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.

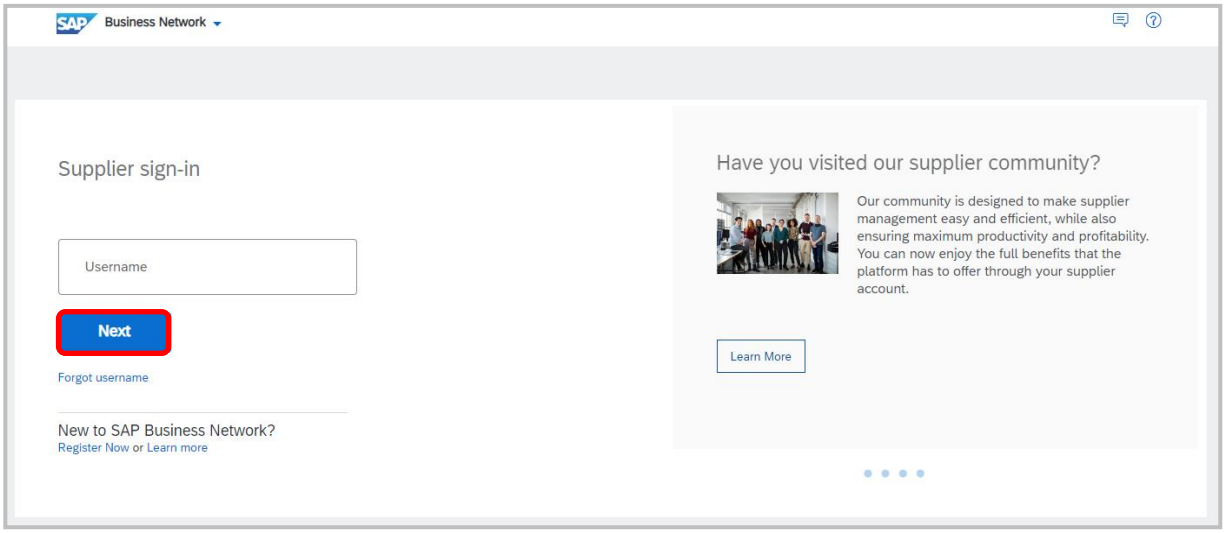
If an active user already exists, please go to page 9 directly for changing the account administrator.

If not, follow the below steps:

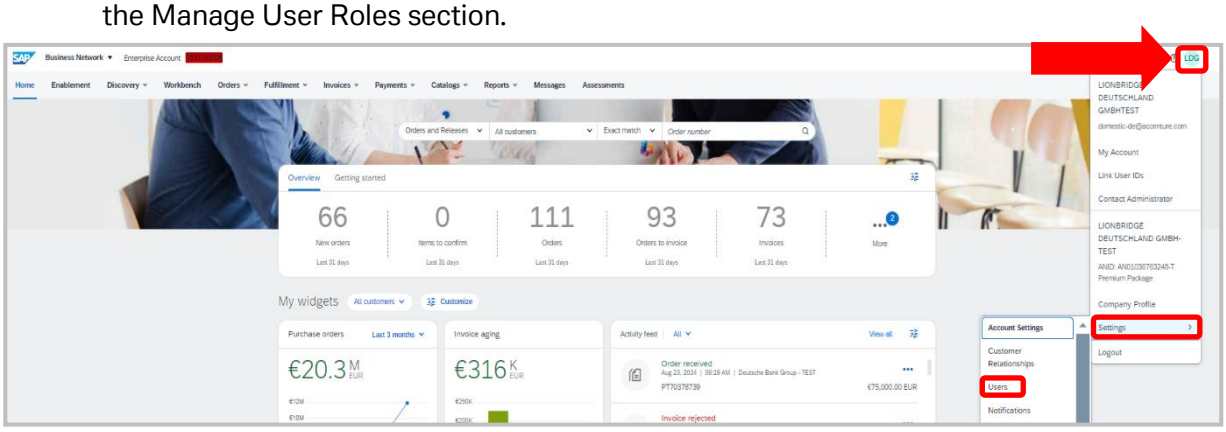
CREATING NEW USER ACCESS

- 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.

