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.
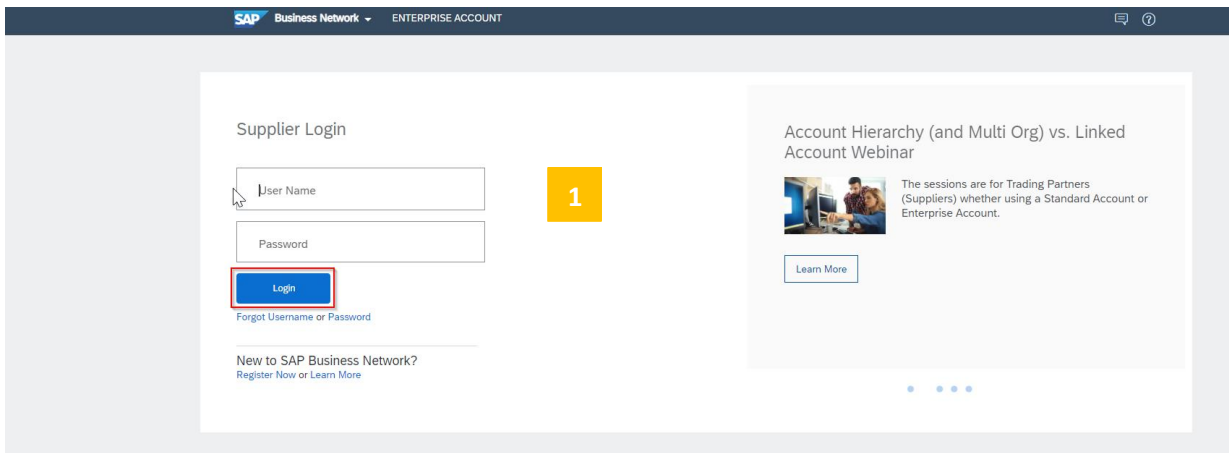
If not, follow the below steps:

<p align="center">CREATING NEW USER ACCESS</p>

1 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.
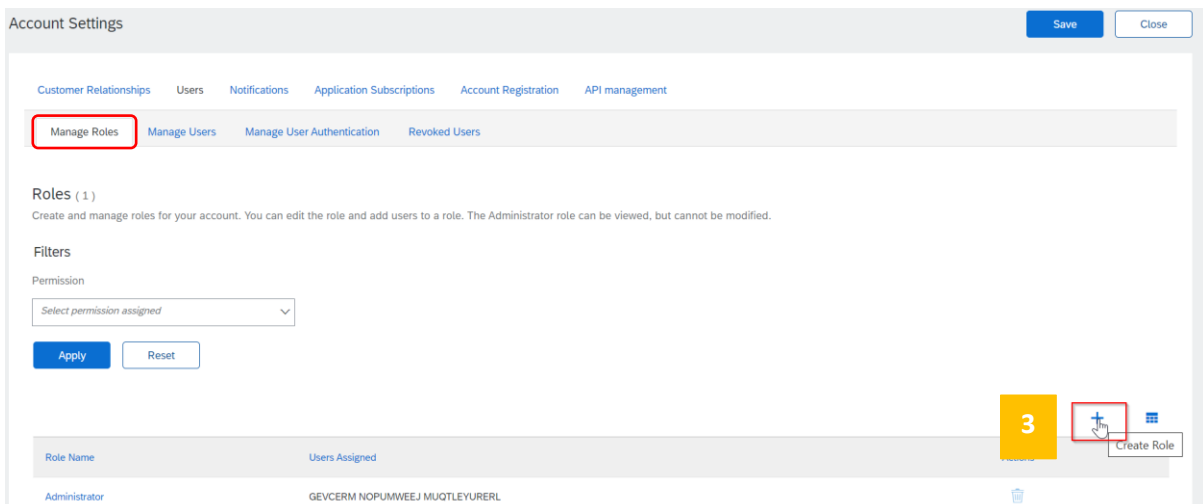
1 Enter your username and password here and click **Login.**

