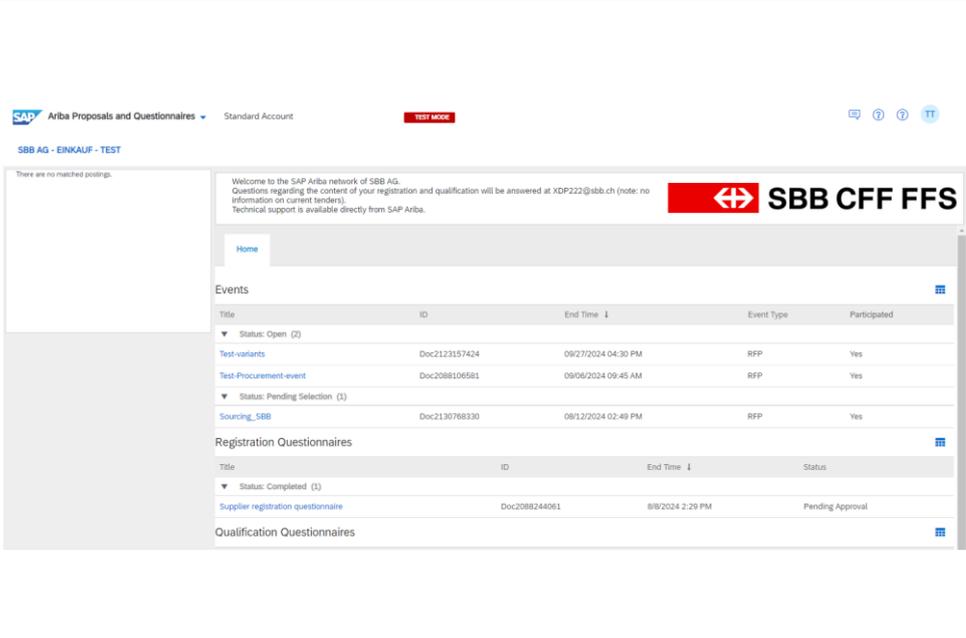
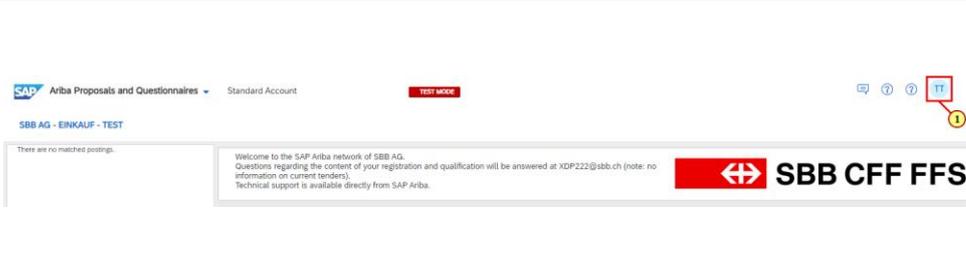
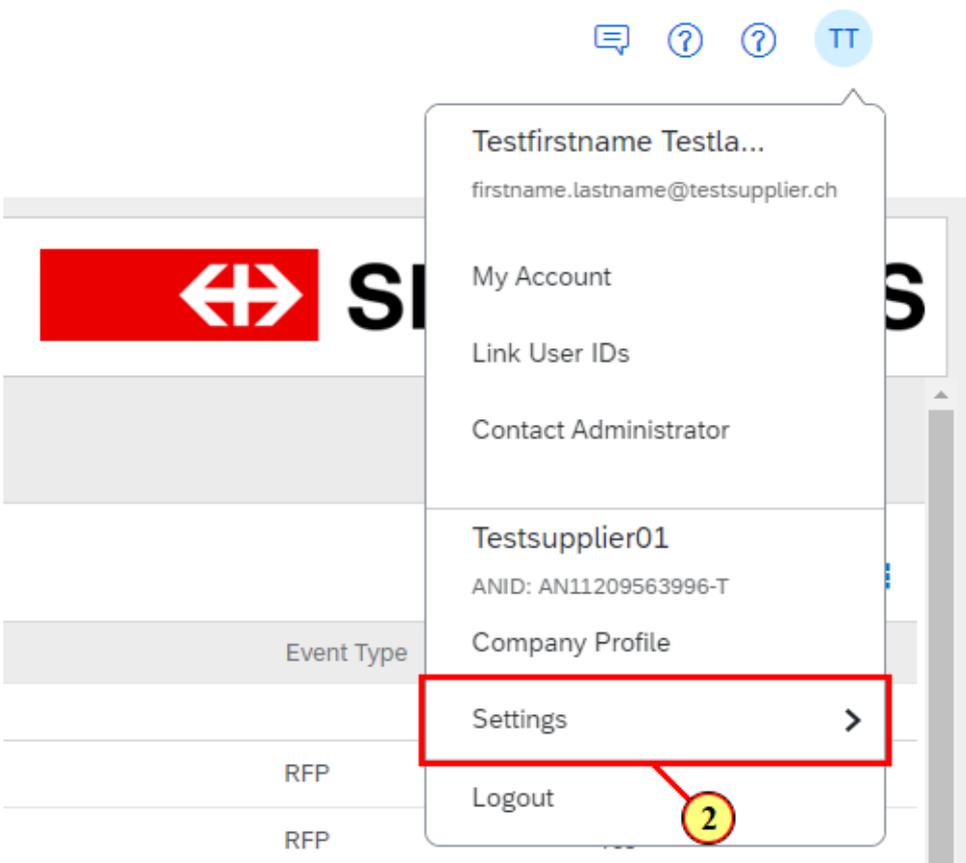
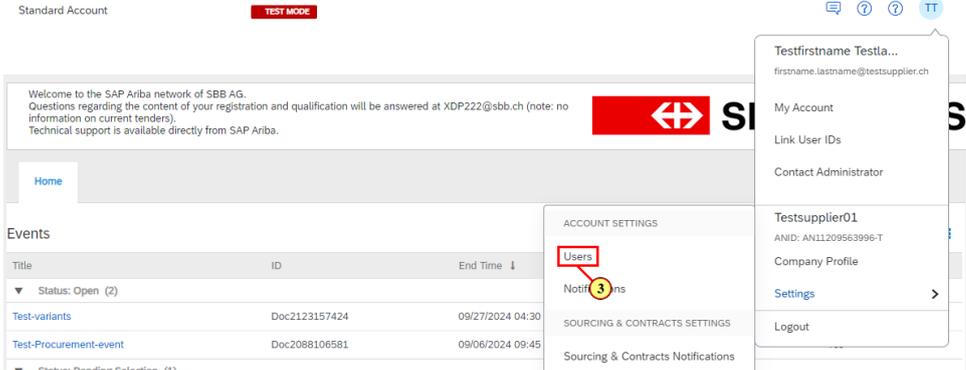


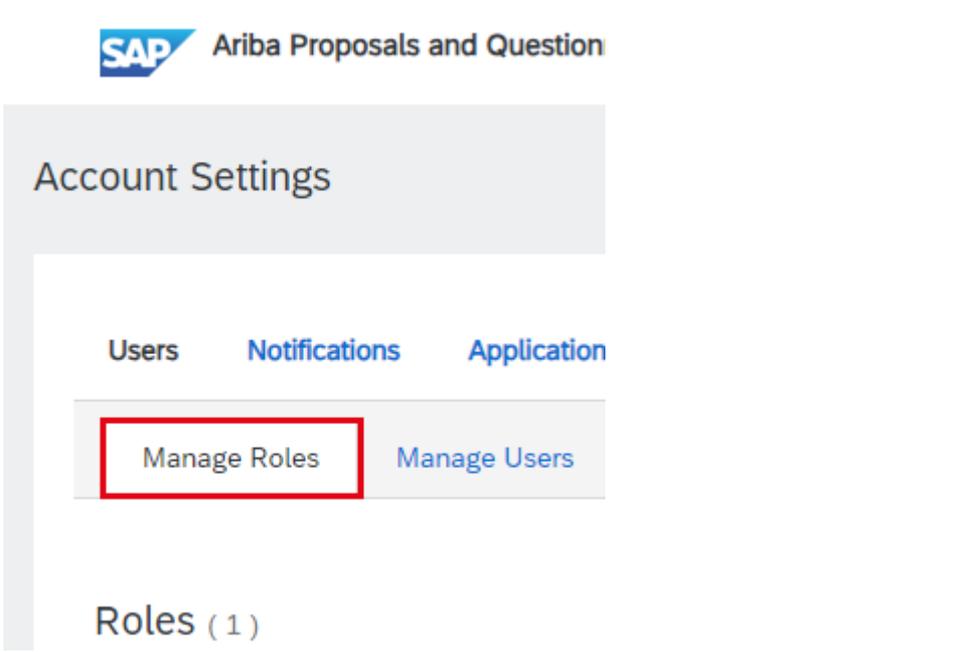
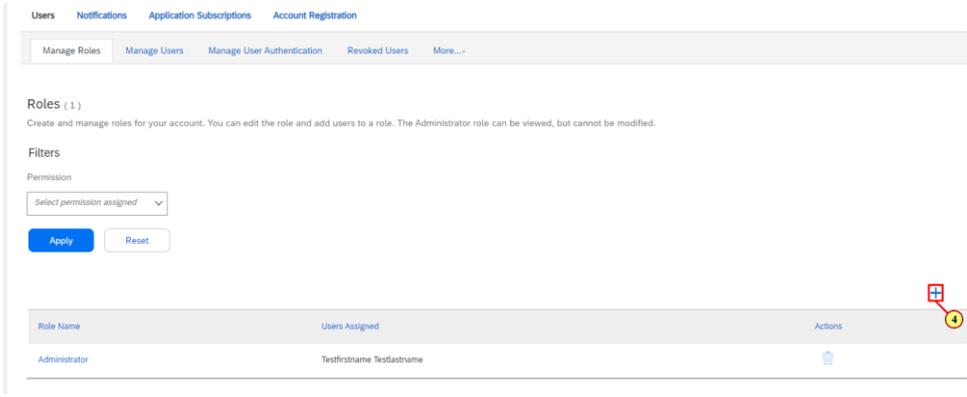
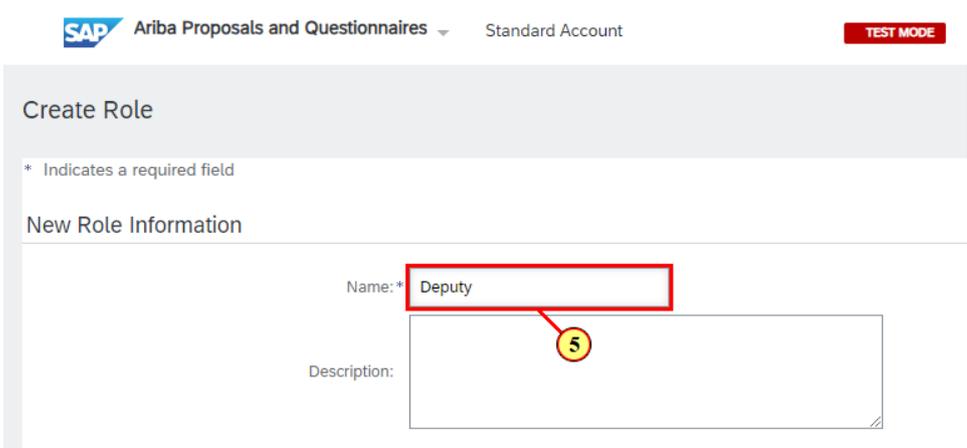
# 1.1. User management

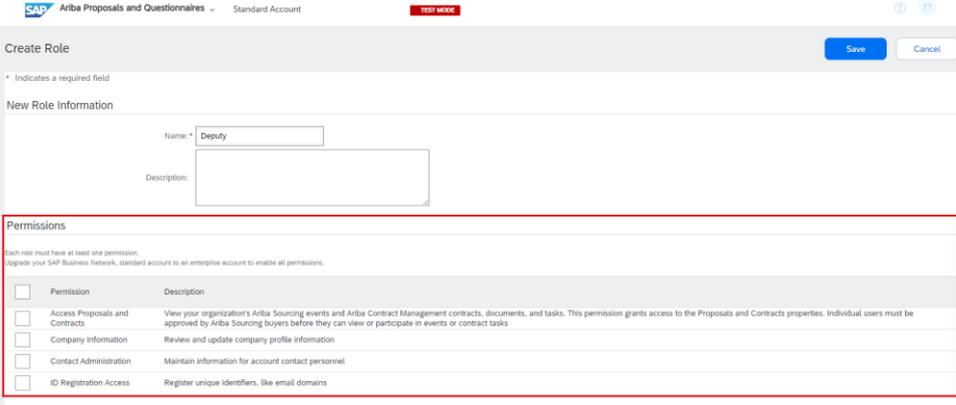
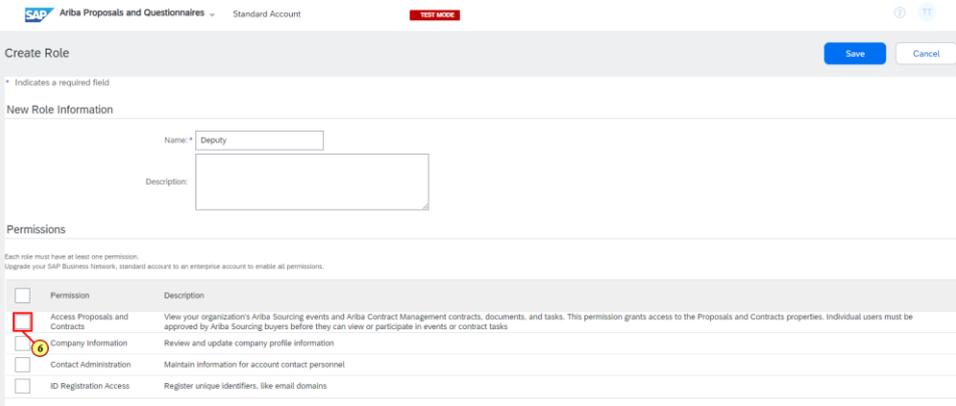
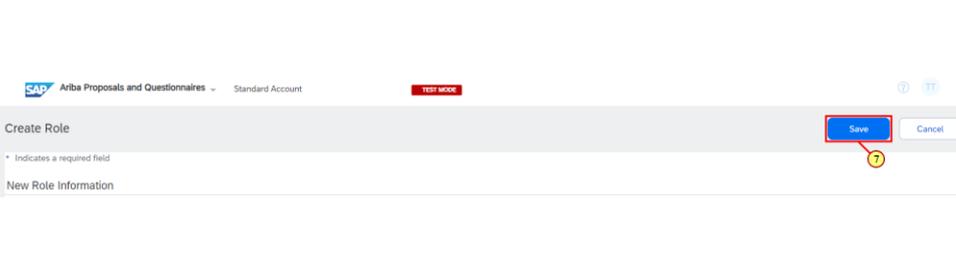
