

VAILLANT GROUP

Vaillant Group | Ariba Support Centre

SAP Ariba Supply Chain Colaboration

SAP Ariba Network | User creation & Administrator set up

External



Agenda

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

An important notice



Business partners interested in registering with the SAP Business Network for the purpose of cooperation with Vaillant Group, please, before you approach the steps of the registration process, contact the Vaillant Group representative and communicate your interest.

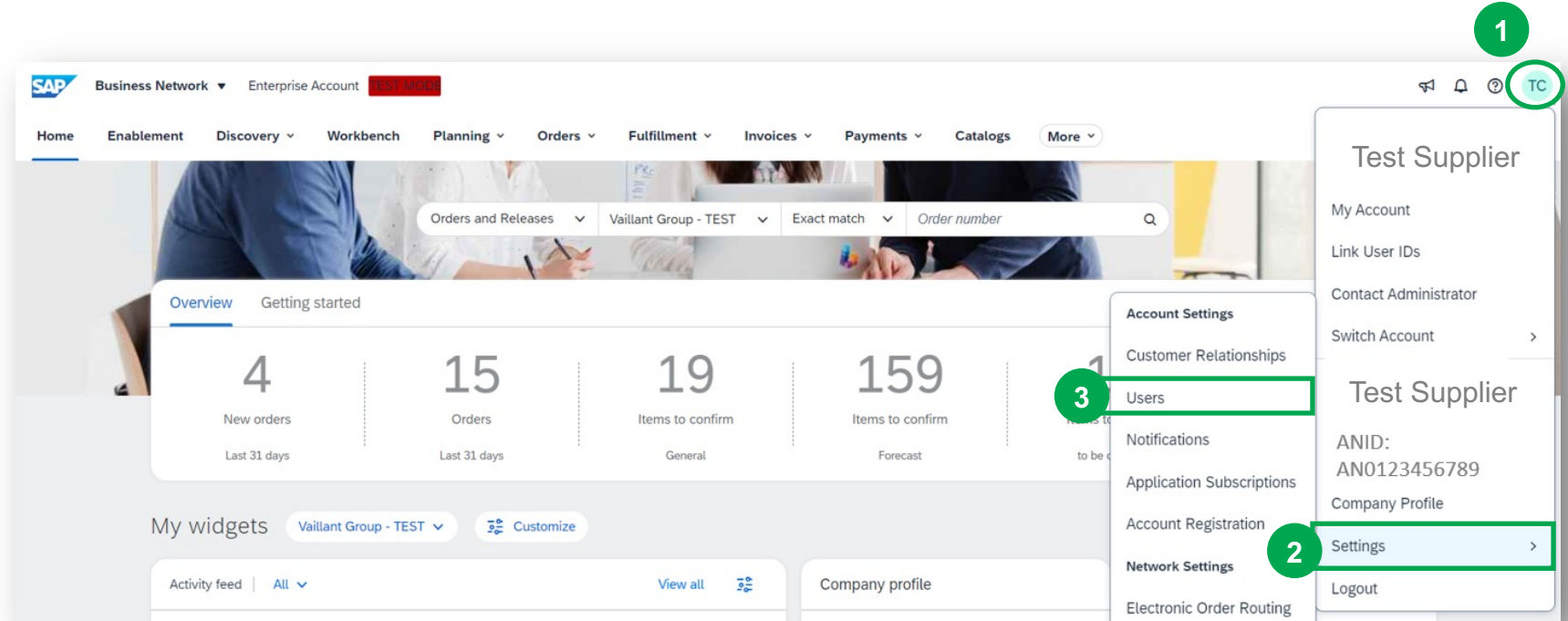
**The above notice is issued for the purpose of initial approval of potential candidates for participation in the SAP business network by the Vaillant Group management as a settling party of the SAP Business Network tool in question.*

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.

