

1. How to become a registered supplier on SAP Business Network

1.3c Supplier registration – How to create users and add their roles

How to create users and add their roles

If you go back to the homepage and select **'your initials'** and **'Settings'**, you will see a menu appear on the left.

You can add users from your company by clicking on **'Users'**.

Only the Administrator can create an access for coworkers by adding their email address and role.

Note:

- An Order can be cancelled by dsm-firmenich up until the moment that a Shipping Notice is placed by you.
- All Orders need to be confirmed within the "need by date".
- You will receive reminders by email, if want to change the settings go to 'Notifications'.

The screenshot displays the SAP Business Network user interface. At the top, the user is logged in as 'TestSupplier Three' with the email 'TestSupplier3@dsm.com'. The main navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. A search bar is visible with filters for 'Orders and Releases', 'DSM - TEST', and 'Exact match'. The dashboard shows key metrics: 30 New orders (Last 31 days), 1 Orders (LAST 24), 21 Items to confirm (Last 31 days), 48 Orders to invoice (Last 31 days), and 4 Invoices. Below the dashboard, there are widgets for 'Purchase orders' (\$38.7K CAD), 'Invoice aging' (\$17.3K CAD), and 'Activity feed'. A dropdown menu is open on the right side, showing options like 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Generative AI', and 'Network Settings'. The 'Users' option is highlighted with a blue box.

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- 2. Click on 'Users' to see multiple tabs. Click on 'Manage roles'
- 3. Click on the '+' icon to create a new user.

The screenshot shows the 'Account Settings' interface. At the top, there are tabs for 'Customer Relations', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'API management', and 'Generative AI'. The 'Users' tab is selected. Below the tabs, there are sub-tabs: 'Manage Roles', 'Manage Users', 'Manage Unapproved Users', 'Manage User Authentication', and 'More...'. The 'Manage Roles' sub-tab is selected. A blue box with the number '2' highlights the 'Users' tab and the 'Manage Roles' sub-tab. Below the sub-tabs, there is a section titled 'Users (2)'. It contains a checkbox for 'Enable assignment of orders to users with limited access to SAP Business Network.' and a 'Filter' section. The filter section has a dropdown menu for 'Username' and a search box with the placeholder 'Enter username'. Below the search box are 'Apply' and 'Reset' buttons. At the bottom right of the filter section, there is a blue box with the number '3' and a '+' icon. Below the filter section is a table with the following columns: 'Username', 'Email Address', 'First Name', 'Last Name', 'SAP Business Network Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', 'AN Access', and 'Act'. The table contains two rows of user data. At the bottom of the table, there are two buttons: 'Add to Contact List' and 'Remove from Contact List'.

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Act
test-bram.claessen@dsm.com	XXX@xyz.com	XXX	XXX		Proposals and Contracts Access		All(1)	Yes	Act
TestSupplier3@dsm.com	AAA@xyz.com	TestSupplier	Three	No	PROFILE_MGMT_ROLE, +5		All(1)	Yes	

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4. Enter the person's 'Username' and 'Email Address'. Also, fill in 'First Name' and 'Last Name'.
5. In Role Assignment, select the Role (for instance, the person sending invoices will need invoice generation).
6. When all information is selected and filled, click on 'Done'.

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"/> Proposals and Contracts Access	Access Proposals and Contracts

Customer Assignment

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 [Privacy Statement](#) the service

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