

VAILLANT GROUP

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)

The screenshot shows the SAP Ariba Network Supplier interface. The browser address bar displays the URL: service.ariba.com/Supplier.aw/125044050/aw?awh=r&awssk=5.POHJxK&dard=1#settings. The SAP Ariba Network logo is visible in the top left. The navigation bar includes 'Home' and 'Catalogs'. The main content area shows 'Orders, Invoices and Payments' with a 'Pinned Documents' section containing 0 items. A table with columns 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount' is shown, with 'No items' displayed. A user profile dropdown menu is open, showing the user's name 'Joe Black' and email 'j.black@supplier.com'. The 'Settings' option is highlighted with a green box and a blue circle labeled '2'. The 'Users' option is also highlighted with a green box and a blue circle labeled '3'. The footer contains the SAP logo and copyright information: '© 2019 SAP SE or an SAP affiliate company. All rights reserved.'

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

Account Settings

Save Close

Customer Relations **3** 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
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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. **Access 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

Create Role 4 Save Cancel

* Indicates a required field

New Role Information

1 Name: *

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

<input type="checkbox"/>	Permission ↑	Description ↑
<input checked="" type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
2 <input type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/>	Archive Access	View and search archived items
<input type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Cloud Integration Gateway Access	View and search projects on the Ariba Integration Gateway
<input type="checkbox"/>	Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway
<input type="checkbox"/>	Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input type="checkbox"/>	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery

Assign Users (0)

3 users to this role. +

Username ↑	Email Address	First Name	Last Name	Role Assigned
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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

The screenshot shows the 'Create User' configuration form. It is divided into several sections: 'New User Information', 'Assignment', and 'Customer Assignment'. The form includes fields for Username, Email Address, First Name, Last Name, and Office Phone (Country, Area, Number). There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. The 'Assignment' section has a table with columns 'Name' and 'Description', and a checkbox for 'Order Dispatcher'. The 'Customer Assignment' section has radio buttons for 'All Customers' and 'Select Customers'. The form has 'Done' and 'Cancel' buttons at the top right and bottom right. Numbered callouts 1-4 are placed over the form to indicate the steps: 1 points to the Username field, 2 points to the 'Order Dispatcher' checkbox, 3 points to the 'All Customers' radio button, and 4 points to the 'Done' button at the bottom right.

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 ⓘ
Office Phone: Country: USA 1 Area: Number:

2 Assignment

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

Support



Vaillant Group Strategic Sourcing Process Support

- Business-Related Questions
- Email: Ariba.StrategicSourcing@vaillant-group.com