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SAP Ariba STS Guide
SAP Ariba User Mantaince
Supplier trainig Guide

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)

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2

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.

3 **Manage Users**

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

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Account Settings   Save   Close

Customer Relationship   Users   Notifications   Account Hierarchy   Application Subscriptions   Account Registration

1 Manage Roles   **3** Manage Users

Roles (2)

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   ▼

Apply   Reset

2   +   ⊞

Role Name   Users Assigned   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. **Acess Proposals and Contracts** 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

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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

Support

Vaillant Group Strategic Sourcing Process Support

- Business-Related Questions

- Email: Ariba.StrategicSourcing@vaillant-group.com