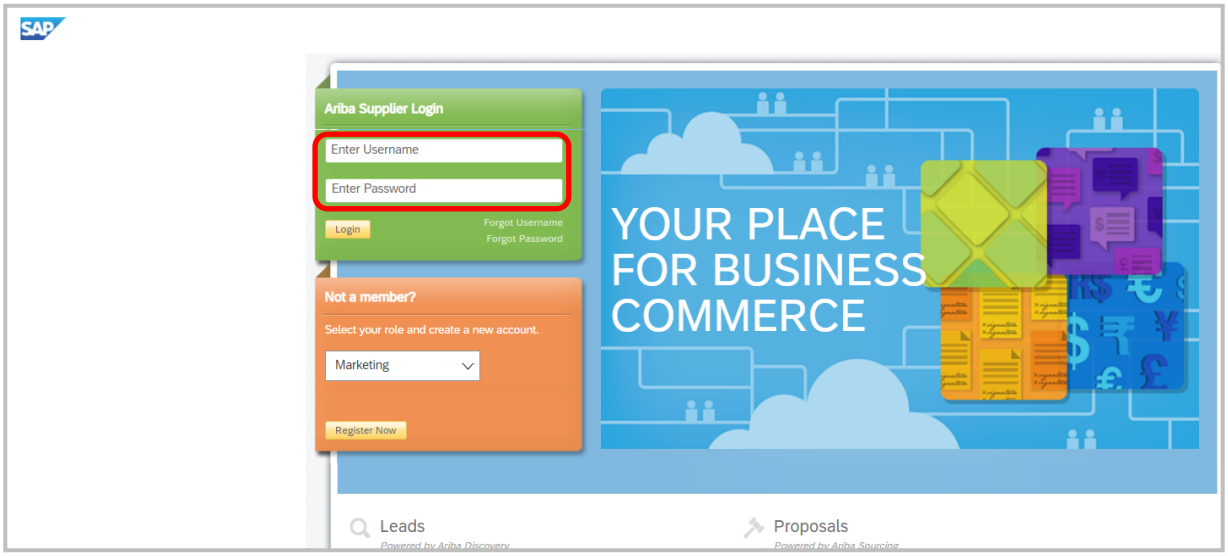
- Enter your username and click **Next**.
  In the next page, enter your **password** and click **Sign In**.



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

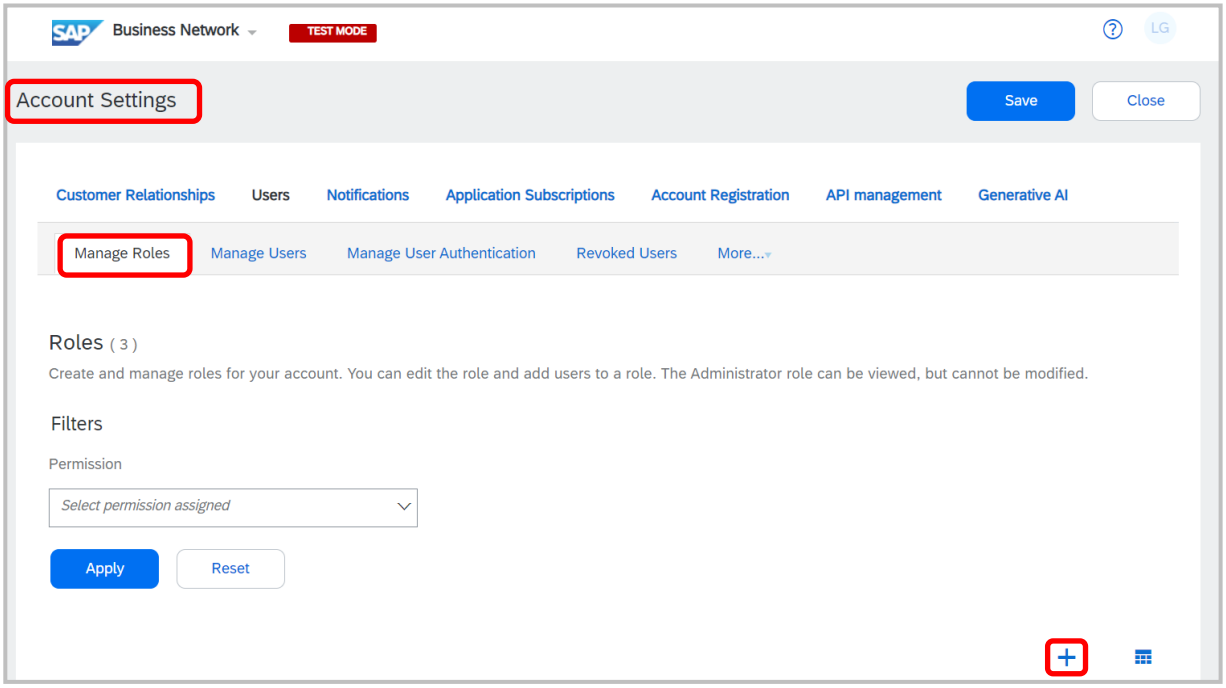


You will be redirected to your Ariba Profile Management Page from which you will be asked to login again using your **Username** and **Password**.