2 From the Home screen, click on your initials > **Settings** and select **Users** to navigate to the Manage User Roles section.
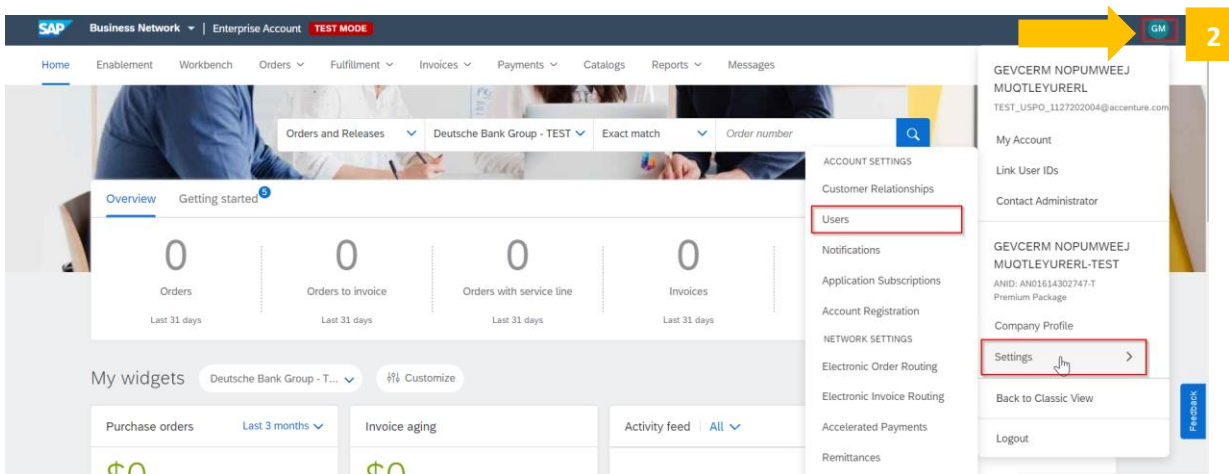
3 Click + to Create Role in the **Manage Roles** section.

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

Create Role

Save   Cancel

* Indicates a required field

New Role Information

Name:* [User]

Description: [All acesses]   **4**

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

Page [1 ▾] »

	Permission	Description
☑	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
☑	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
☑	Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☑	Folio Management	Create, activate and delete folio ranges used for tax invoicing.
☑	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
☑	Logistics Access	Perform Logistics actions with limited access to transactions information

5 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   Cancel

* Indicates a required field

New Role Information

Name:* [User]

Description: [All acesses]

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

Page [1 ▾] »

	Permission	Description
☑	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
☑	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
☑	Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☑	Folio Management	Create, activate and delete folio ranges used for tax invoicing.
☑	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
☑	Logistics Access	Perform Logistics actions with limited access to transactions information

5

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

3

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

7 Navigate to the **Manage Users section** and click **+** to create user.
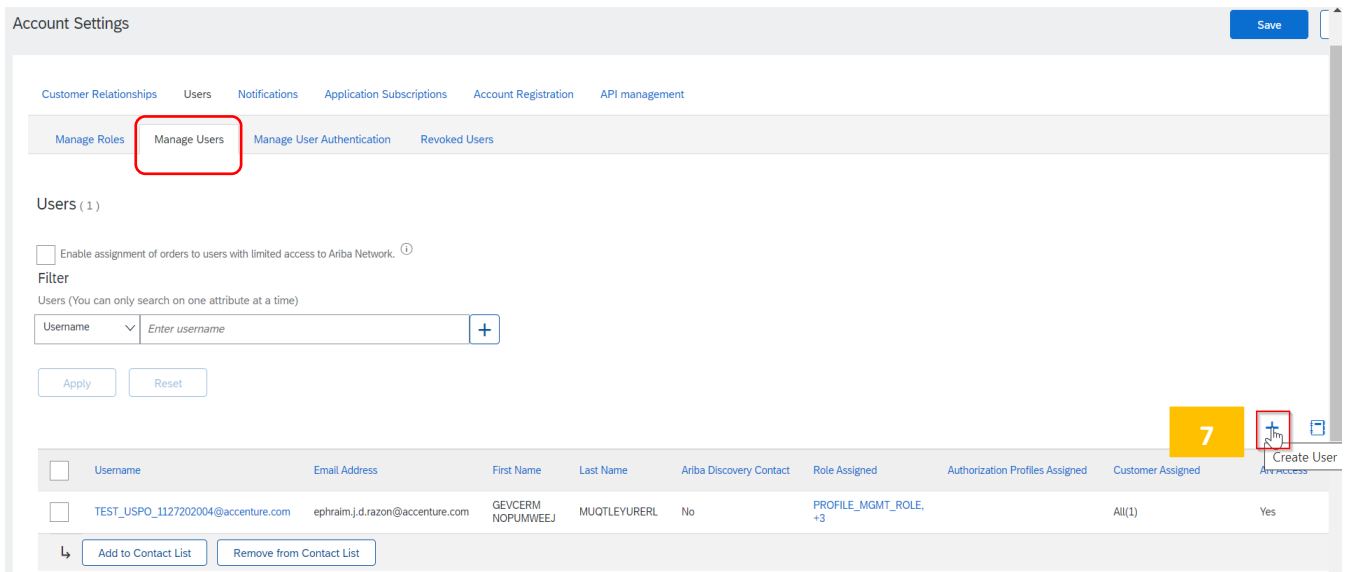
8 Update the mandatory fields under **New User** information section-

