VAILLANT GROUP

Vaillant Group | Ariba Support Centre

SAP Ariba Network | User maintanance & Administrator set up

External

Agenda

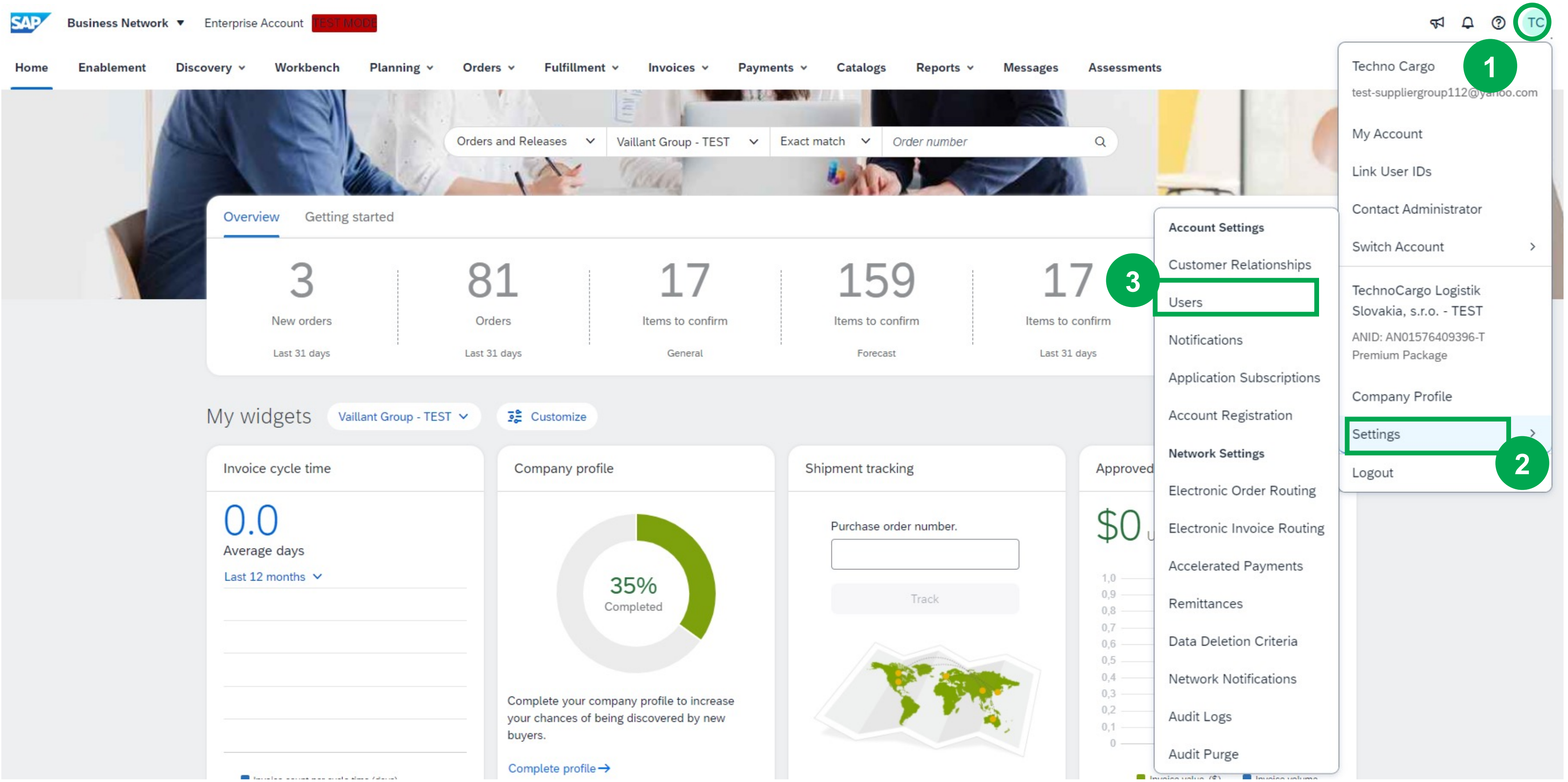
1. User & Role creation
2. How to set up a new administrator
3. User deletion

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)