## Content of these instructions

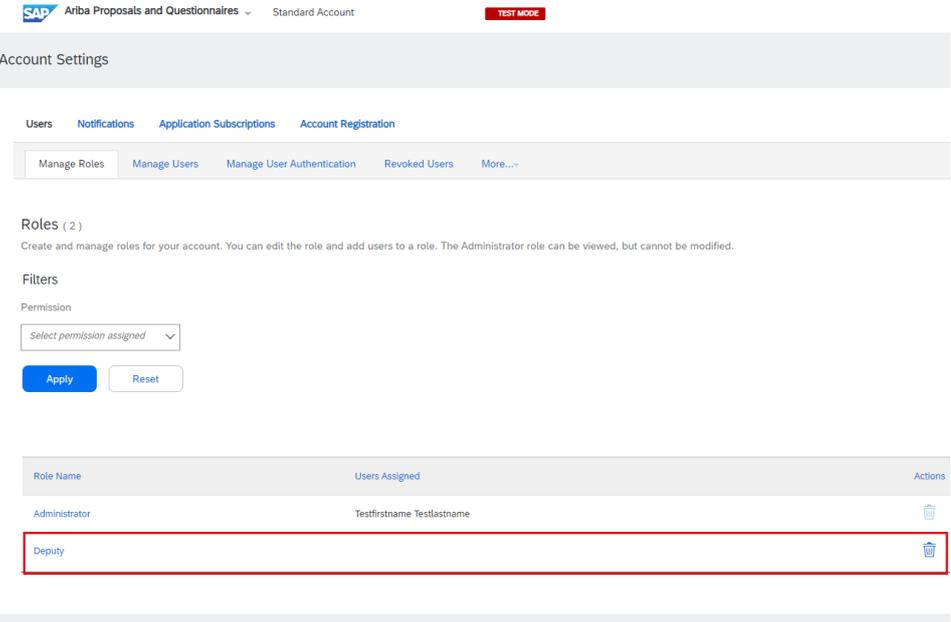
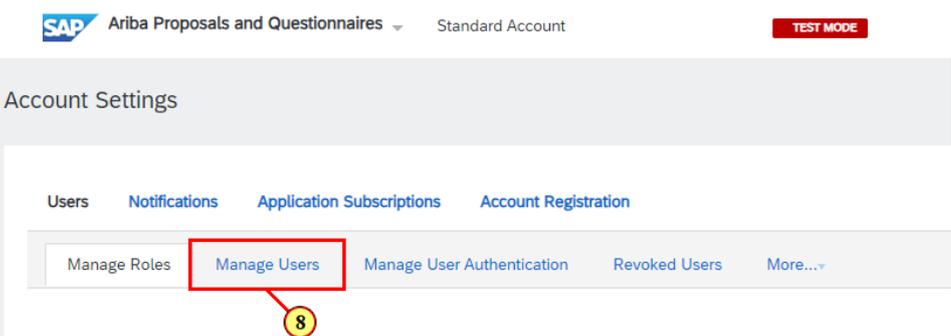
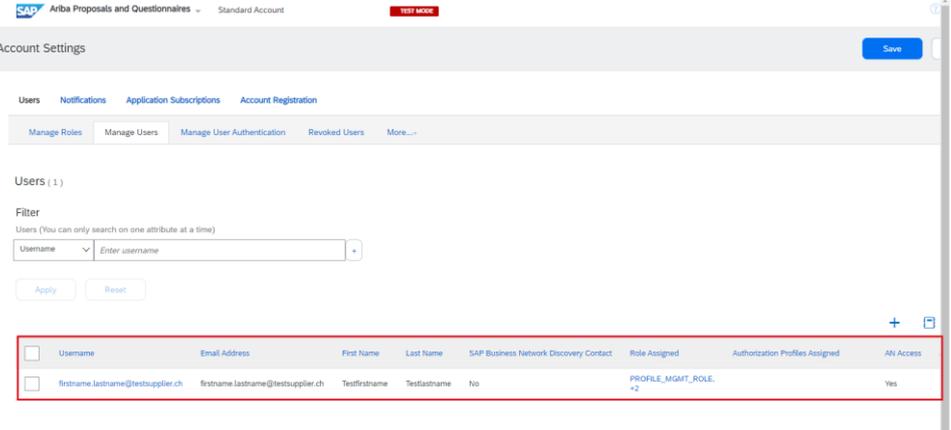
- Adding a new user to the company account
- Creating new roles

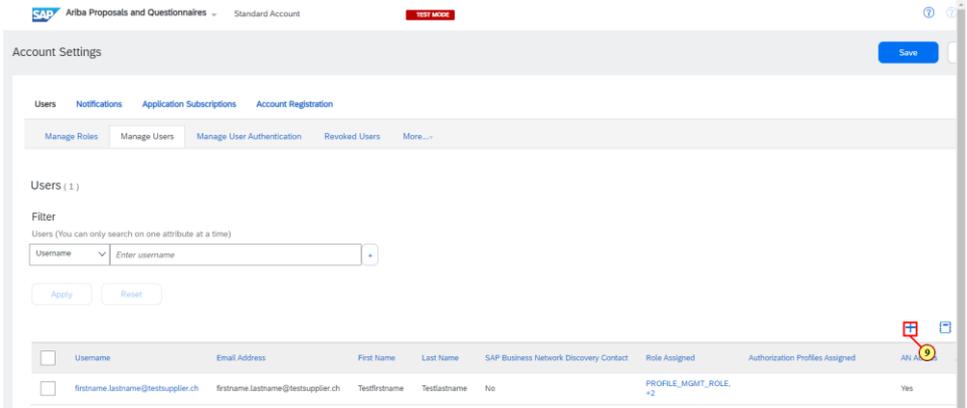
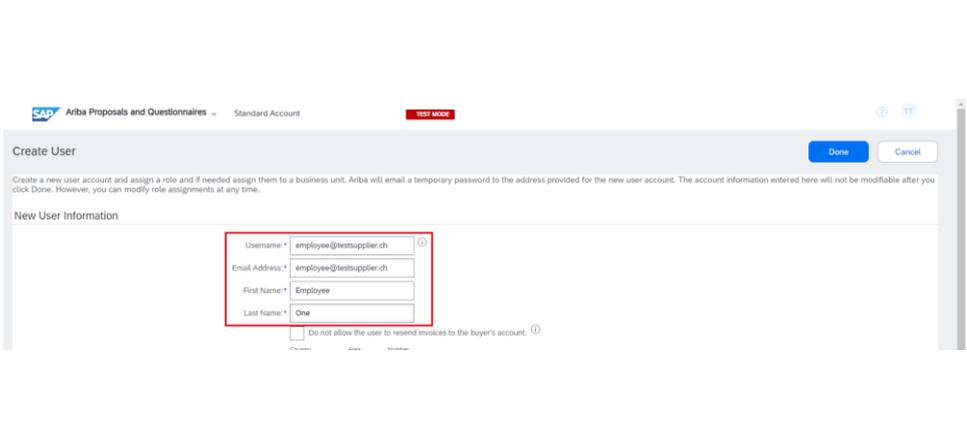
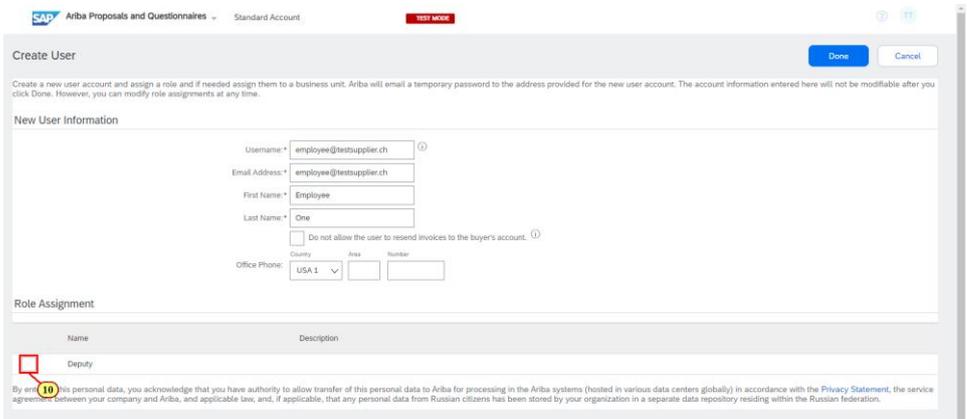
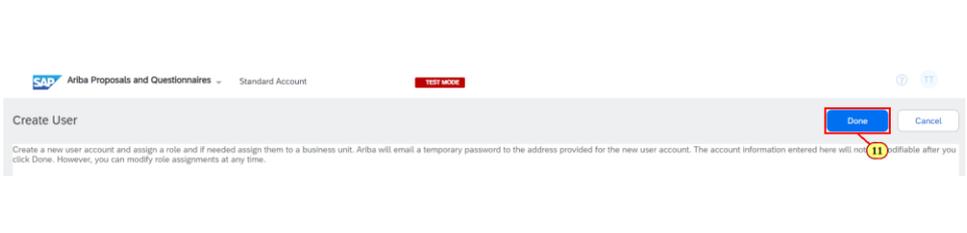
Explanation	Screenshot