- 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)
- Email Address
- First Name
- Last Name
- Office Phone number for this user
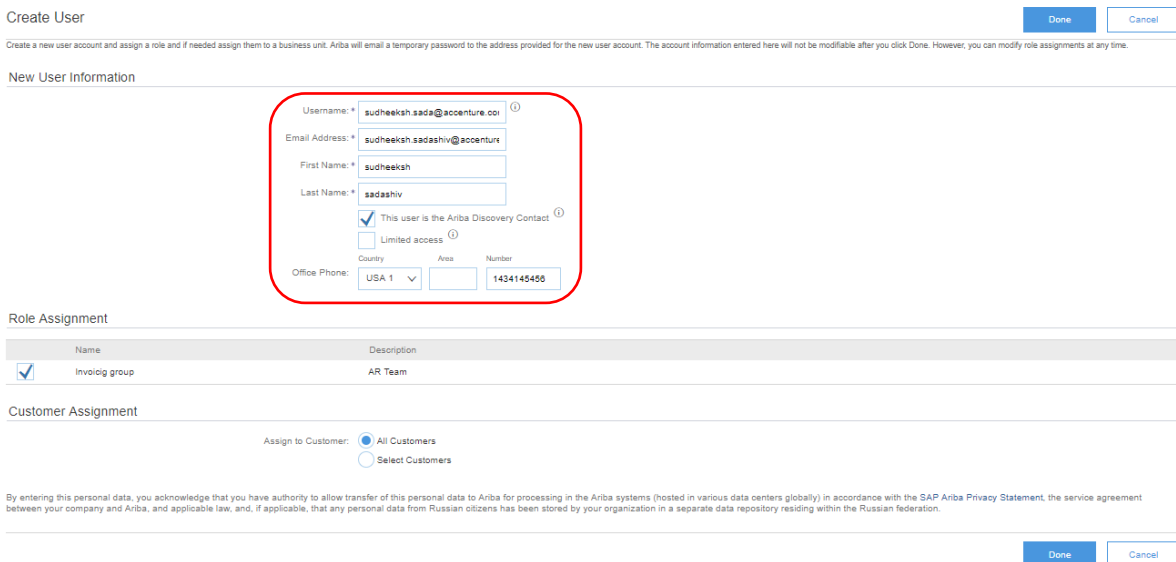
9 If you have multiple user roles, select at least one role for the user in the Role Assignment section and click on **Done** to complete the process for New User access.

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

5

Create User

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: *	sudheeksh.sada@accenture.co
Email Address: *	sudheeksh.sadashiv@accenture
First Name: *	sudheeksh
Last Name: *	sadashiv

☑ This user is the Ariba Discovery Contact
☐ Limited access

Office Phone:
Country: USA 1
Area:
Number: 1434145456

Role Assignment

9

	Name	Description
☑	Invoicig group	AR Team

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 Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, 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.