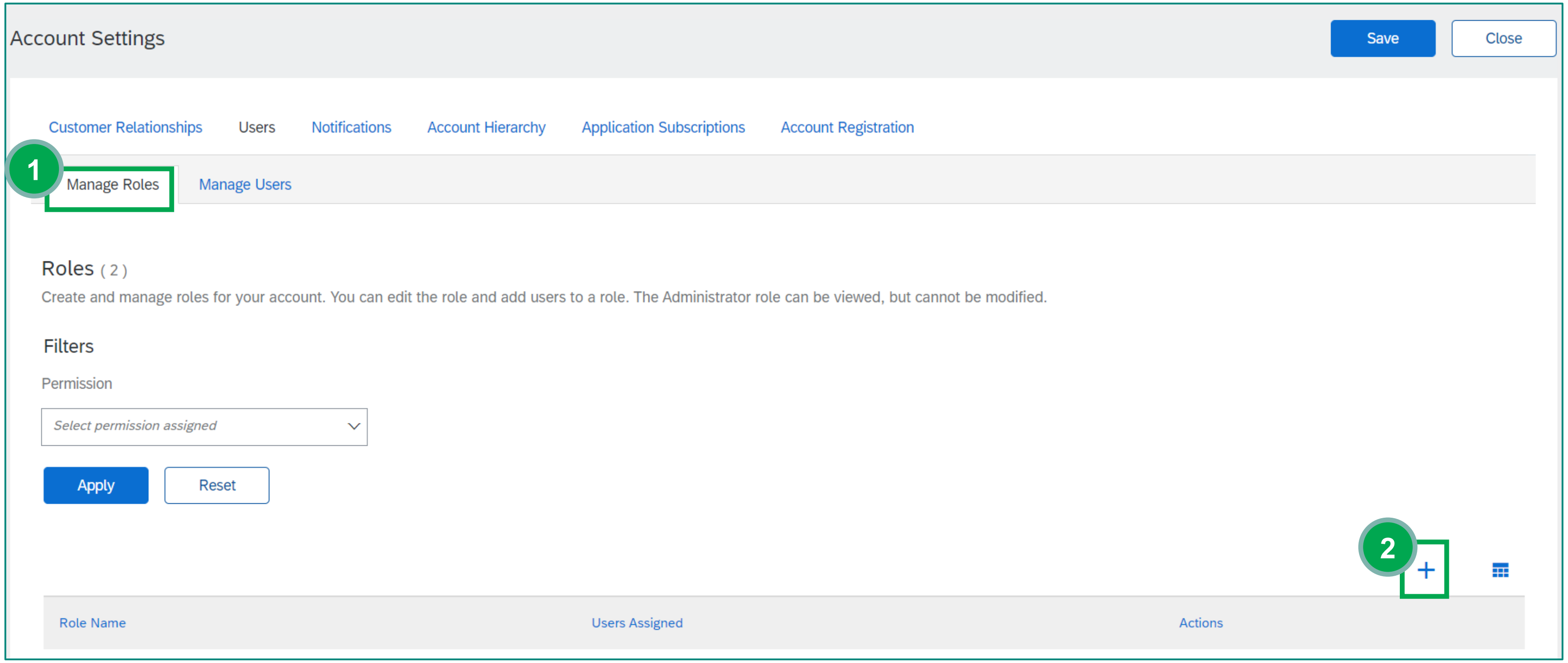


As an account administrator you can create additional users and roles (2/2)

