has to offer through your supplier account.

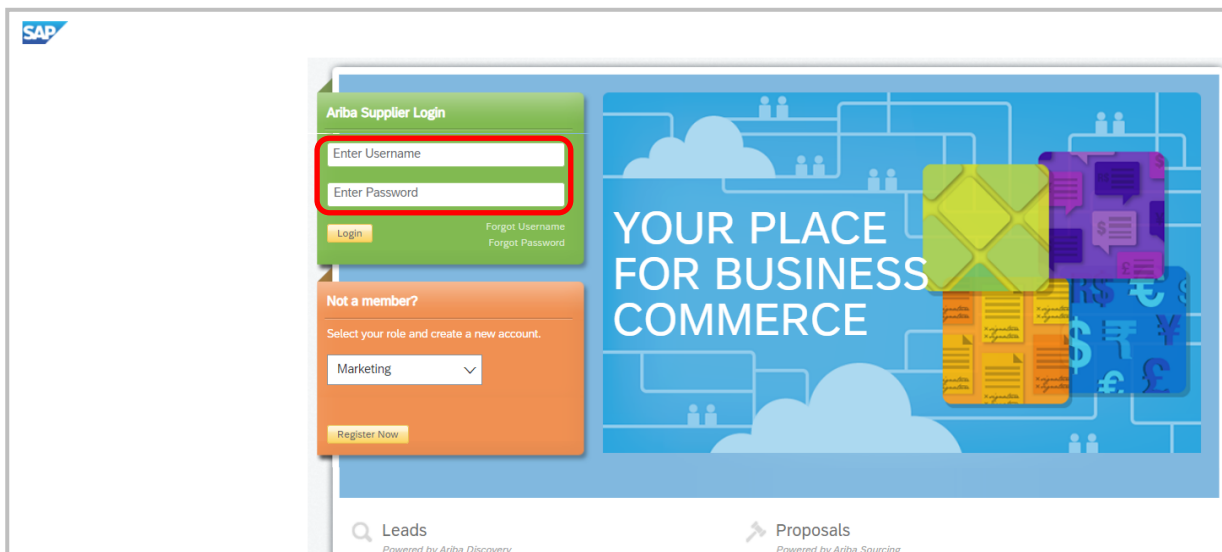
[Learn More](#)



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



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





Your **Account Settings** page will open once you login.

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

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

Permission	Description	
<input checked="" type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<input checked="" type="checkbox"/>	Archive Access	View and search archived items
<input checked="" type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input checked="" type="checkbox"/>	Company Data Deletion Configuration	Access to company data config
<input checked="" type="checkbox"/>	Company Information	Review and update company profile information
<input checked="" type="checkbox"/>	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench



- 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

* Indicates a required field

New Role Information

Name:

Description:

Permissions

Each role must have at least one permission. Page 1

<input checked="" type="checkbox"/>	Permission	Description
<input checked="" type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<input checked="" type="checkbox"/>	Archive Access	View and search archived items
<input checked="" type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input checked="" type="checkbox"/>	Company Data Deletion Configuration	Access to company data config
<input checked="" type="checkbox"/>	Company Information	Review and update company profile information
<input checked="" type="checkbox"/>	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

* Indicates a required field

New Role Information

Name:

Description:

Permissions

Each role must have at least one permission. Page 1

<input checked="" type="checkbox"/>	Permission	Description
<input checked="" type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<input checked="" type="checkbox"/>	Archive Access	View and search archived items
<input checked="" type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
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<input checked="" type="checkbox"/>	Company Information	Review and update company profile information
<input checked="" type="checkbox"/>	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.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

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

Roles (2)
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	LIONBRIDGE DEUTSCHLAND GMBHTEST	
test user		

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

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management 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 Network.

Filter
Users (You can only search on one attribute at a time)
Username Enter username
Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	domestic-de@accenture.com	mia.jade.montuya@accenture.com	LIONBRIDGE DEUTSCHLAND	GMBHTEST	No	PROFILE_MGMT_ROLE,+5		All(2)	Yes	

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

- 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.

- Once User access is created in SAP Business Network, the new user will receive two e-mails, 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 [REDACTED],

You have been enabled to access your company's SAP Business Network account (ANID:AN01036763248-T) with the following username:

[REDACTED]@[REDACTED].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 [REDACTED],

This message contains important information about your new user account related to your company's SAP Business Network account (AN01036763248-T).

