

# VAILLANT GROUP

Vaillant Group | Ariba Support Centre

## SAP Ariba Network | User maintenance & Administrator set up

External



# Agenda

1. User & Role creation
2. How to set up a new administrator
3. User deletion

## As an account administrator you can create additional users and roles (1/2)

The account administrator of your SAP Business Network account is usually the person who created the account. You can delegate the administrator responsibility to one person in your company

- 1 From the home screen click on the icon with your name abbreviation
- 2 Choose **settings** from navigation bar
- 3 Choose **users** in the new opened navigation bar

The account settings window opened (next slide)

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Planning Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments

Orders and Releases Vaillant Group - TEST Exact match Order number

Overview Getting started

3 New orders Last 31 days

81 Orders Last 31 days

17 Items to confirm General

159 Items to confirm Forecast

17 Items to confirm Last 31 days

My widgets Vaillant Group - TEST Customize

Invoice cycle time 0.0 Average days Last 12 months

Company profile 35% Completed Complete your company profile to increase your chances of being discovered by new buyers. Complete profile

Shipment tracking Purchase order number Track

Approved \$0

Techno Cargo test-suppliergroup112@vaillant.com

My Account

Link User IDs

Contact Administrator

Switch Account

TechnoCargo Logistik Slovakia, s.r.o. - TEST ANID: AN01576409396-T Premium Package

Company Profile

Settings

Logout

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs

Audit Purge

## As an account administrator you can create additional users and roles (2/2)

In the account settings two tabs to manage the user settings are available

### 1 Manage Roles

Via a click on the “+” 2 you create specific roles for each different activity users may perform on SAP Business Network.

The screenshot displays the 'Account Settings' interface. At the top right, there are 'Save' and 'Close' buttons. Below the title bar, a navigation menu includes 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. A secondary menu below it contains 'Manage Roles' (highlighted with a green box and a circled '1') and 'Manage Users'. The main content area is titled 'Roles (2)' and includes a descriptive text: '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.' Under the 'Filters' section, there is a 'Permission' dropdown menu with the text 'Select permission assigned' and a downward arrow. Below the dropdown are 'Apply' and 'Reset' buttons. At the bottom right, a green box with a circled '2' highlights a plus sign icon next to a grid icon. The bottom of the interface shows a table header with columns for 'Role Name', 'Users Assigned', and 'Actions'.

# Manage roles - new role configuration

- 1 Give a name for the new role (e.g., Sales or order dispatcher)
- 2 Choose from the list relevant permissions for this role. **Inbox and Order access** permission is mandatory to see and work with the workbench
- 3 If you already set up users, you can assign the role to the user
- 4 Click save and the new role is set up for your account

The screenshot shows the 'Create Role' configuration page. At the top right, there are 'Save' and 'Cancel' buttons. The page is divided into sections: 'New Role Information', 'Permissions', and 'Assign Users (0)'. The 'New Role Information' section has a 'Name' field with 'New role' and a 'Description' text area. The 'Permissions' section has a table with columns 'Permission' and 'Description'. The 'Assign Users' section has a table with columns 'Username', 'Email Address', 'First Name', 'Last Name', and 'Role Assigned'. Numbered callouts 1-4 are placed over the form elements to indicate the steps.

Create Role 4 Save Cancel

\* Indicates a required field

New Role Information

1 Name: \* New role

Description: Describe role

Permissions

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input 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 type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

Assign Users (0)

3 Add users to this role. +

Username	Email Address	First Name	Last Name	Role Assigned
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## As an account administrator you can create additional users and roles (2/2)

In the account settings two tabs to manage the user settings are available

### 1 Manage Users

Via a click on tab manage users you have the equal view, via a click on the 2 "+" you can add new users

The screenshot displays the 'Account Settings' interface. At the top right, there are 'Save' and 'Close' buttons. Below the title bar, a navigation menu includes 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Manage Users' tab is selected and highlighted with a green box and a circled '1'. Below the tabs, there are sections for 'Roles (2)' with a descriptive text, 'Filters' with a 'Permission' dropdown menu (set to 'Select permission assigned'), and 'Apply' and 'Reset' buttons. At the bottom, a table header is visible with columns for 'Role Name', 'Users Assigned', and 'Actions'. A green box with a circled '2' highlights a '+' button in the bottom right corner of the table area.