- 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)

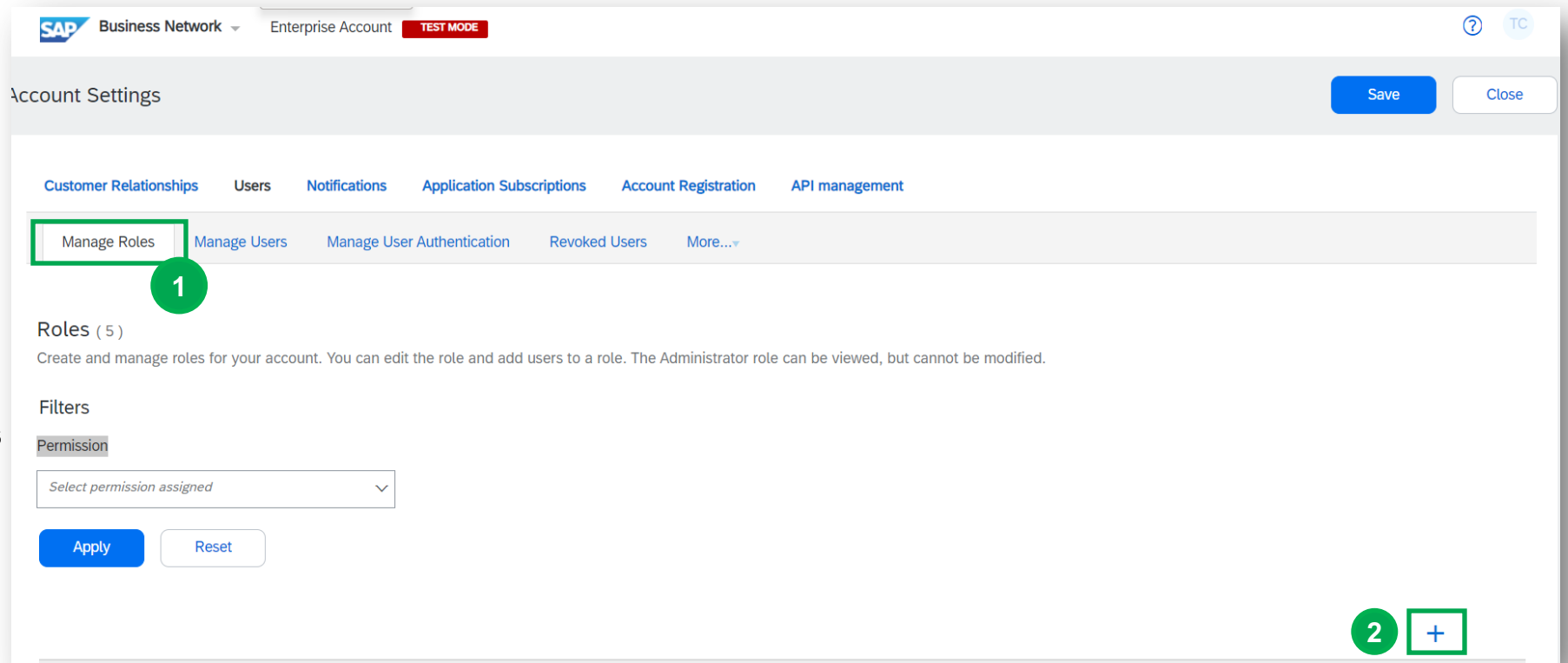


As an account administrator you can create additional users and roles (2/2)

In the account settings are two tabs to **manage roles** and **manage users**

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 for working 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

Create Role 4 Save Cancel

* Indicates a required field

New Role Information

1 Name: *

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 of 1 »

2

Permission	Description
<input checked="" 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 checked="" 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 Assign users to this role. +

Username ↑	Email Address	First Name	Last Name	Role Assigned
------------	---------------	------------	-----------	---------------

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

In the account settings are two tabs to **manage roles** and **manage users**

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' window with a light gray header containing 'Save' and 'Close' buttons. Below the header is a navigation bar with tabs: 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Manage Users' tab is selected and highlighted with a green box, with a green circle containing the number '1' next to it. Below the tabs, the 'Roles (2)' section is visible, with a description: '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 of the window, there is a table with three columns: 'Role Name', 'Users Assigned', and 'Actions'. A green circle containing the number '2' is next to a '+' button in the bottom right corner of the table area, indicating where to click to add new users.