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

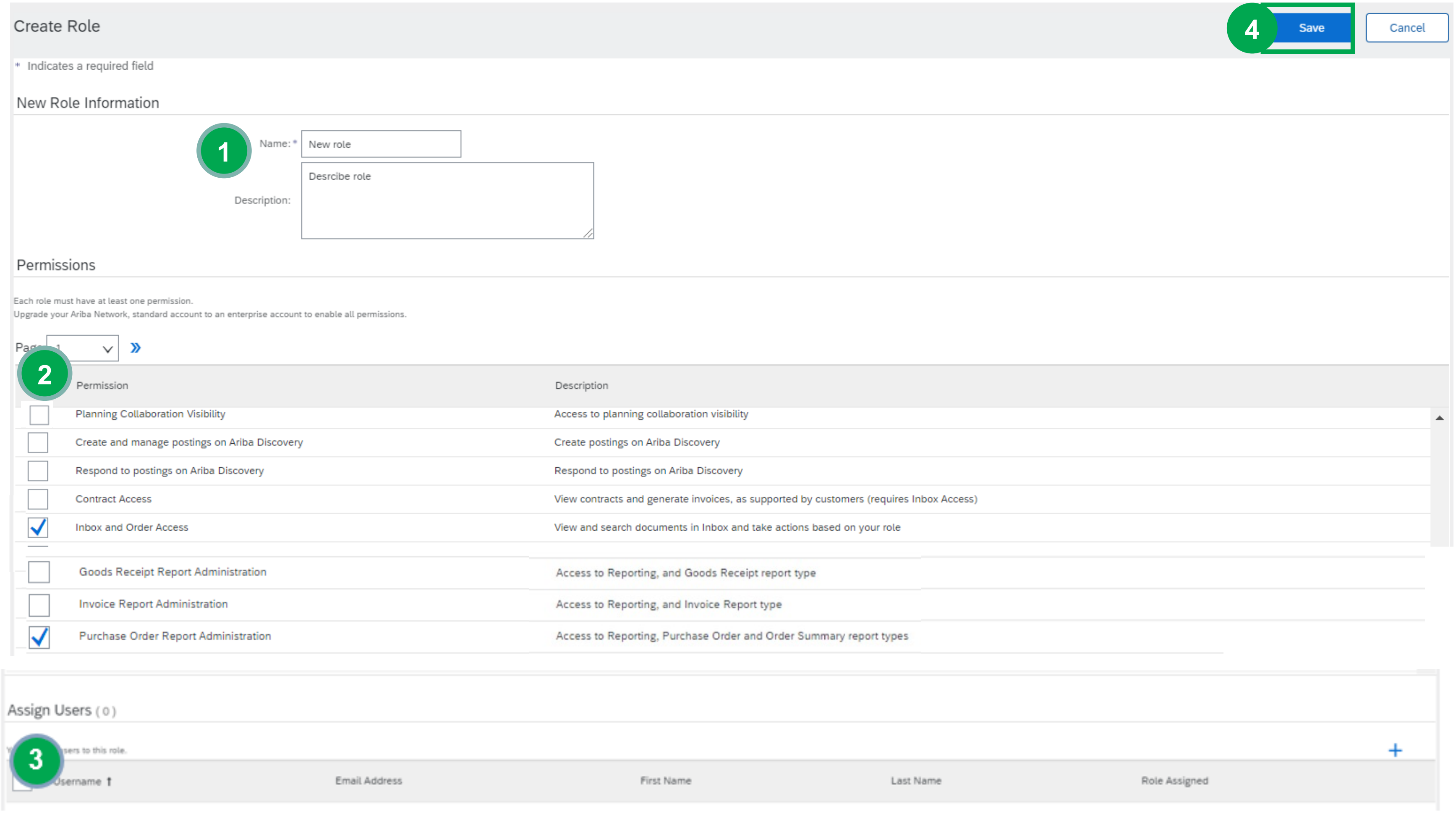
1 Manage Roles

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



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

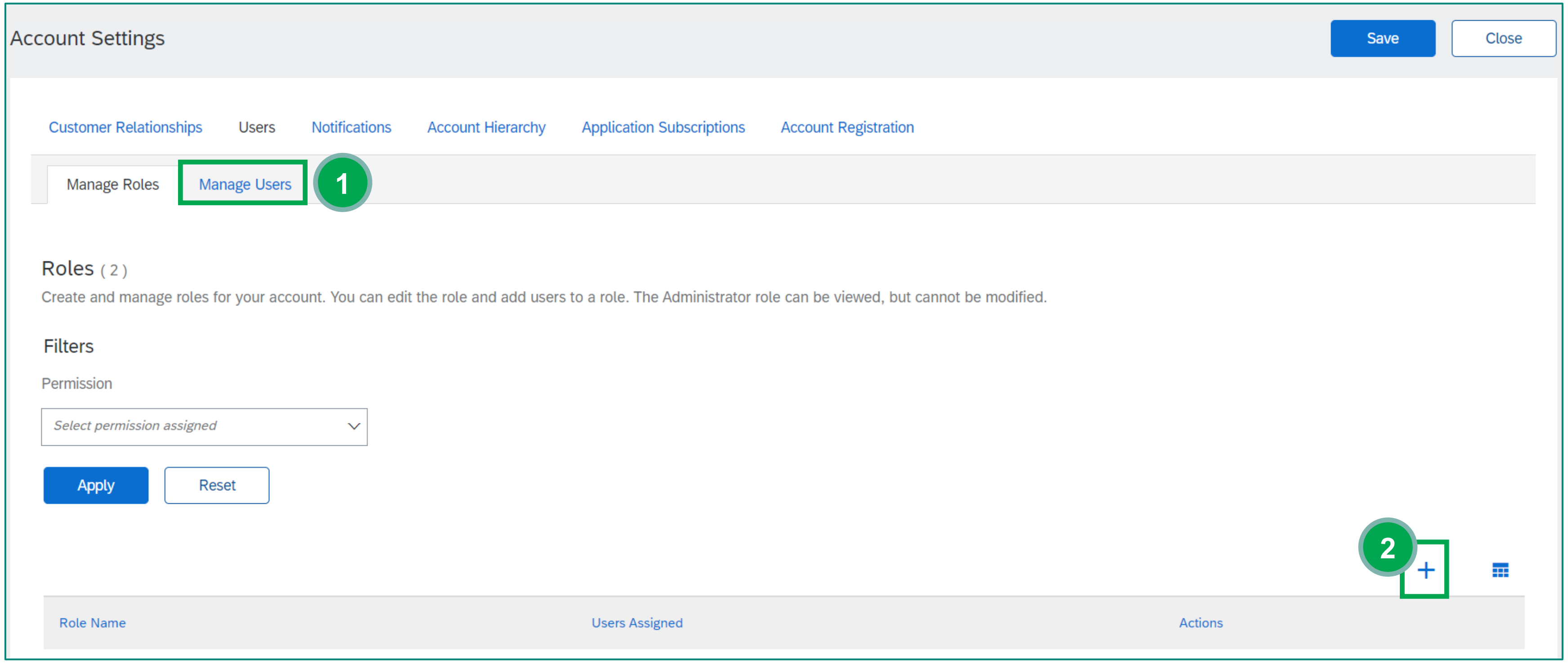


