Granting access to an employee on Business Network

How do I give my colleague the authorizations they need?

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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
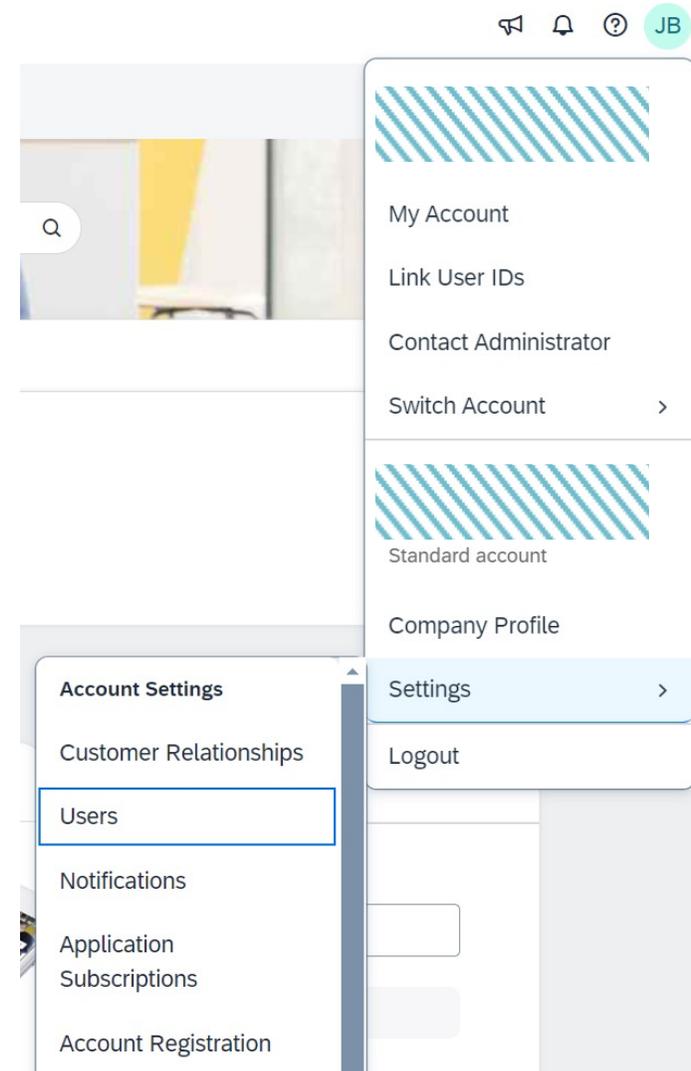
Creating a new role

Customer Relationships   Users   Notifications   Application Subscriptions   Account Registration   API management

Manage Roles   Manage Users   Manage User Authentication   Revoked Users   More...▾

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		🗑
_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_		🗑

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.

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Creating a new role

- **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

- 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

- **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 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

- Navigate to the event or questionnaire

Collaboration

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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

Ariba Sourcing

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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

Add

- Click on *Response team*   →   Click on *Add*

Add Team Members

☐	Name ↑	Email Address
☑	mede werker	email@adres.nl

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

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