

# Granting access to an employee on Business Network

How do I give my colleague the authorizations they need?

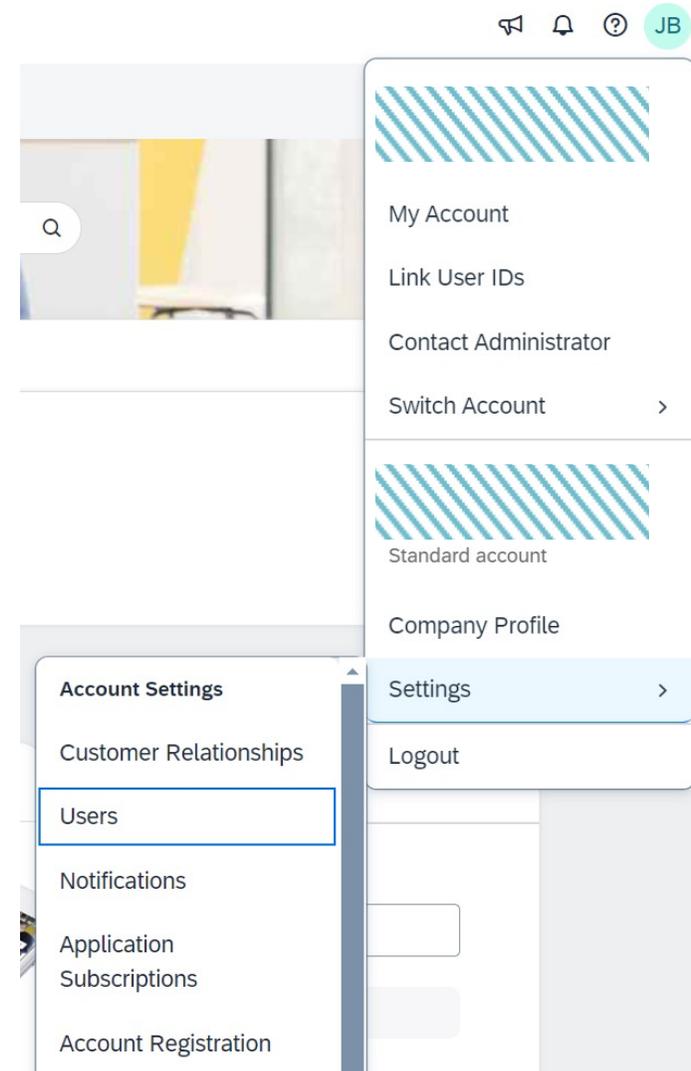
# Contents

- **Role maintenane**
- **Adding users**
- **Collaborate in response teams**

# Creating a new role

A role is a set of authorizations. It can then be assigned to an employee.

- Log in to your Business Network
- Account Click on your initials
- Settings
- Users



# Creating a new role

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#) [API management](#)

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## Roles ( 5 )

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

Role Name	Users Assigned	Actions
Administrator		
<u>_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_</u>		

**Under the heading *Manage Roles*, click on the plus sign to create a new role.**

**Note: If you do not have any active customer relationships, not all authorizations will be available. You can activate the relationship with Eneco by opening a PO- or registration link and logging in with your account.**



# Creating a new role

Create Role Save Cancel

\* Indicates a required field

New Role Information

Name: \* EXAMPLE

Description:

Permissions

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

Page 1 >>

<input type="checkbox"/>	Permission	Description
<input type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input 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
<input type="checkbox"/>	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<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"/>	Child Account Access	Sign on to access a child account

- Provide a name for the new role (e.g.: Administration)
- Select all needed permissions and click Save

**Please note: there are multiple permission pages**

# Creating a new user

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#) [API management](#) [Account Type Change Log](#) [Account Deletion](#) [Generative AI](#)

[Manage Roles](#) **[Manage Users](#)** [Manage User Authentication](#) [Revoked Users](#) [More...](#)

Users (2)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

View users across all linked child accounts

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 type="checkbox"/>						Alle rollen			Yes	<a href="#">Actions</a> ▾
<input type="checkbox"/>						PROFILE_MGMT_ROLE, +7		All(6)	Yes	

+ 📄 🗪

- **Click on *Manage users* tab on the top left side**
- **Use the plus-sign on the right, to create a new user**

# Creating a new user

Create User

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

Username: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the SAP Business Network Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

Role Assignment

Name	Description
<input type="checkbox"/> Full access	Volledige toegang
<input checked="" type="checkbox"/> EXAMPLE	

Customer Assignment

Assign to Customer:  All Customers  Select Customers

- Enter details for new user. Use e-mail address as username
- Select the just created role in Role Assignment
- Specify if the user should have access to all or just selected clients
- Click on *Done*



# Collaboration

The screenshot displays the SAP Business Network user interface. At the top left, the SAP logo is visible. The main navigation bar includes 'Business Network' (highlighted with a red box), 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, a dropdown menu is open, showing 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires' (highlighted with a red box), 'Ariba Contract Management', and 'SAP Business Network'. The dashboard below the navigation bar features a 'Leads' section with 'In Location' and a 'Getting started' section with three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days' period.

**The newly created user is now able to participate on proposals and questionnaires**

- **Click on *Business Network* in the left top corner**
- **Select *Ariba Proposals & Questionnaires***



# Collaboration

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Home

### Events

Title	ID	End Time ↓	Event Type	Participated
No items				

### Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

### Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">Supplier registration questionnaire</a>	Doc1930711245	26/4/6107 16:18	Registered

### Qualification Questionnaires

- Navigate to the event or questionnaire



# Collaboration

## Ariba Sourcing

[Go back to Eneco – Sourcing - TEST Dashboard](#)

### Console

- Event Messages
- Event Details
- Response History
- Response Team**

You have submitted a response for th

View or edit members of your organization who participate in this event

Event Contents

**- Click on *Response team*** →

### Add Team Members

<input type="checkbox"/>	Name ↑	Email Address
<input checked="" type="checkbox"/>	mede werker	<a href="mailto:email@adres.nl">email@adres.nl</a>

**OK** **Cancel**

- **Select the user you want to add to the response team**
- **Click *OK***
- **Click *OK***

**De user has now access to the questionnaire/event**

## Ariba Sourcing

[Go back to Eneco – Sourcing - TEST Dashboard](#)

### Response Team - Supplier registration questionnaire

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
[Loading indicator]	
<b>Add</b>	

**Click on *Add***