<p> This is the <b>dashboard of your SAP Ariba profile</b>. Here you will find an overview of current procurements, the registration process and qualifications.</p> <p>The following guides you through the steps to <b>add another user</b> to your company account.</p>	 <p>The screenshot shows the SAP Ariba dashboard for 'SBB AG - ENKAUF - TEST'. It features a navigation bar with 'SAP Ariba Proposals and Questionnaires' and 'Standard Account'. A 'TEST MODE' indicator is present. The main content area includes a welcome message, a 'Home' button, and two tables: 'Events' and 'Registration Questionnaires'. The 'Events' table lists items like 'Test-variants', 'Test-Procurement-event', and 'Sourcing_SBB'. The 'Registration Questionnaires' table shows a 'Supplier registration questionnaire' in 'Pending Approval' status.</p>
<p>1. To access the account settings, select your initials in the top right-hand corner</p> <p></p>	 <p>This screenshot is identical to the previous one but includes a red rectangular box highlighting the initials icon (TT) in the top right-hand corner of the dashboard's navigation area.</p>

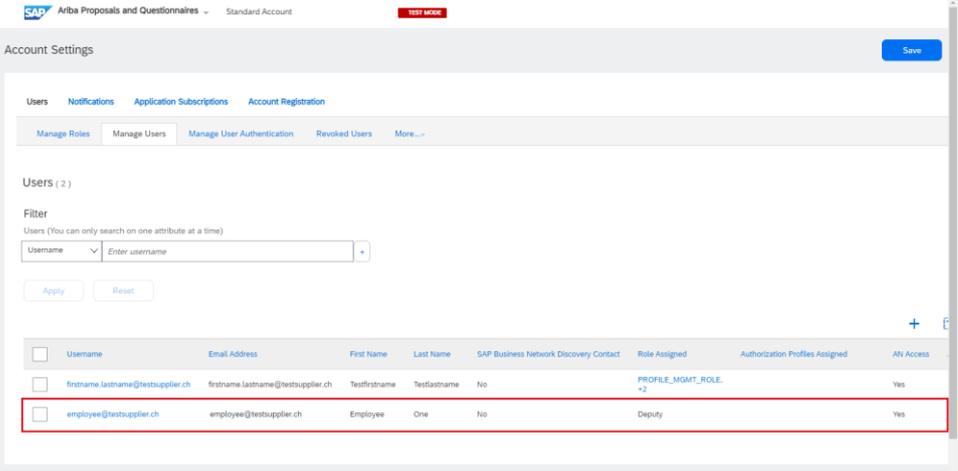
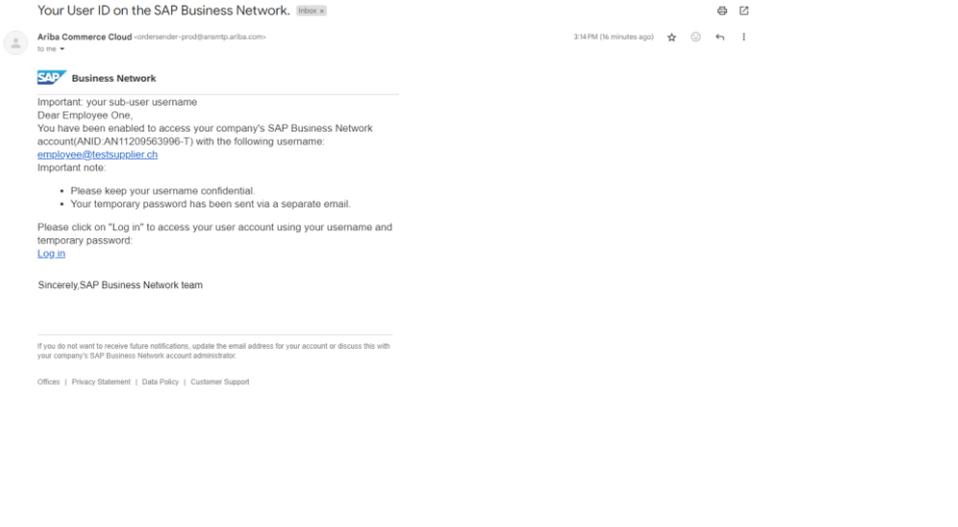
Explanation	Screenshot
<p>2. Select the option</p> <p>Settings &gt;</p>	
<p>3. To access the user management, select Users</p>	

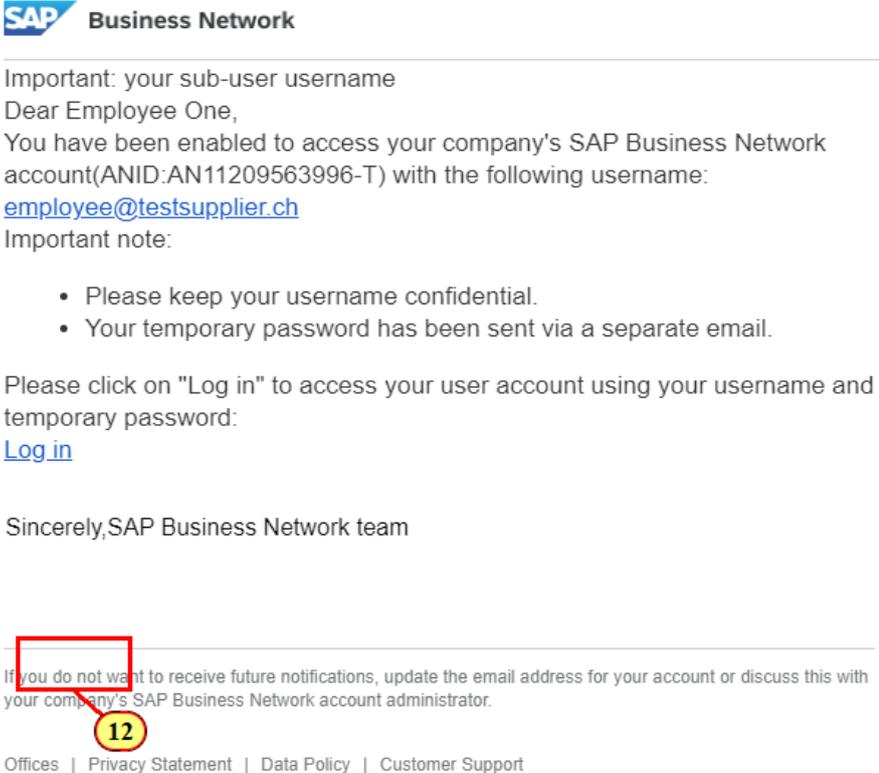
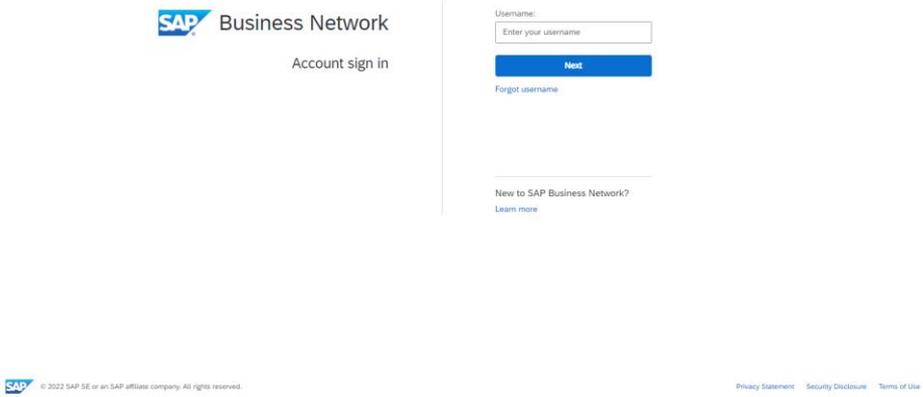