# Manage users - new user configuration

- 1 Insert new user information in all fields (fields with an asterisk are mandatory)
- 2 Assign the prior defined role to the new user by clicking the box
- 3 Assign the new user to customers (standard setting is all customers)
- 4 Click **done** and the user is set up for your account  
Ariba will send an email with a temporary password to the address provided for the new user

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

1 Username: \*  ⓘ  
Email Address: \*   
First Name: \*   
Last Name: \*   
 Do not allow the user to resend invoices to the buyer's account. ⓘ  
 This user is the Ariba Discovery Contact ⓘ  
 Limited access ⓘ  
Country Area Number  
Office Phone: USA 1

Role Assignment

2	Name	Description
<input type="checkbox"/>	Order Dispatcher	

Customer Assignment

3 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.

4 Done Cancel

# Agenda

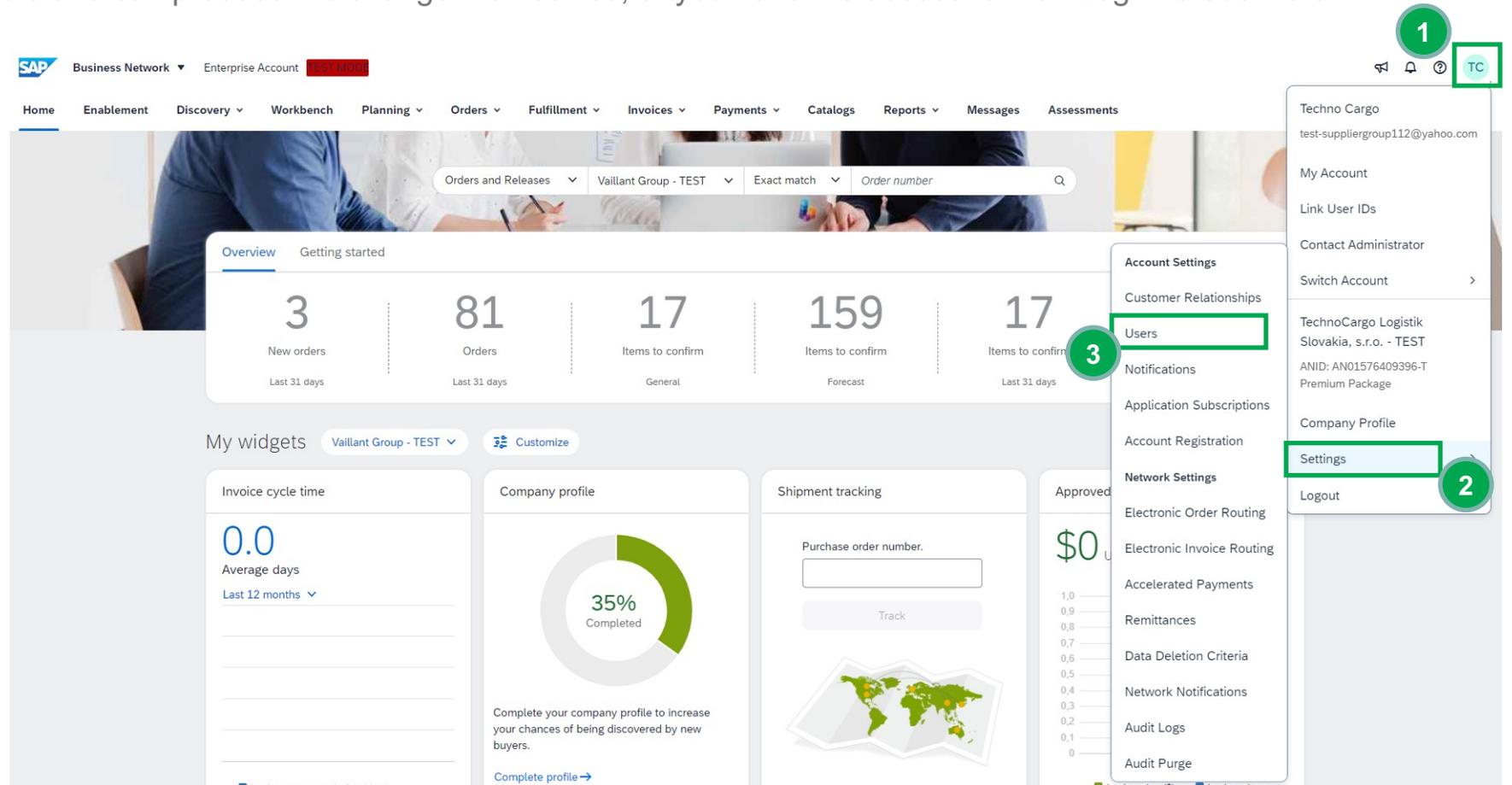
1. User & Role creation
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# Set up of the new administrator (1/4)

Current Administrator is still available and can proceed the change themselves, or you have the access to their Log In credentials and act on their behalf

The account administrator of your SAP Business Network account is usually the person who created the account and is authorized to set up a new administrator if needed.

