



Managing your SAP Business Network Supplier Profile

A step by step guide

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**SAP Business
Network
Tutorials**

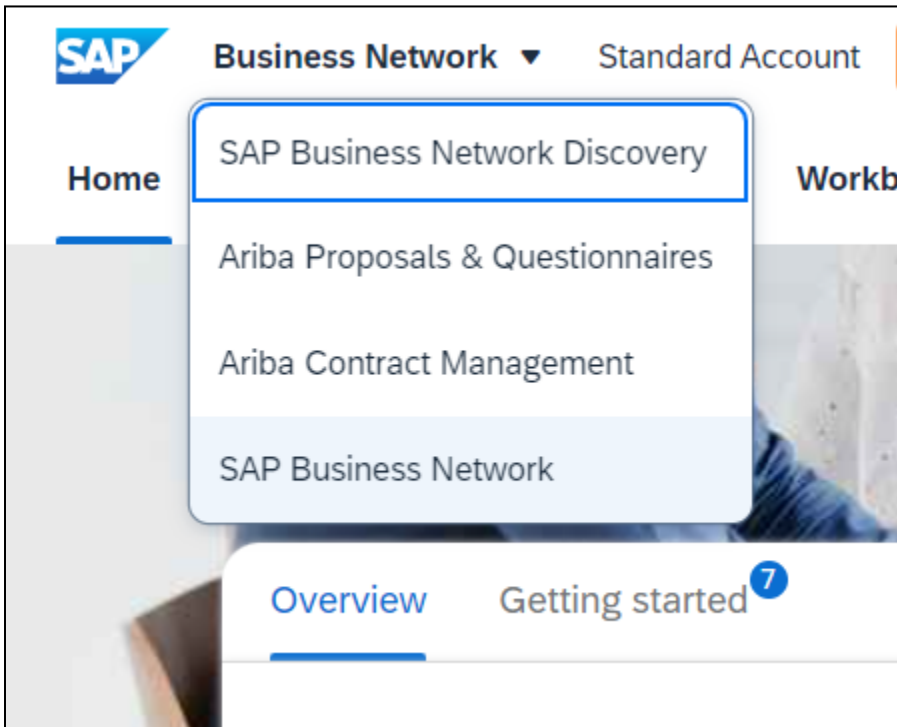
[Video Supplier Basics \(4:33\)](#) for information about registering, the dashboard and linking multiple accounts.

[Introduction to the Dashboard \(11:47\)](#) for a detailed view of the user interface



Navigating your SAP Business Network Supplier Account

Your SAP Business Network Supplier Account provides access to several applications within SAP Business Network. Click on the Busin button at the top right of your screen to navigate to each of the different applications.



SAP Business Network Discovery	This link brings you to the SAP Business Network Discovery solution where you can search for potential bidding opportunities.
Ariba Proposals & Questionnaires	This link leads you to respond to requests for quotations, participate in online sourcing events and submit sales proposals.
Ariba Contract Management	The SAP Ariba Contract Management is where you can collaborate with buyers to negotiate contracts.
SAP Business Network	The Business Network Solution is where you can view and confirm Purchase Orders and submit Invoices and Service Entry Sheets.