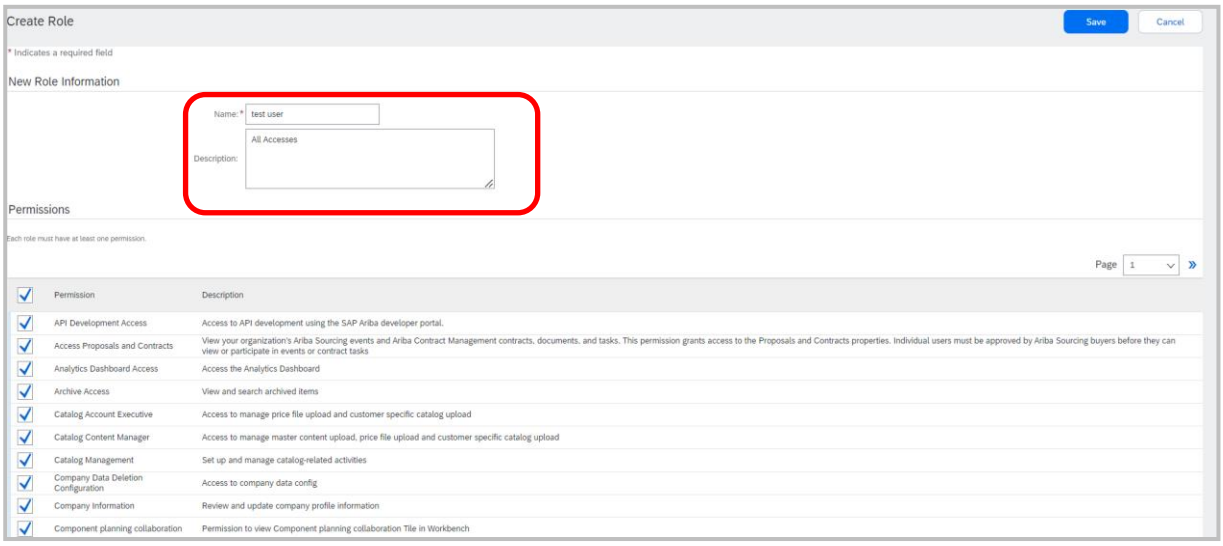


Your **Account Settings** page will open once you login.

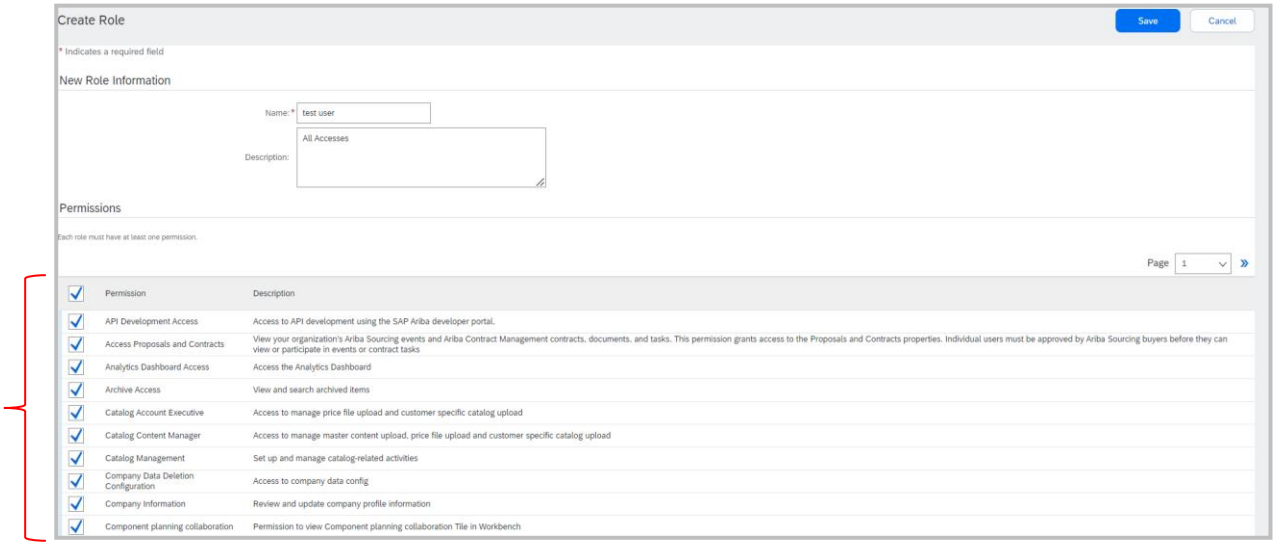
- Click **+** to Create a Role in the **Manage Roles** section.