Manage users - new user configuration

1 Insert new user information in all fields (fields with an asterisk are mandatory) User name must have a format of an e-mail address, we recommend to use as user name your existing e-mail address

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
System will send an email with a temporary password to the address provided for the new user

Create User

DoneCancel

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 ⓘ

CountryAreaNumber

Office Phone:

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

DoneCancel

Agenda

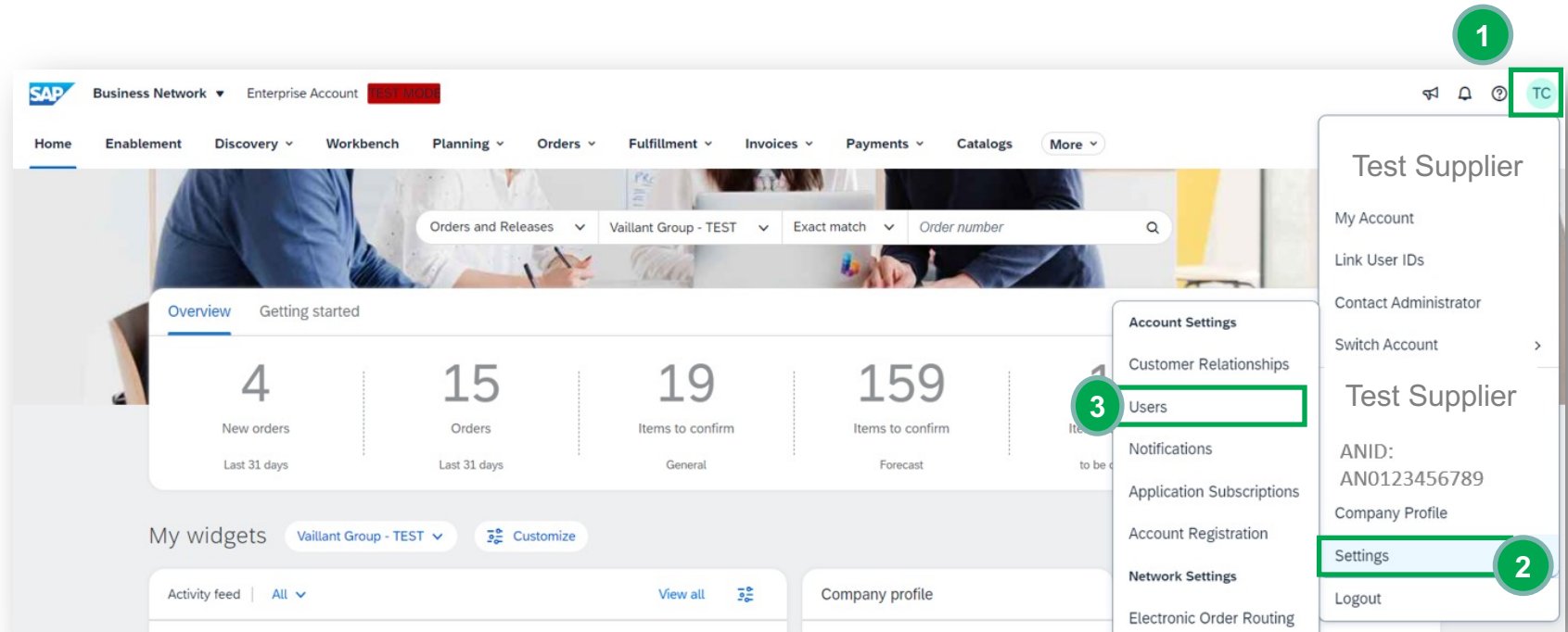
1. User & Role creation
2. How to set up a new administrator
3. User deletion

Set up of the new administrator (1/4)

Current Administrator is still available and can proceed the change of the administrator, or the new potential administrator has 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' window 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 'Edit', 'Delete', and 'Make Administrator' (highlighted with a green box). The 'Save' button at the bottom right is also highlighted with a green box.

<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)	Yes	Actions
<input type="checkbox"/>	ross.green@vaillant-group.com	ross.green@vaillant-group.com	Ross	Green	No	Sourcing tool		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)	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)	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“.

The screenshot displays the 'Account Settings' interface. At the top, there's a navigation bar with tabs: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, and API management. Below this, a sub-navigation bar includes 'Manage Roles' (highlighted with a green box and a green circle with the number 1), 'Manage Users' (highlighted with a green box and a green circle with the number 4), 'Manage User Authentication', 'Revoked Users', and 'More...'. The main content area shows 'Roles (5)' with a description: '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.' Below this is a 'Filters' section with a 'Permission' dropdown menu and 'Apply' and 'Reset' buttons. At the bottom, there's a table with columns 'Role Name', 'Users Assigned', and 'Actions'. A green box with a '+' sign and a green circle with the number 5 is located at the bottom right of the 'Manage Roles' section. A green box with a 'Save' button and a green circle with the number 3 is located at the top right of the 'Manage Roles' section.