- 1 From the home screen click on the icon with your name abbreviation
- 2 Choose **settings** from navigation bar
- 3 Choose **users** in the new opened navigation bar



## Set up of the new administrator (2/4)

The user has been already created in the past

1 Go to section 'Manage Users'

2 Mark the box next to the respective user you would like to set up as the new administrator

3 Click on actions and choose the option 'Make Administrator'.

*In case the user of the former administrator is no longer needed, you can delete them by clicking on the button 'Delete'.*

4 Click 'Save'

The screenshot shows the 'Account Settings' page with the 'Manage Users' tab selected. A table lists four users. The user 'adam.blue@vaillant-group.com' is selected with a checkbox. The 'Actions' dropdown for this user is open, showing 'Make Administrator' as the selected option. The 'Save' button at the bottom right is highlighted.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	john.black@vaillant-group.com	john.black@vaillant-group.com	John	Black	No	Administrator	All(1)	All(1)	Yes	Actions
<input type="checkbox"/>	ross.green@vaillant-group.com	ross.green@vaillant-group.com	Ross	Green	No	Sourcing tool	All(1)	All(1)	Yes	Actions
<input checked="" type="checkbox"/>	adam.blue@vaillant-group.com	adam.blue@vaillant-group.com	Adam	Blue	No	Order Manager	All(1)	All(1)	Yes	Edit Delete Make Administrator
<input type="checkbox"/>	sue.pink@vaillant-group.com	sue.pink@vaillant-group.com	Sue	Pink	No	Order Manager	All(1)	All(1)	Yes	

# Set up of the new administrator (3/4)

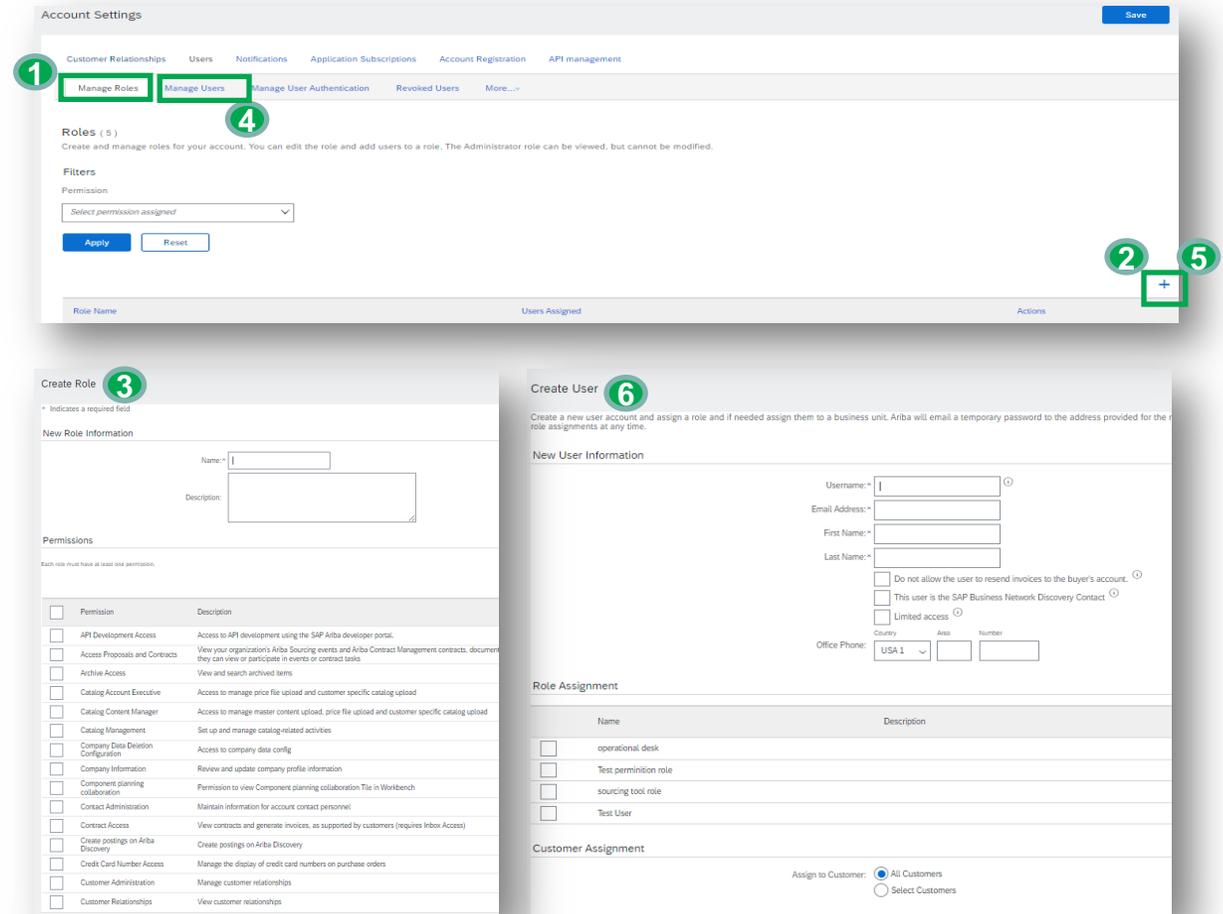
The user has not been created yet.