As an account administrator you can create additional users and roles (2/2)

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

1 Manage Users

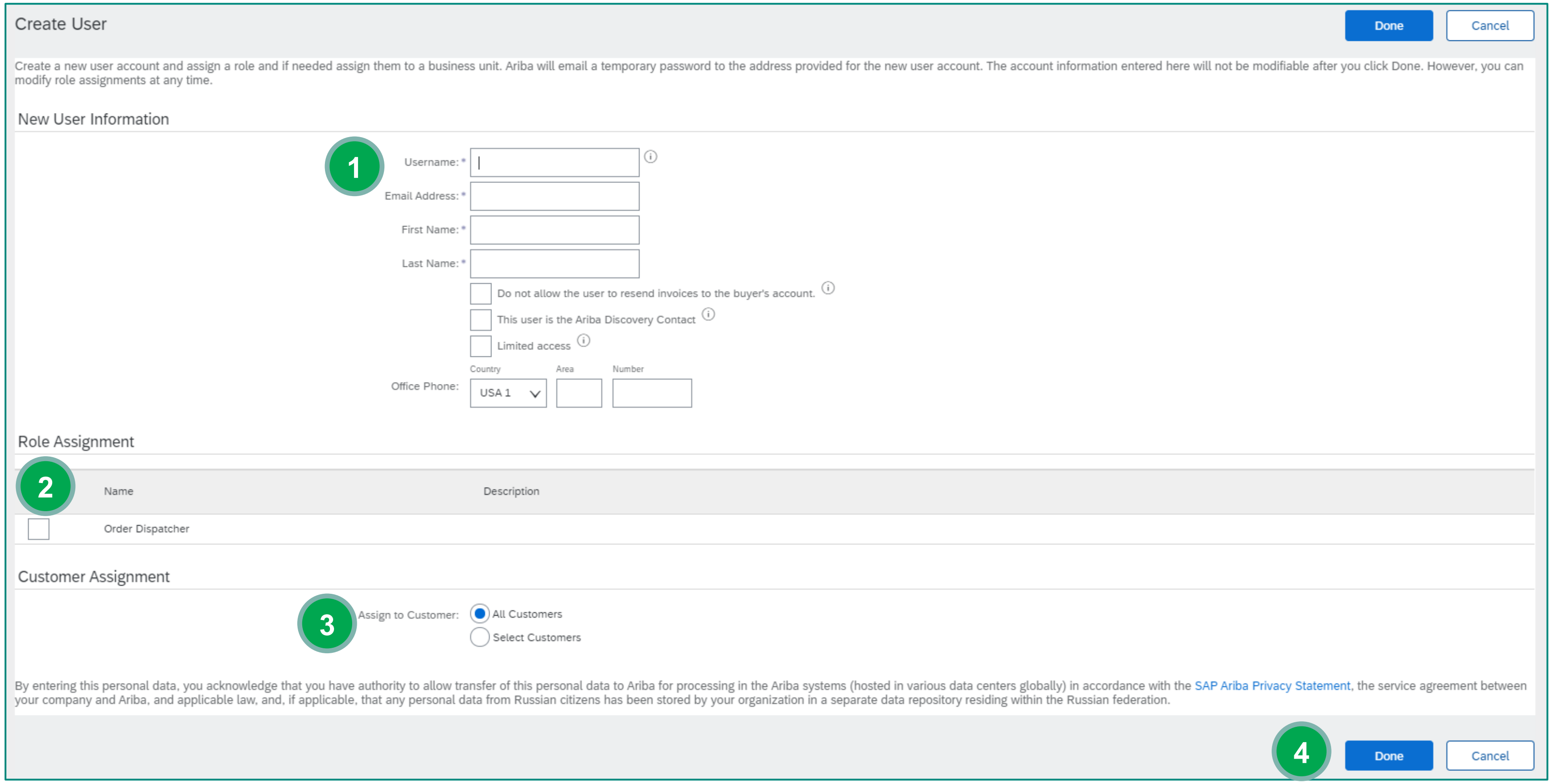
Via a click on tab manage users you have the equal view, via a click on the 2 "+" you can add new users