9 Done | Cancel

Once User access is created in SAP Business Network, the new user will receive two e-mails, one e-mail with User Name and other with Password

10 Click on the Login provided on the e-mail (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:AN01000841161-T) with the following username:

db.aps.support2@accenture.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 **10**

Sincerely,
SAP Business Network team

The link will re-direct the user to the SAP Business Network login page

6

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(AN01000841161-T).

Your temporary password:

9?T-Bha1

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:
UK PO TestSupplier
[REDACTED]re.com

Sincerely,
SAP Business Network team

Follow the below steps to finalise 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.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

TRANSFERRING ADMIN RIGHTS (ADMIN USER)

1 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.
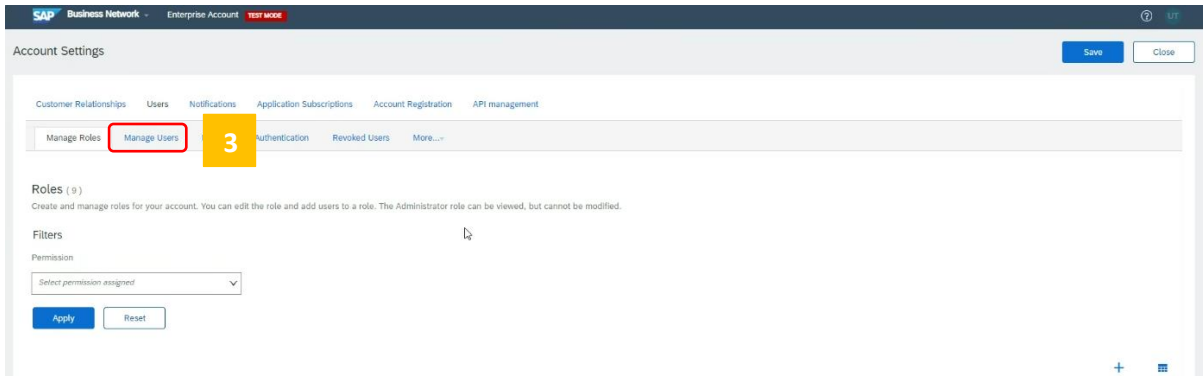
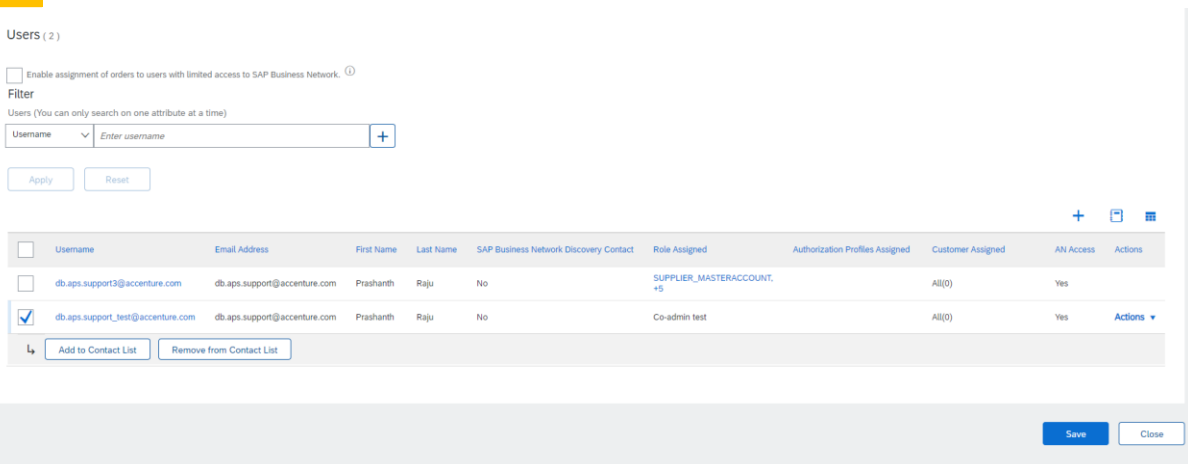**1** Enter your username and password here and click **Login.**
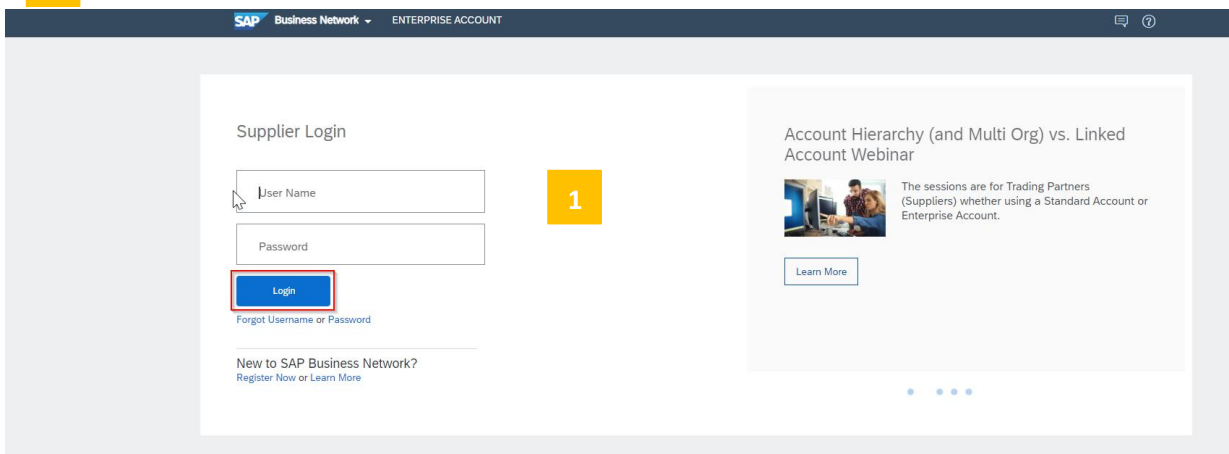
2 From the Home screen, click on your initials > **Settings** and select **Users** to navigate to the **Manage User** section.
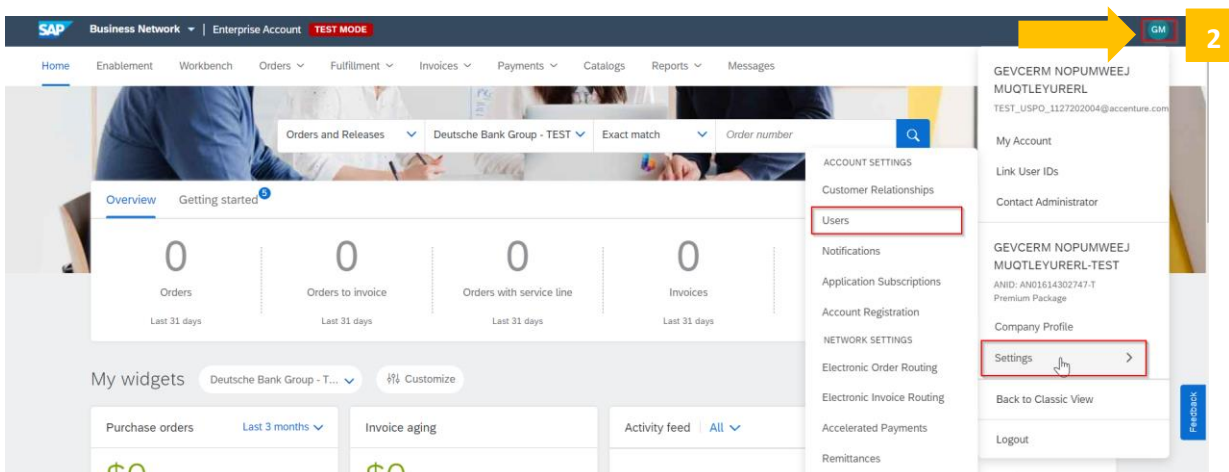
3 In the **Users** section, select **Manage Users**

4 In this section, check the box next to the user you want to make account administrator.

5 Click on **Actions** and select **Make Administrator**. Then select **Save .**

6 A new window opens with **Assign a Role** tab where you need to select the role by ticking

the box and clicking on **Assign**

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