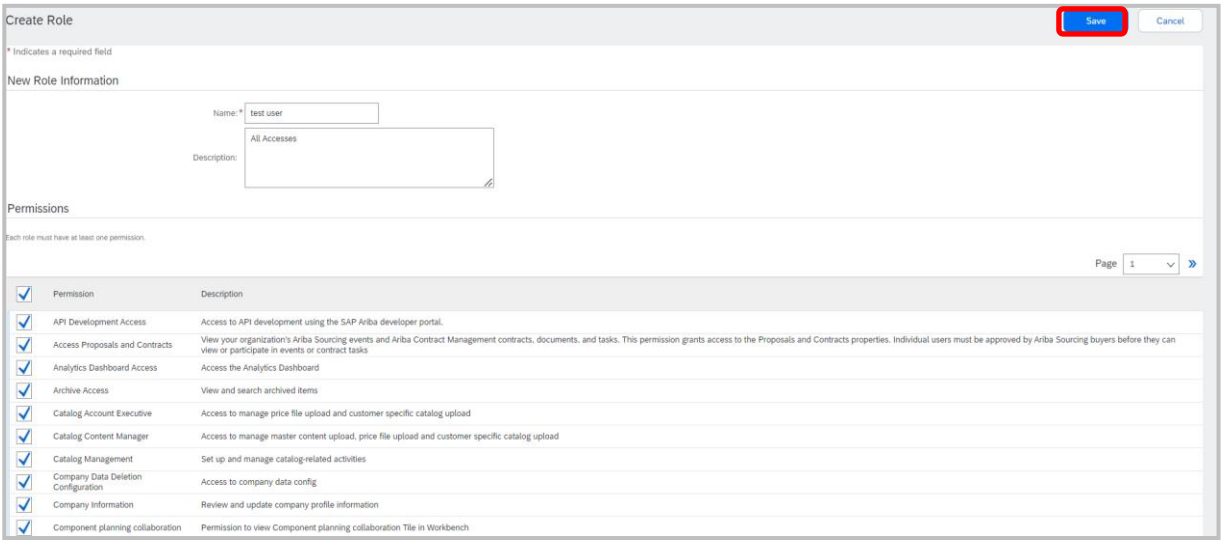
- In the next page, enter a Name for the role and description to record your intentions for this role.



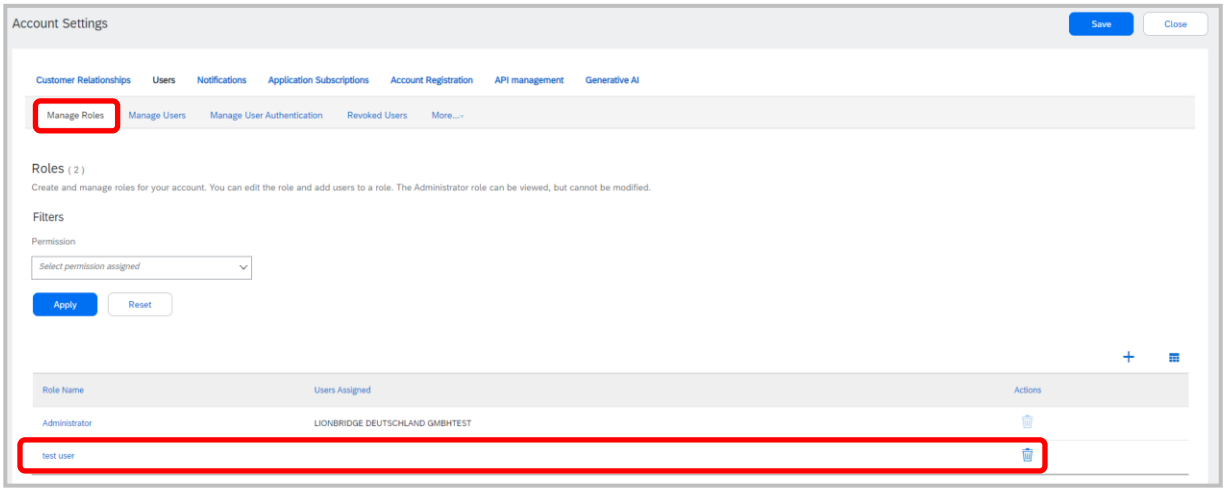
- Click on the check box next to one or more permissions for the new role.
  *Each role must have at least one permission.



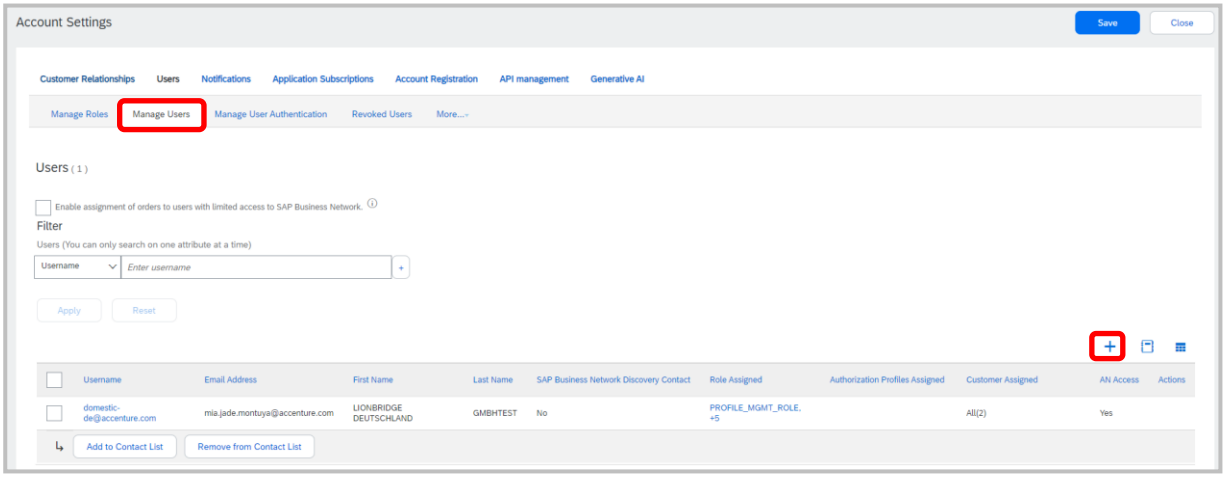
- Click on the **Save** button once you have selected the appropriate permissions for the role.