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



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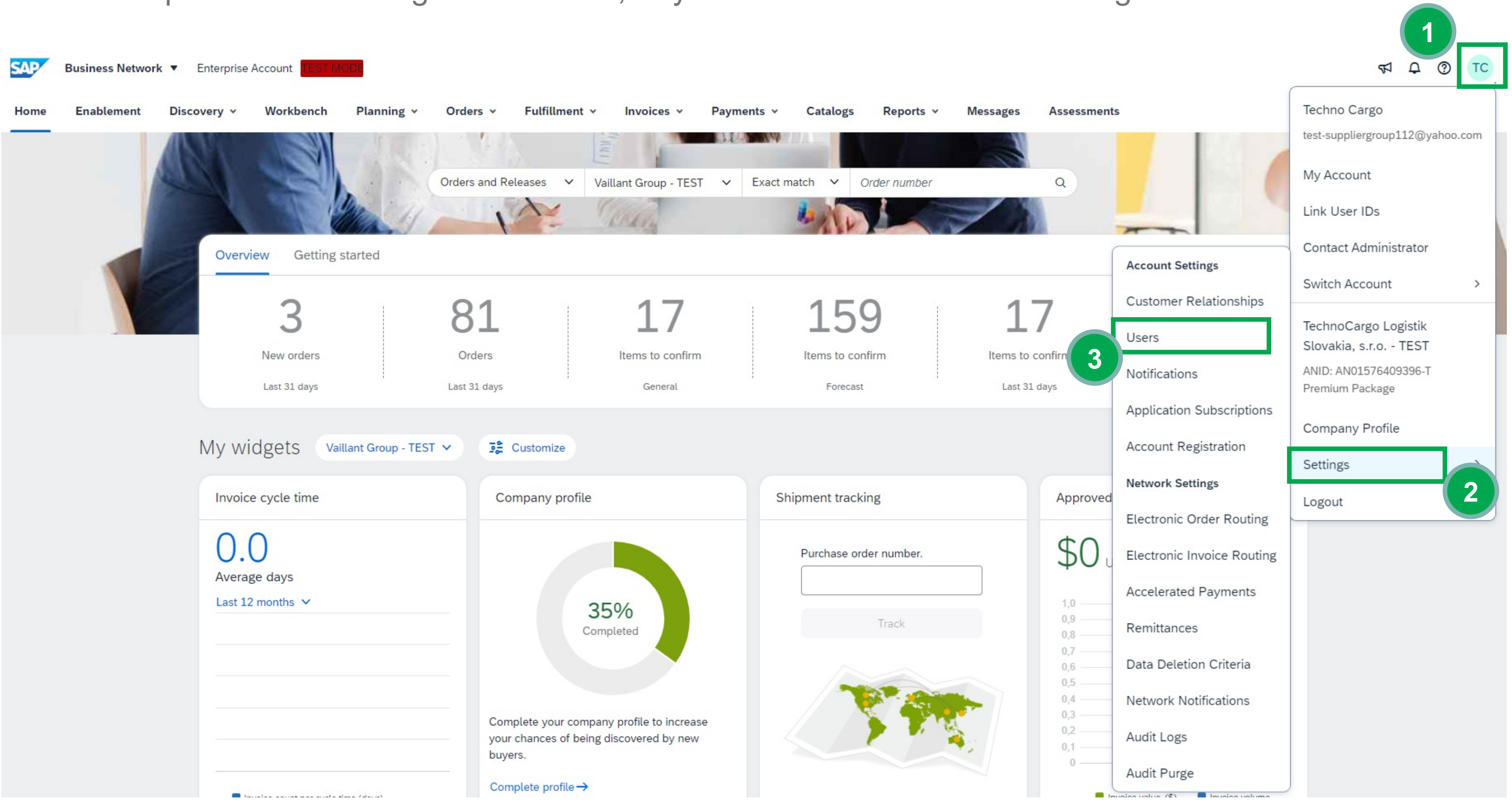
Set up of the new administrator (1/4)

