

Title: - Deutsche Bank Group - SAP Business Network Account New User Creation

- 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**.

Business Network -		₽ (0)
Supplier sign-in	Have you visit	ed our supplier community? Our community is designed to make supplier management easy and efficient, while also ensuring maximum productivity and constrability
Username		Providing maximum productivity and prohability. 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 Roles section.

SAP	Business Network Enterprise Accourt	nt TEST MORT				UPT
Home	Enablement Opportunities ~	Discovery v Workbench () Orders and Releases v /	Orders × Futfillment × I	Involces v Payments v Cata	logs ¥ Reports ¥ More ¥	UK PO TestSupplier ukPOtestsuppler@accenture.com My Account Link User IDs Contact Administrator
	Orders Last 31 days	6 Orders to invoice Lest 31 days	O Orders with service line Lest 31 days	O Orders to Summary invoice Last 31 days	4 Credit Memos Last 90 days	Switch Account > SOE- OK2P_UK_PO_TestSupplier - ACC ANID: AN01000841161-T Premium Package Company Profile
	Purchase orders Last €875 K	13 months ∨ Invoice aging €68.	s 5 K	Activity feed All ~	Account Settings Customer Relationships	Settings >> Logout

- Upon clicking User, you will be directed to the profile management page from where you will be asked to log in again before being able to perform any changes.
- Enter again your **Username** and **Password**.

Arba Supplier Login Enter Username Enter Password Login Not a member? Select your role and create a new account. Marketing Register Now	YOUR PLACE FOR BUSINESS COMMERCE

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

Account Settings		Save	Close
Customer Relationships Users Notifications Application Subscriptions	Account Registration API management Generative AI		
Manage Roles Manage Users Manage User Authentication Revo	ked Users More		
Roles (6) 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.		
Hiters			
Select permission assigned			
Apply Reset			
		. (+ =
Role Name	Users Assigned	Actions	Create Role
Administrator	UK PO TestSupplier	Ū	

- In the next page, enter a **Name** and **Description** for the role for its purpose. Then click on the check box next for each permission required for the new role and **Save**.

reate	Role		Save	Cano
Indicate	es a required field			
New Ro	ole Information			
		Name:* Vendor Test All accesses		
Permis	sions			
Permis	sions ust have at least one permission.		Page	1 ~
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Permiss ach role ma V V V V	sions ust have at least one permission Permission API Development Access Access Proposils and Contracts Analytics Dashboard Access Archive Access Catalog Account Executive	Description Access to API development using the SAP Ariba developer portal. View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts proparported by Ariba Sourcing users before they can view or participate in events or contract tasks. Access the Analytics Dashboard View and search archived items Access to manage price file upload and customer specific catalog upload	Page	1 ~

*Each role must have at least one permission.

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

unt Settings		Save
ustomer Relationships Users Notifications	Application Subscriptions Account Registration API management Generative AI	
Manage Roles Manage Users Manage User	Authentication Revoked Users More	
Oles (7) eate and manage roles for your account. You can edit Itters mission	the role and add users to a role. The Administrator role can be viewed, but cannot be modified.	
Apply Reset		+ =
Role Name	Users Assigned	Actions
Administrator	UK PO TestSupplier	Ŵ
Vendor Test		Ŵ

- Navigate to the Manage User section and click + to create a user.

Account Settings	Save
Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI	
Manage Roles Manage Users Manage User Authentication Revoked Users More	
Users (35) Enable assignment of orders to users with limited access to SAP Business Network, O Filter Here, You can only exactly on one attribute at a time)	
Username V Enter username	
Apply Reset	_
	+ Page 1 V > =
Username Email Address First Name Last Name SAP Business Network: Discovery Contact: Role Assigned Authorization Profiles Assigned Custom	er Assig Create User AN Access Actions
Uktestsuppler- Ba. e.com PG e.com No DE Support All(8)	Yes Actions *

- Update the mandatory under New User information section-
 - Username (Needs to be unique and needs to be in the form 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 Us	er	Cover Carcot
Create a new r	user account and assign a role and if needed assign them to a	business witk. Aritie will ensul a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you cick. Done. However, you can modify role assignments at any time.
Mere Liner I	eformation	
THEW USER	nomation	
		Ernal Address *
		First Name* 1 Hatsalia
		Las Name* Smp
		Office Phone: USA 1 V 1 EMERIT
Role Assig	nment	
	Name	Description
~	Invoicing Admin	Contains permissions to generate involute and access hitses and Outsits.
	HOT_Role	HOT_Rote
	Inbox and Outbox Access	Permitation to access intox and Qubox, and generate involces
	DB Support Access	Allows: Customer Administration, Indoor and Outbox Access, Invoice Generation, PD, Invoice, and Transaction History Report Administration,
	Co-Administrator	Allows co-astroicitative access to ADN Supplier.
	Vendor Test	All accesses
Customer	Assignment	
		Asian to Castoner
		State: Custories
By entering the your organization	is personal data, you acknowledge that you have authority to ion in a separate data repository residing within the Russian fi	allow branch of this personal data to Artis for processing in the Arbita systems (housed in version globally) in accordance with the Phace Statement, the senter agreement between your company and Arbita, and applicable law, writ, if applicable, the any personal data himin Russian colores has been stored by determined.
		Done
-		

- 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 Use	r	Dave Cance
Create a new up	er account and assign a role and if needed assign them to a	s business unit. Arbite will enviro a temporary password to the exidences provided for the new user account. The account information entered here will not be modifiable after you click. Done, However, you can motify rise assignments at any time.
Manufactor	-	
New User In	formation	
		Usersene * USupple Com
		Email Address.*
		First Name* Tabala
		Las Kans: a lang
		Do not allow the user to reserve microse to the buyer's account.
		This same is the SMP Bountees Network Discovery Contacts
		Linited access (1)
		Office Prover UMAT V I A MARKET
Role Assign	ment	
_	Name	Description
\checkmark	Invisicing Admin	Contains permissions to generate involves and access Infors and Duttors.
	HOT_Role	HOLES
	Inbox and Outbox Access	Permission to access intoos and Outlos, and generate involces
	DB Support Access	Alones Customer Administration, Index and Outlos Access, Invoice Generation, PDJ. Invoice, and Transaction History Report Administration,
	Co-Administrator	Alium, co-administrator access to ANN Supplier.
	Vendor Test	All accesses
Customer A	ssignment	
		Anign to Customer ()
		Select Customes
By entering this your organizatio	personal data, you acknowledge that you have authority to in in a separate data repository residing within the Russian fo	who is builder of this personal data to Arite for processing in the Arite systems (house) in verture data context globally) in accordance with the Privery Statement, the service agreement between your company and Arite, and applicable law, and, if applicable, that any personal data from Russian claters has been stated by Internation.
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- Once the User access is created in SAP Business Network, the new user will receive two e-mails, one e-mail with the Username and the other one with a temporary Password.
- Click on Log in (as shown below)

SAP Business Network
Important: your sub-user username
Dear Nathalie Sims,
You have been enabled to access your company's SAP Business Network account(ANID:AN01000841161-T) with the following username:
 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
Sincerely, SAP Business Network team

*Above is an illustration.

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

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

SAP Business Network Your temporary password Dear Nathalie Sims, This message contains important information about your new user account related to your company's SAP Business Network account (AN01000841161-T). Your temporary password: 1. Sec. 2010. 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 Sincerely, SAP Business Network team