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

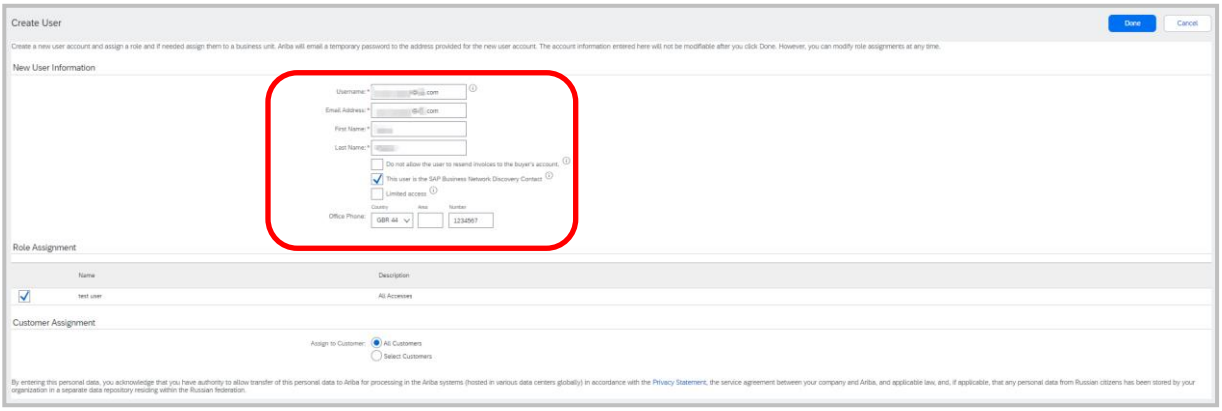


- Navigate to the **Manage Users section** and click **+** to create user.



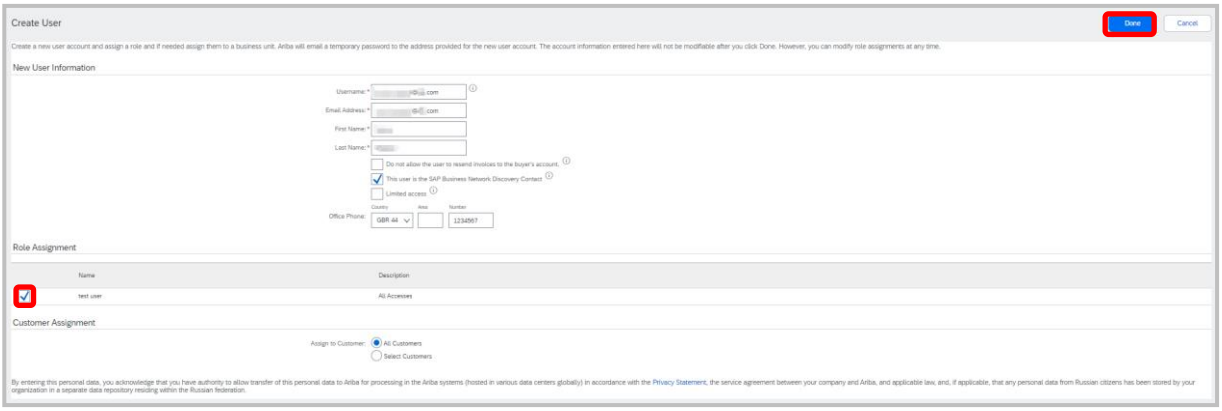
- Update the mandatory fields under **New User** information section-