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

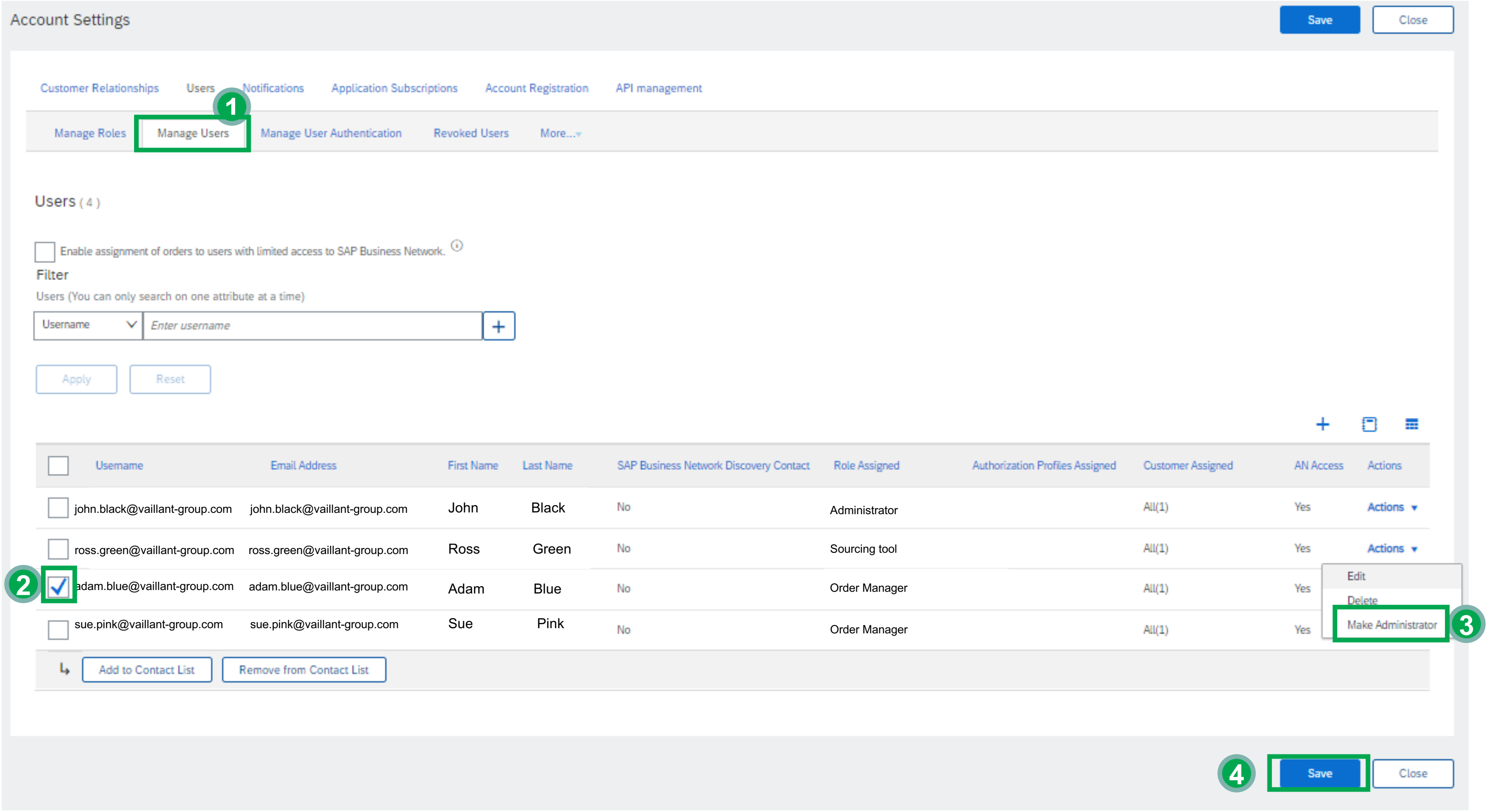


Set up of the new administrator (2/4)

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‘



Set up of the new administrator (3/4)

The user has not been created yet.

In the account settings proceed following:

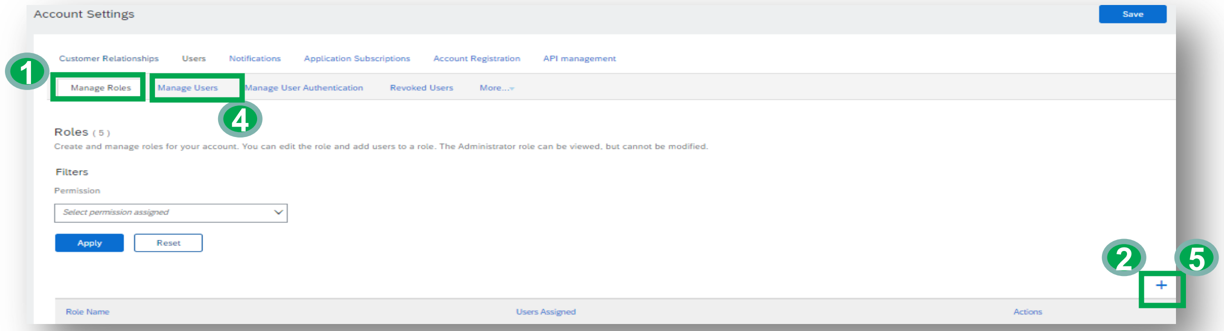
1 **Manage Roles**

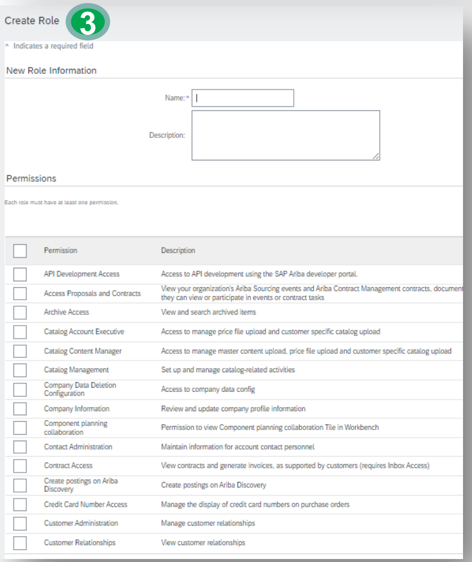