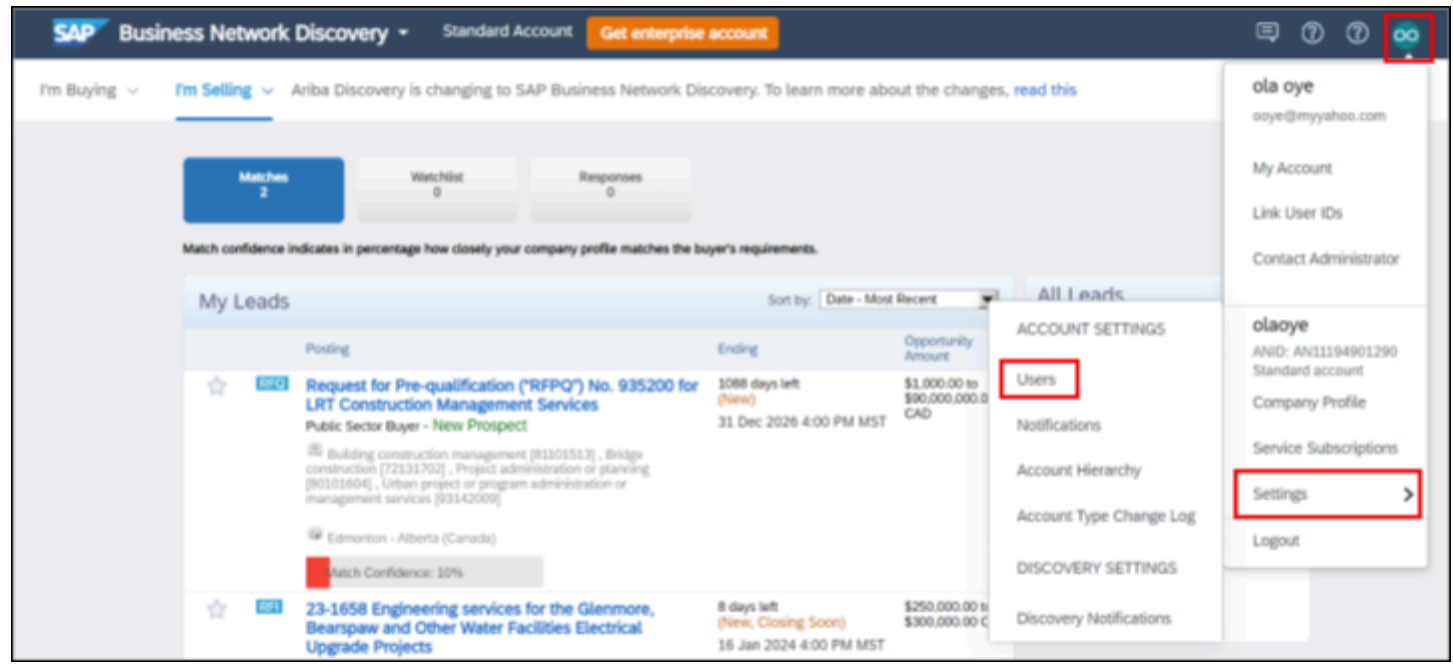


Adding Additional Users

Each company may only create one SAP Business Network account, however you may add unlimited users to that account. Users will have access to your company account and can coordinate to complete bids, view opportunities etc.

Step 1: Select Company Settings / Users

Log in as an Administrator, click on your account profile on the top right corner of your homepage, click on **Settings** then, select **Users**.



Step 2: Create User

Select **Add icon (+)** to enter the new user information, then click **Done**

Account Settings Save

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log

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 +

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	All Access
<input type="checkbox"/>	ooye@myyahoo.com	ooye@myyahoo.com	oia	ooye	No	MARKETPLACE_SUPPLIER_MASTERACCOUNT,-5		All()	Yes

+

Create User Done

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:*


Do not allow the user to resend invoices to the buyer's account.

This user is the SAP Business Network Discovery Contact

Limited access

Office Phone: Country: Area: Number:

 1. It is best practice to use your colleague's email address as their username.
 2. If the user will be the prime contact for your organization's bid preparation, it is recommended to select "This User is the SAP Business Network Discovery Contact".

 The account information entered here will not be modifiable after you click **Done**.

As a confirmation, the "profile has been successfully updated" would pop up on your screen.



Guide - Managing your SAP Business Network Supplier Profile

Account Settings

✓ Your profile has been successfully updated.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions

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

Step 3: Create Password

The newly created user will receive an email from SAP Business Network with a temporary password as well as the username that you entered for them. The new user will be able to use this information to access SAP Business Network.

SAP Ariba

Dear

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01415977181-T) with the following username:

Username: _____

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- 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**.
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