    - 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



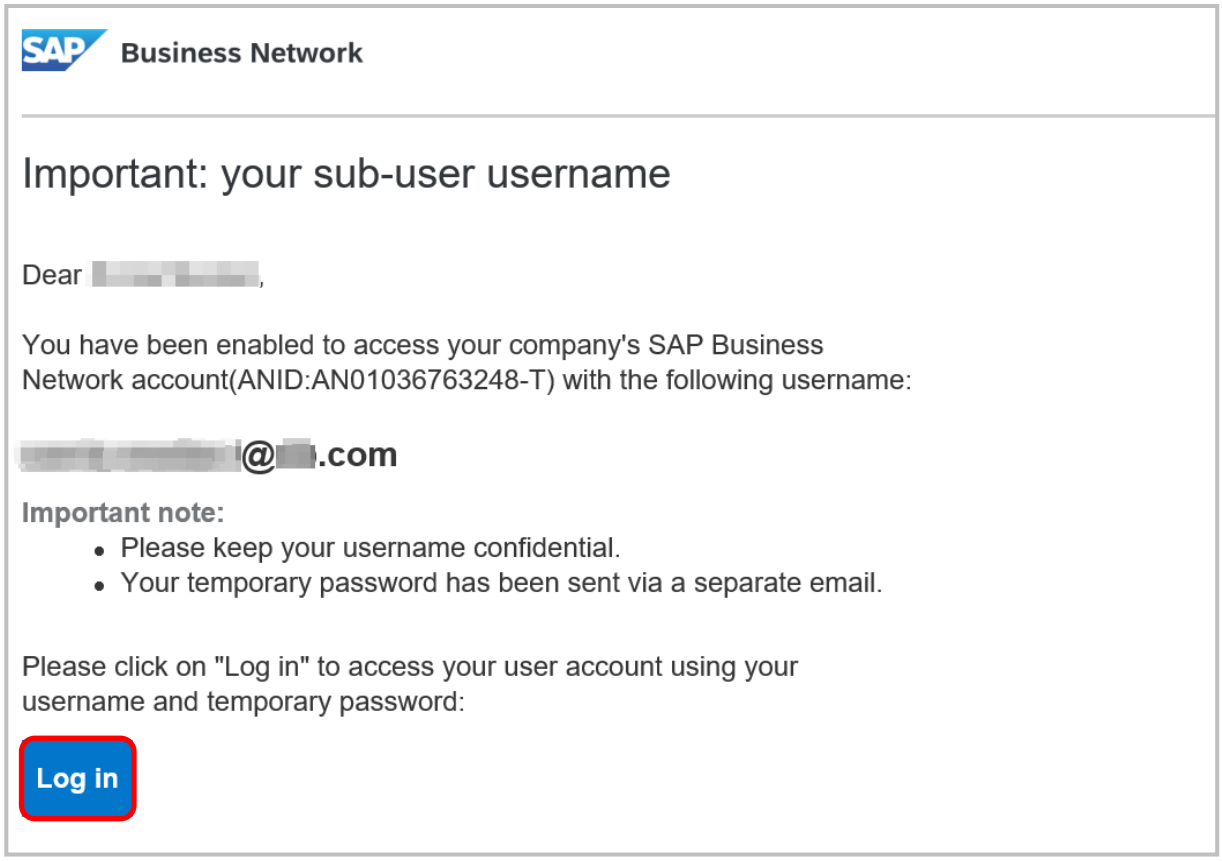
- If you have multiple user roles, select at least one role for the user in the Role Assignment section and click on **Done** to complete the process for New User access.