Via a click on the "+" 2
you create specific roles for the respective user. You name the role and choose from listed permissions. Then click on „Save“. 3

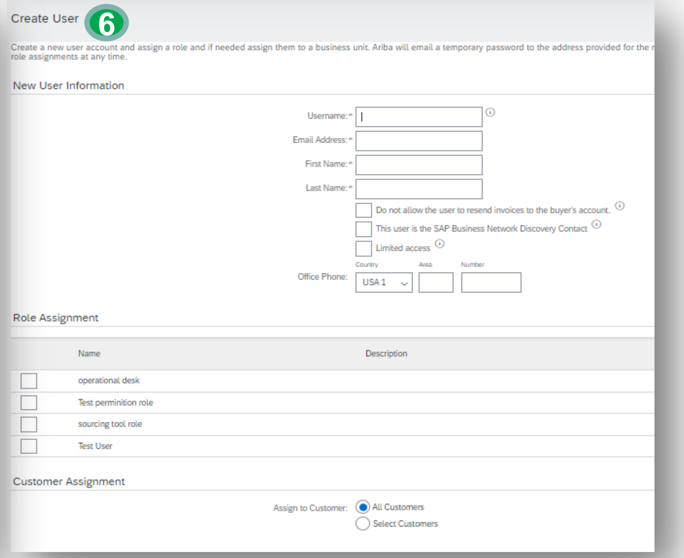
4 **Manage Users**

Via a click on tab manage users you have the equal view, via a click on the "+" 5
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 if their assistance is needed