Your temporary password:

[REDACTED]

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:
[REDACTED]
[REDACTED]@[REDACTED].com

Sincerely,
SAP Business Network team



The screenshot shows the 'Set a New Password' page in the SAP Business Network portal. The page title is 'Set a New Password'. Below the title, there is a message: 'Your password has expired. You must set a new password to continue using SAP Business Network. Please set a new password now and choose Submit for the changes to take effect. Please note that you cannot reuse previous passwords.' The form includes a 'User Name' field with a masked email address ending in '.com', a 'Current password' field, a 'New password' field, and a 'Confirm password' field. Each password field has a small eye icon to toggle visibility. A red 'Submit' button is located at the bottom left of the form. On the right side of the page, there is a graphic with two padlock icons, one larger than the other, symbolizing security.

TRANSFERRING ADMIN RIGHTS (ADMIN USER)

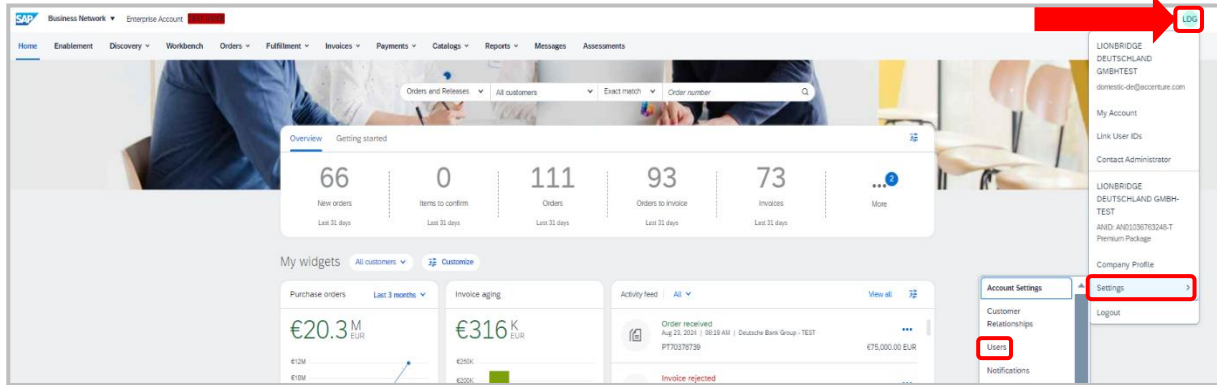
Go to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username, click **Next**. In the next page, enter your **password** and click **Sign In**.

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

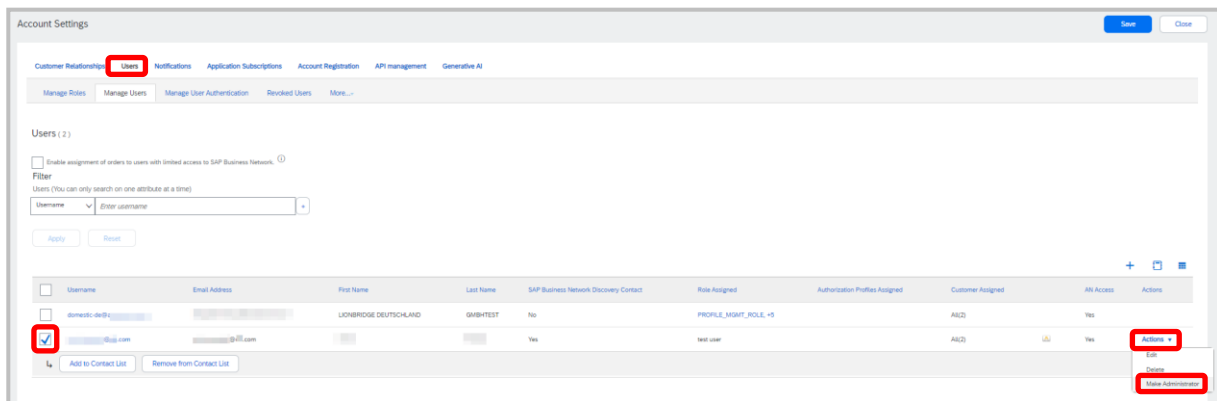
The screenshot shows the 'Supplier sign-in' page in the SAP Business Network portal. The page title is 'Supplier sign-in'. There is a 'Username' input field. Below the field is a blue 'Next' button. Underneath the 'Next' button, there is a link for 'Forgot username'. At the bottom left, there is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. On the right side of the page, there is a promotional banner titled 'Have you visited our supplier community?'. The banner includes a photo of a group of people and text: '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.' Below the text is a 'Learn More' button. At the bottom of the banner, there are four small blue dots, with the first one being larger, indicating the current slide in a carousel.



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



- 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**.



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



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