In the account settings proceed following:

**1 Manage Roles**  
Via a click on the “+” you create specific roles for the respective user. You name the role and choose from listed permissions. Then click on „Save“.

**4 Manage Users**  
Via a click on tab manage users you have the equal view, via a click on the “+” you can add new users.

**6** You fill the mandatory information about the user and assigned the respective role you have created in the Step 1. Then click on „Save“.



## Set up of the new administrator (4/4)

You do not have access to Administrator Log In Credentials (person no longer works in your company etc.)

In case the current set up Administrator is the person who no longer works in your company, is on the leave or the email address is no longer valid, and you do not have access to Log In credentials please,

1 – refer to the manual *SAP Ariba Supply Chain Collaboration\_ServiceRequest Creation* and create the SR ticket to the SAP Business Network support team or,

2- contact the Ariba Support Centre on [join.ariba@vaillant-group.com](mailto:join.ariba@vaillant-group.com) if their assistance is needed

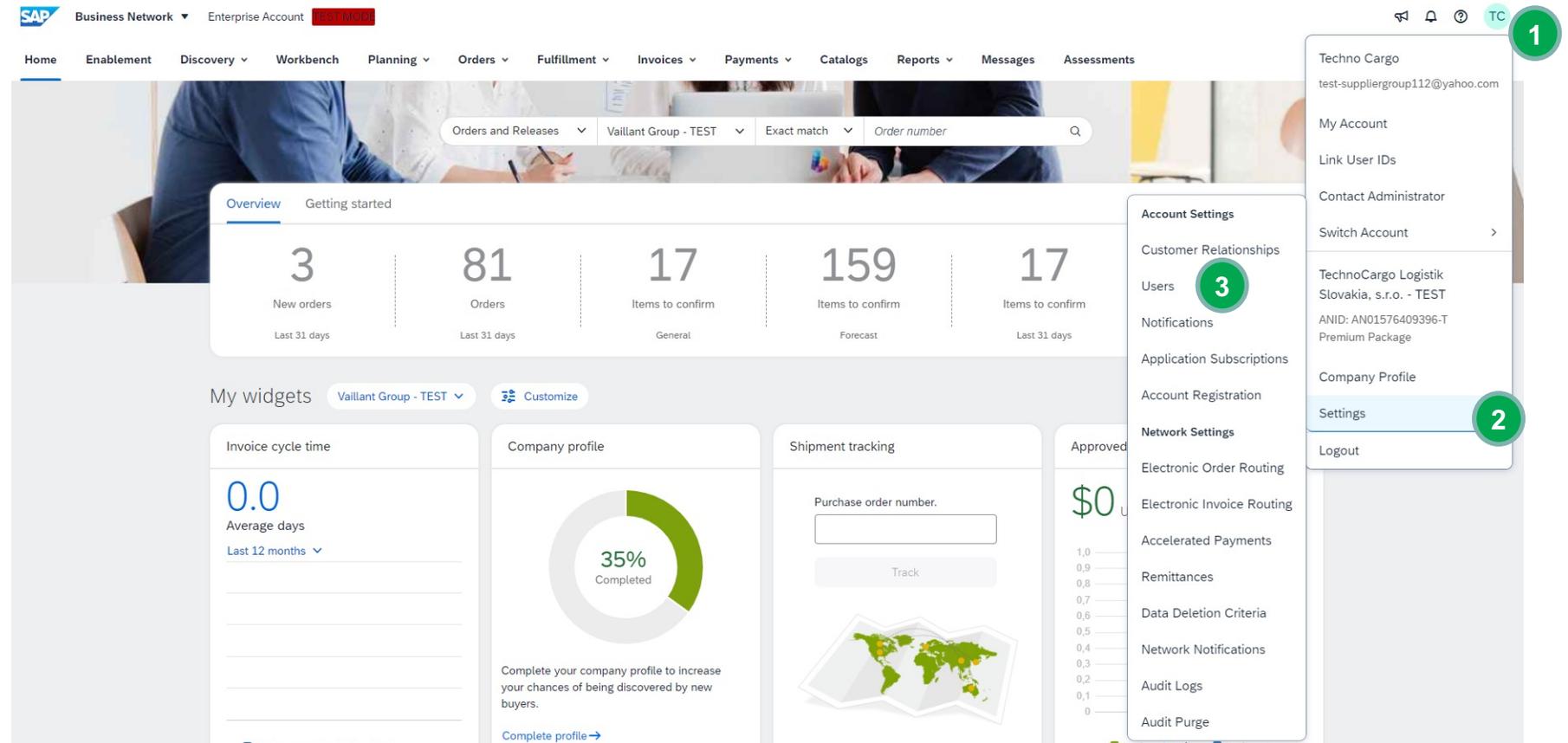
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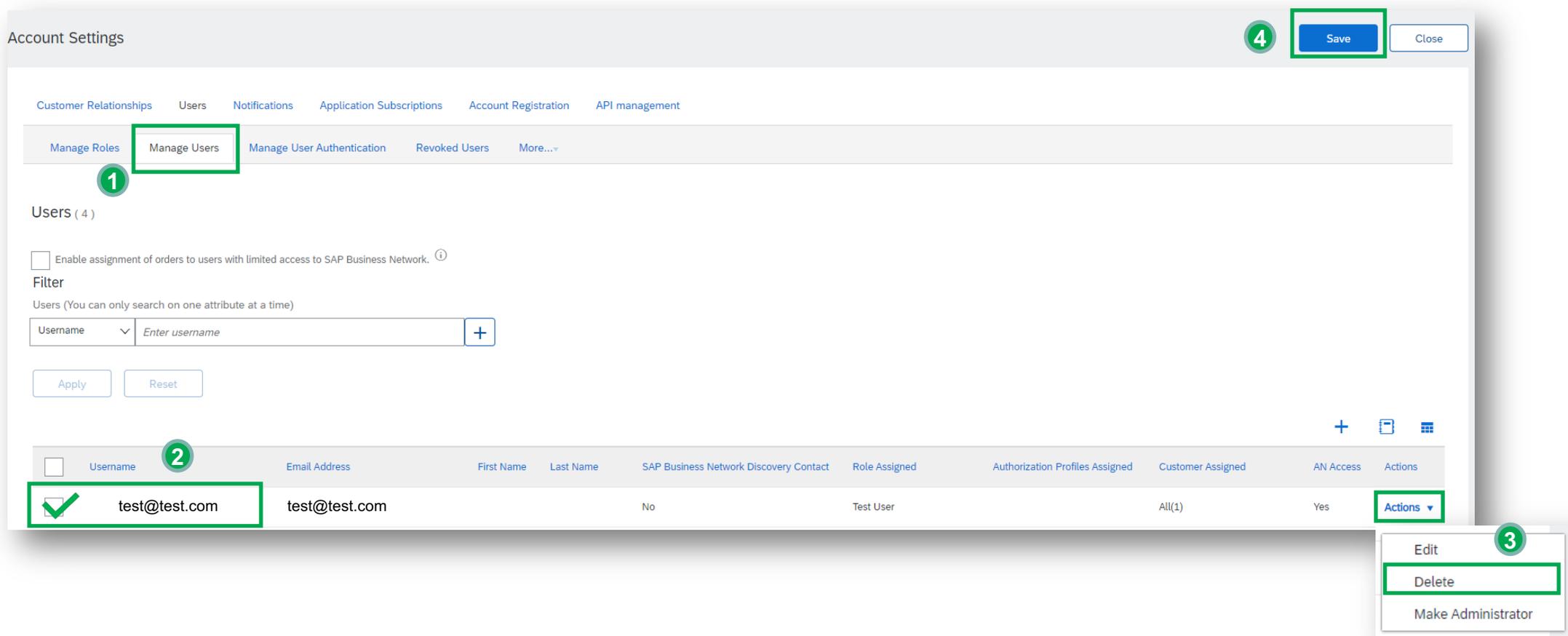
# How to delete a user 1/2

User can be deleted only by the administrator of the account

- 1 Click on the abbreviation bubble in up-right corner
- 2 Choose „settings“
- 3 Choose „users“



## How to delete a user 2/2



Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...>

1

Users ( 4 )

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  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input checked="" type="checkbox"/>	test@test.com	test@test.com			No	Test User		All(1)	Yes	<b>Actions</b> ▾

2

3

4

Edit

**Delete**

Make Administrator

Save Close