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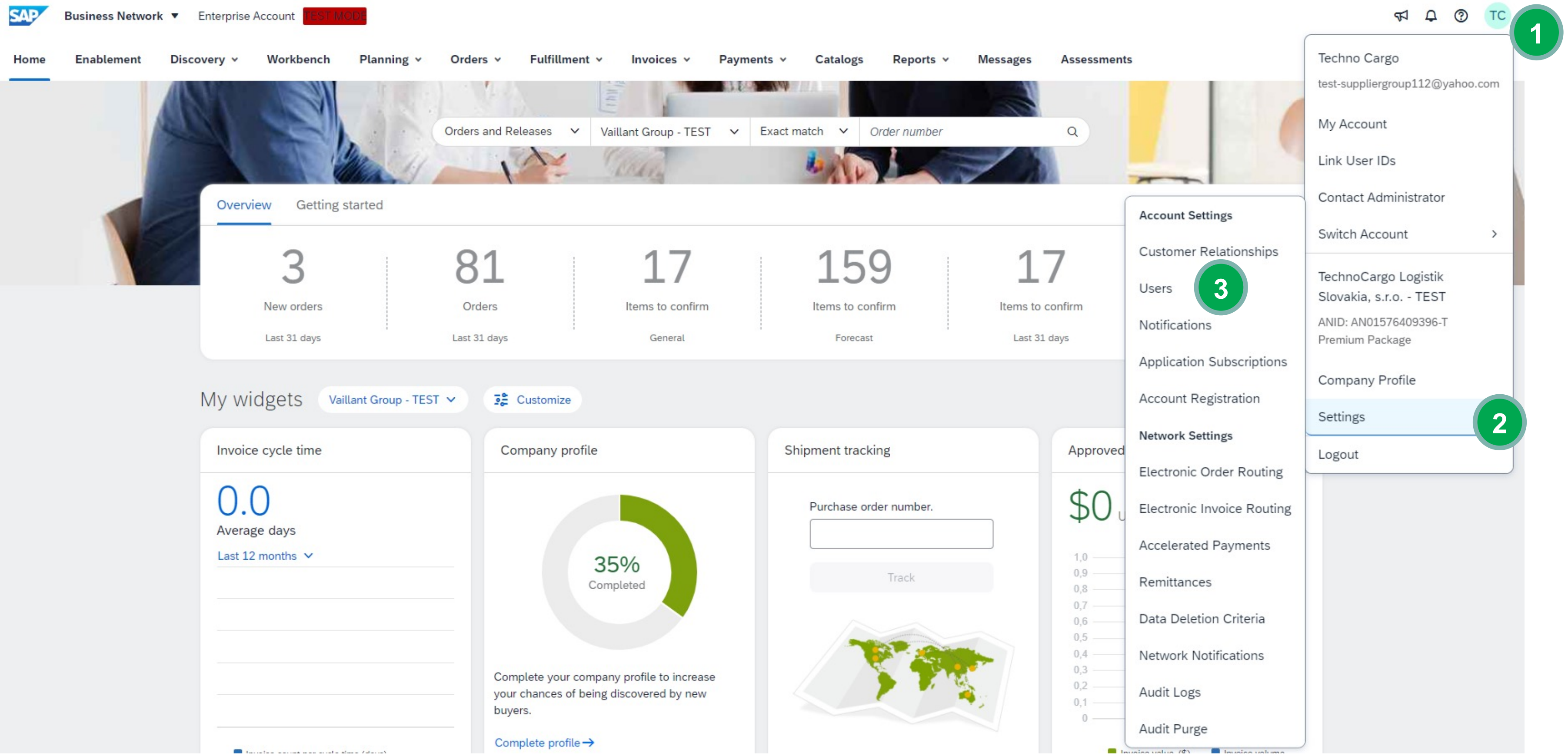
How to delete a user 1/2

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