



## DEUTSCHE BANK GROUP SAP BUSINESS NETWORK ACCOUNT NEW USER CREATION

1 Go to the SAP Business network supplier portal using the following link – [supplier.ariba.com](https://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**

SAP Business Network ENTERPRISE ACCOUNT

Supplier Login

User Name

Password

Login

Forgot Username or Password

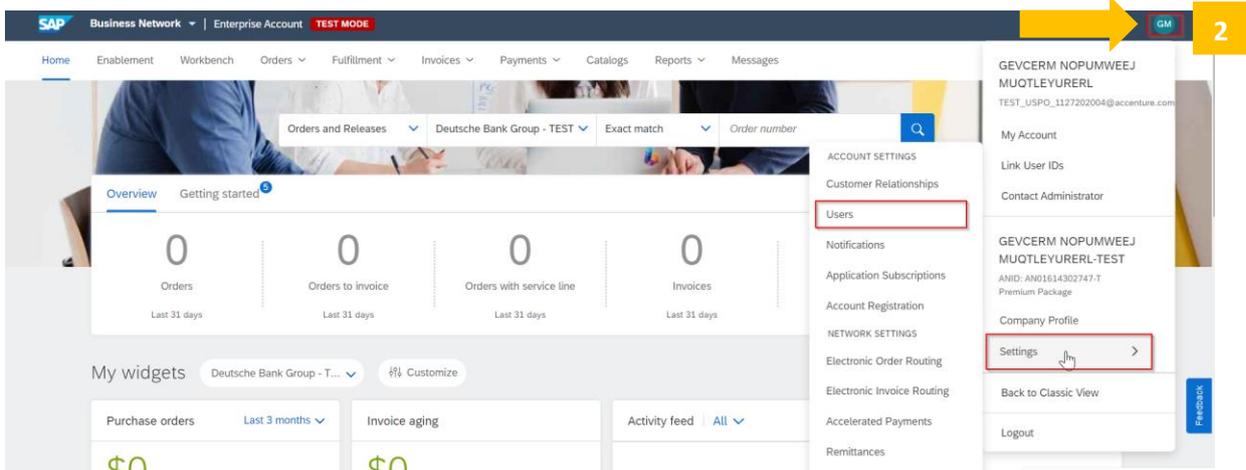
New to SAP Business Network?  
Register Now or Learn More

Account Hierarchy (and Multi Org) vs. Linked Account Webinar

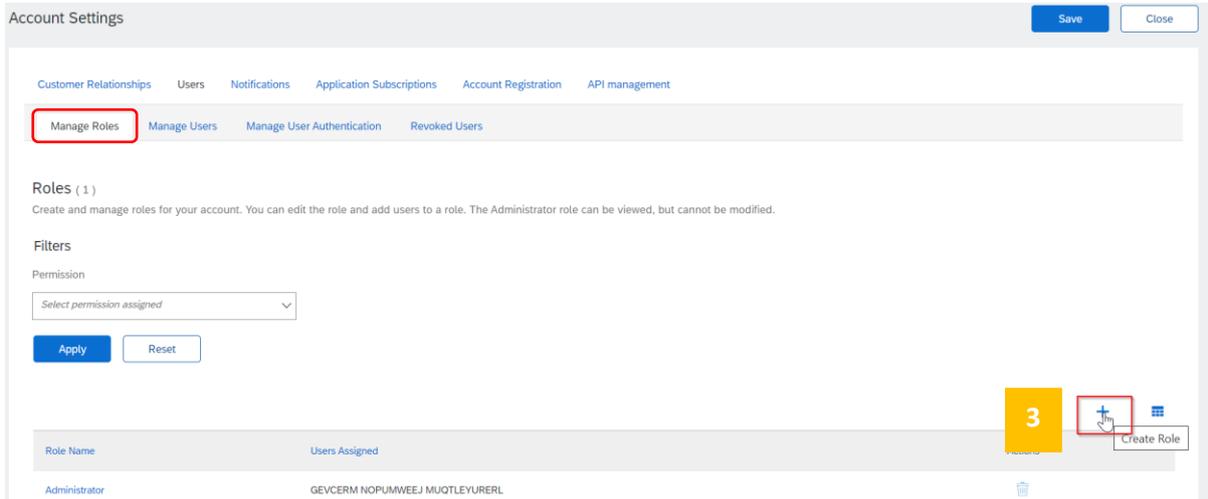
The sessions are for Trading Partners (Suppliers) whether using a Standard Account or Enterprise Account.

Learn More

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

\* Indicates a required field

New Role Information

Name: \*

Description:

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
<input checked="" type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input checked="" type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input checked="" type="checkbox"/> 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.

\* Indicates a required field

New Role Information

Name: \*

Description:

Permissions

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Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

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5

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

6

## Create Role

\* Indicates a required field

### New Role Information

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Description:

### Permissions

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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

### Roles (9)

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

Role Name	Users Assigned	Actions
Administrator	UK PO TestSupplier	<input type="button" value="Edit"/>
Invoicing Admin	Tim Tai	<input type="button" value="Edit"/>
HOT_Role	UK PO AUT, +1	<input type="button" value="Edit"/>
Inbox and Outbox Access	UK PO Deployment Team, +2	<input type="button" value="Edit"/>
DB Support Access	Magda Angheluta, +21	<input type="button" value="Edit"/>
Co-Administrator	SQE-PreProd UK PO Test Supplier, +1	<input type="button" value="Edit"/>
Test 1		<input type="button" value="Edit"/>
Test User		<input type="button" value="Edit"/>
User		<input type="button" value="Edit"/>

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

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter  
Users (You can only search on one attribute at a time)

Username  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	<b>7</b> <input type="button" value="Create User"/>
<input type="checkbox"/>	TEST_USPO_1127202004@accenture.com	ephraim.j.d.razon@accenture.com	GEVCERM NOPLMVEEJ	MUQTLEYURERL	No	PROFILE_MGMT_ROLE, +3		All(1)	Yes

**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

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: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Country:  Area:  Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> 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** 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

Done Cancel

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: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Country:  Area:  Number:

### Role Assignment

9

Name	Description
<input checked="" type="checkbox"/> Invoicg group	AR Team

### Customer Assignment

Assign to Customer:  All Customers  Select Customers

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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)



## Important: your sub-user username

Dear Prashanth Raju,

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



## Your temporary password

Dear Prashanth Raju,

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** **11**

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  
jerome.c.puno@accenture.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**.