The 'Create Role' form is shown below the 'Manage Roles' section. It has a 'New Role Information' section with 'Name' and 'Description' fields. Below this is a 'Permissions' section with a table of permissions. The 'Create User' form is shown to the right of the 'Create Role' form. It has a 'New User Information' section with 'Username', 'Email Address', 'First Name', and 'Last Name' fields. Below this is a 'Role Assignment' section with a table of roles. At the bottom, there's a 'Customer Assignment' section with a radio button for 'Assign to Customer'.

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

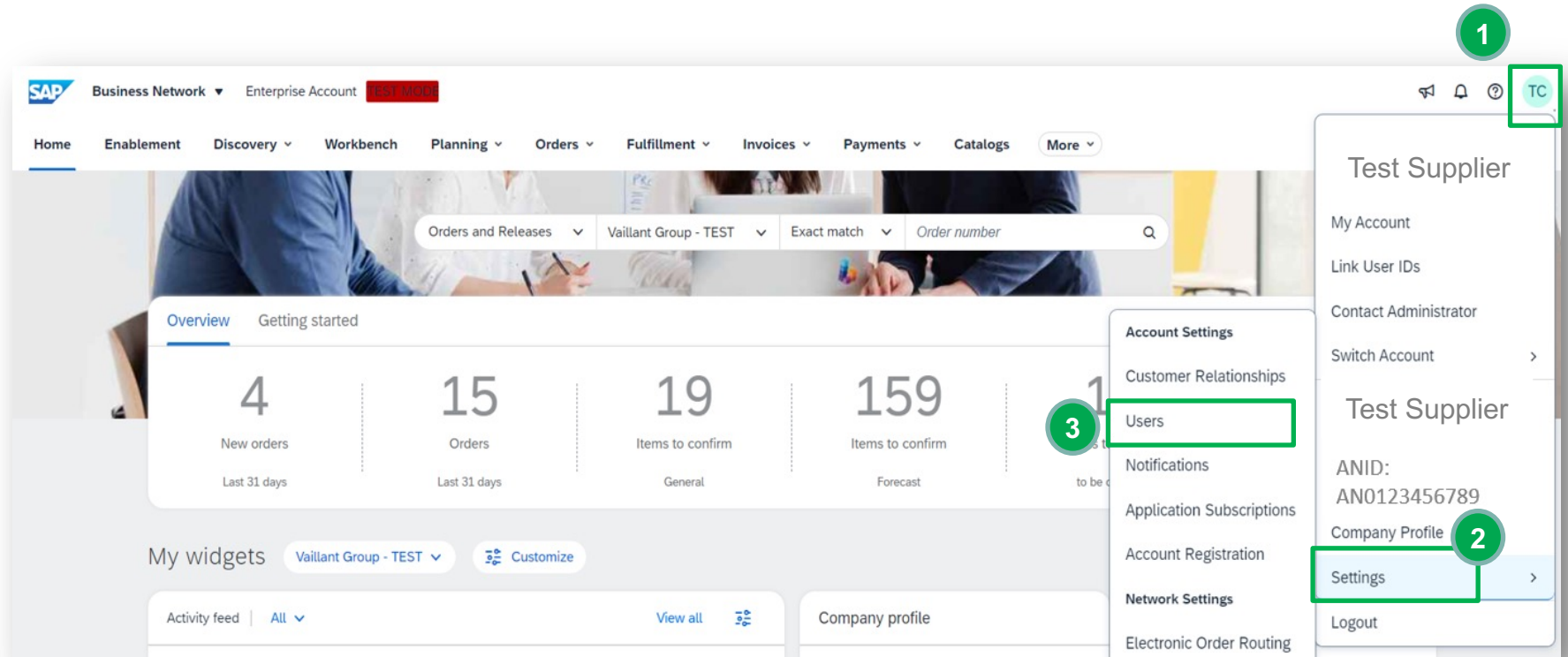
Agenda

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

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

SAP Business Network

Enterprise Account

TEST MODE

TC

Account Settings

4

Save

Close

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

Enter 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	Actions

3

Edit

Delete

Make Administrator