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

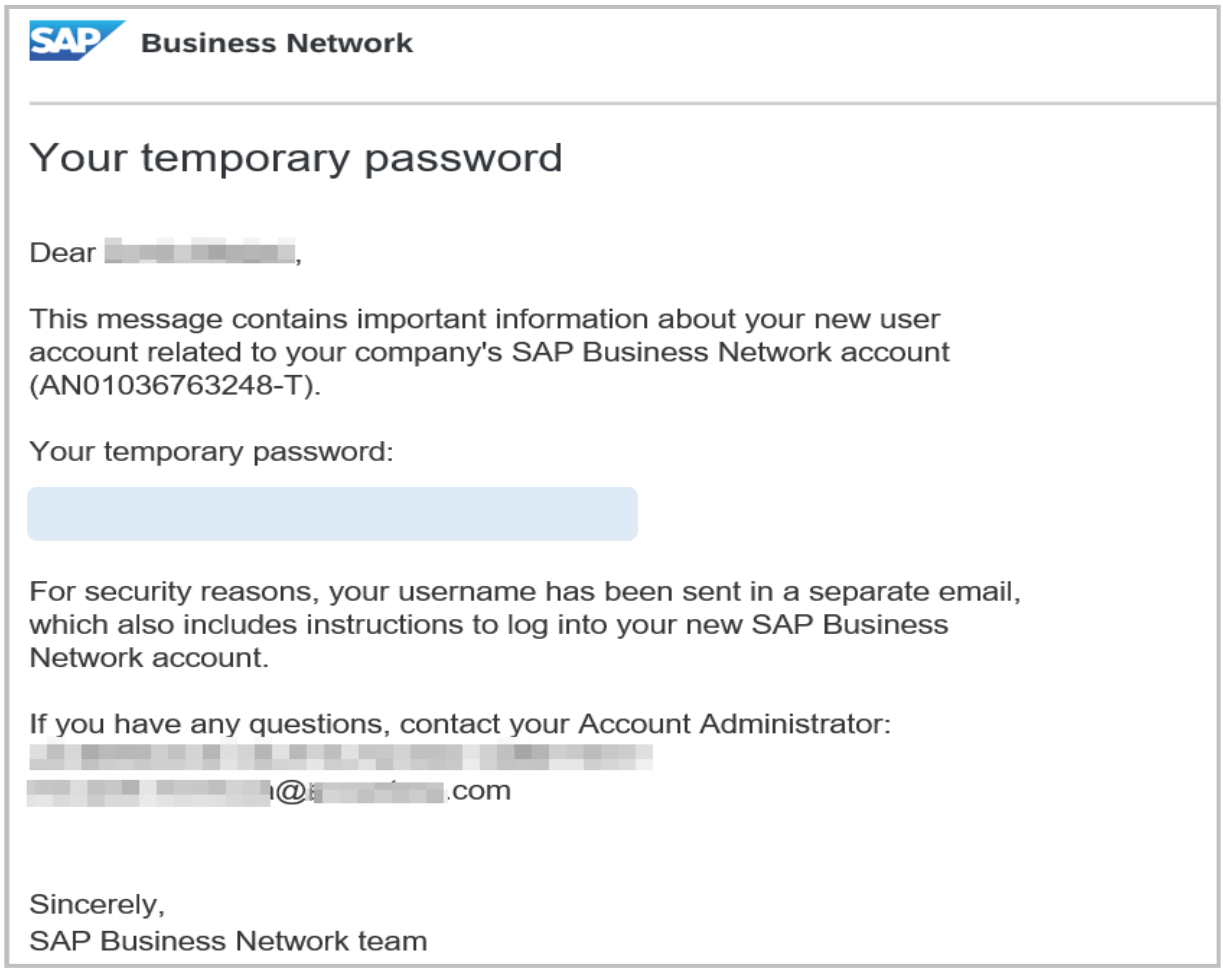
*Above is an illustration

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).

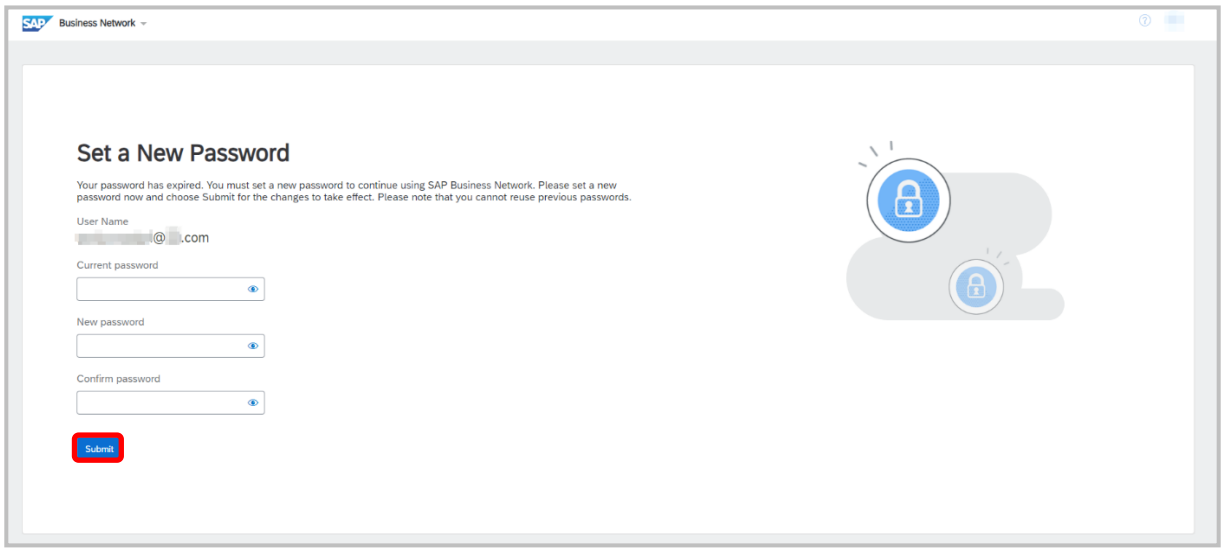
Your temporary password:

[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



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**.
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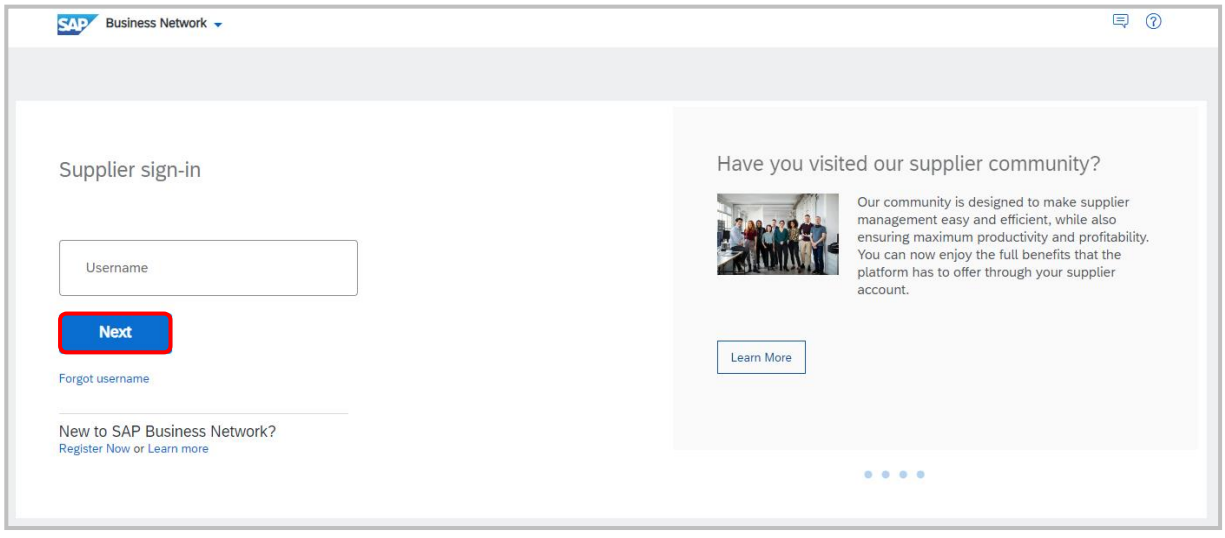
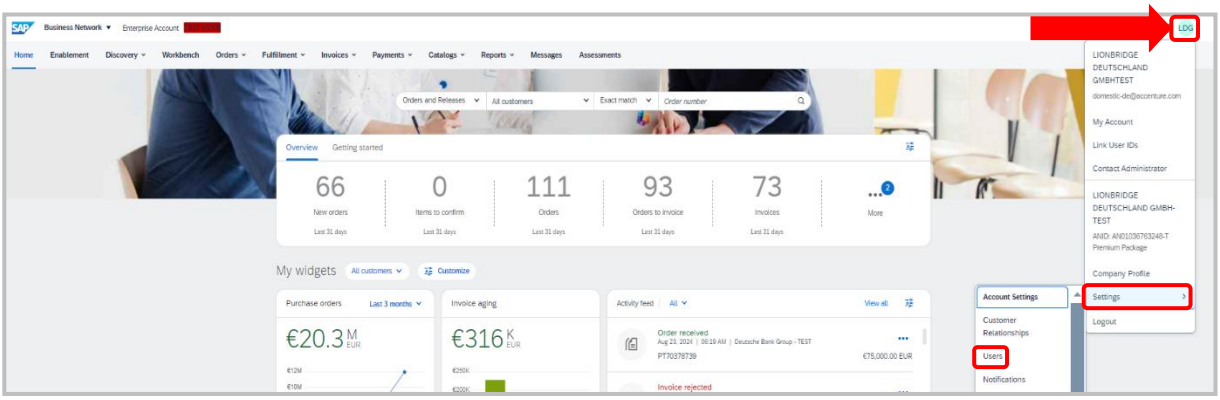
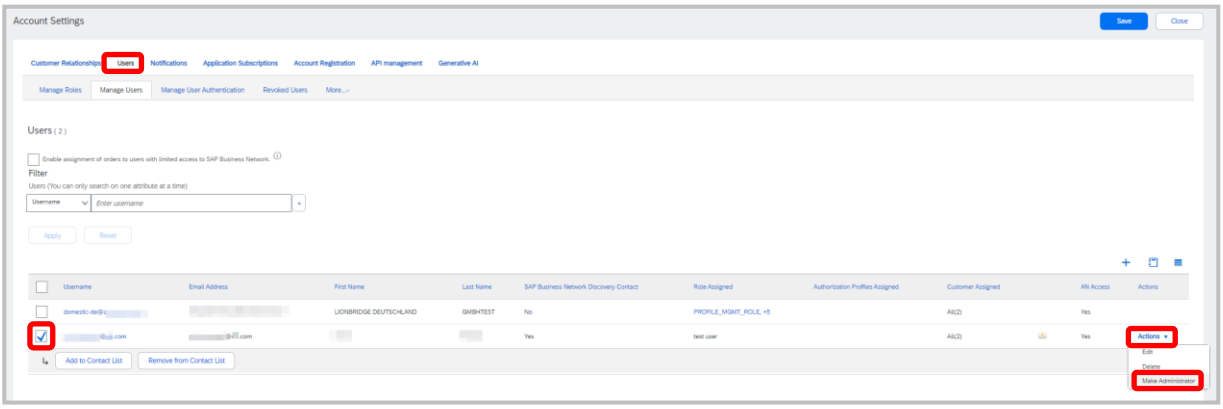


- From the Home screen, click on your initials > **Settings** and select **Users** to navigate to the **Manage User** section.



- 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.