Explanation	Screenshot
<p> You are now on the “Manage Roles” tab. As each user must be <b>assigned at least one role</b>, you must first create a new role.</p>	 <p>The screenshot shows the 'Account Settings' page for SAP Ariba. The 'Manage Roles' button is highlighted with a red box. Below it, the 'Roles (1)' section is visible, showing a table with one role named 'Administrator'.</p>
<p>4. To create a new role, select the plus symbol .</p>	 <p>The screenshot shows the 'Roles (1)' management page. A plus sign icon in the top right corner of the table is highlighted with a red box and a yellow circle containing the number 4, indicating where to click to create a new role.</p>
<p>5. Give the role a name.</p>	 <p>The screenshot shows the 'Create Role' form. The 'Name' field is highlighted with a red box and a yellow circle containing the number 5, with the text 'Deputy' entered. The 'Description' field is empty.</p>

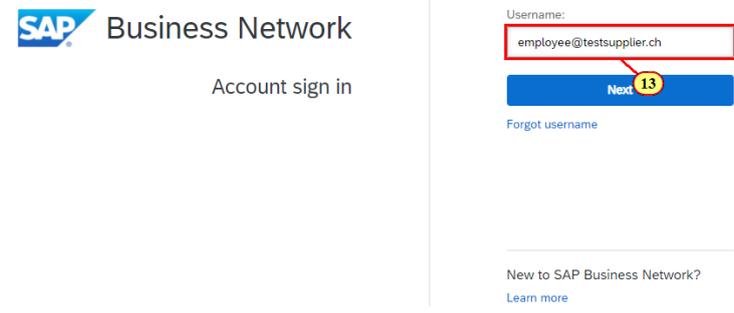
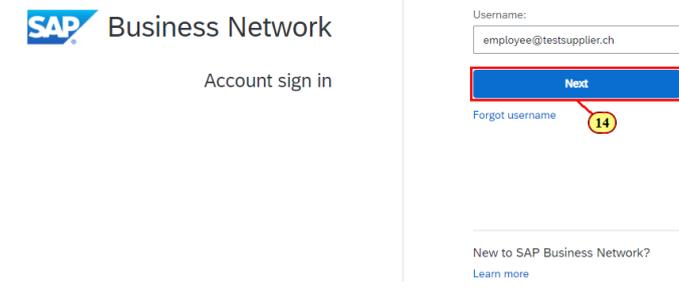
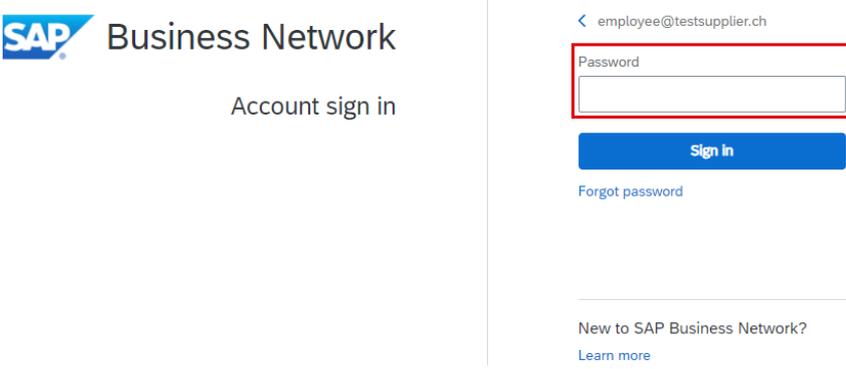
Explanation	Screenshot
<p> Add permissions to the role. Each role must have <b>at least one permission</b>.</p>	
<p>6. Select the checkboxes to add the permission to the role.</p>	
<p>7. Once you have added all the required permissions, select  to save the role.</p>	

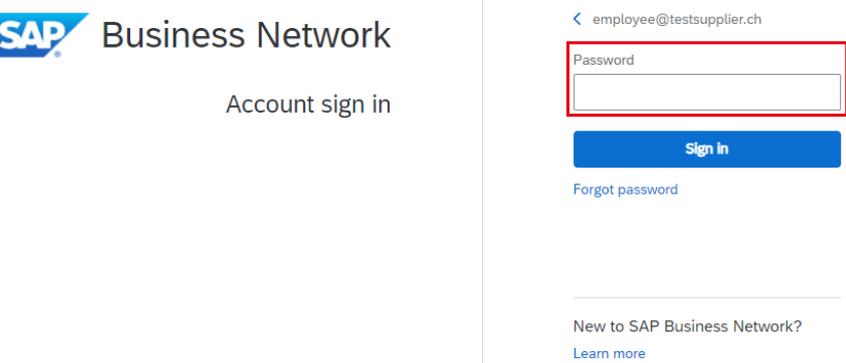
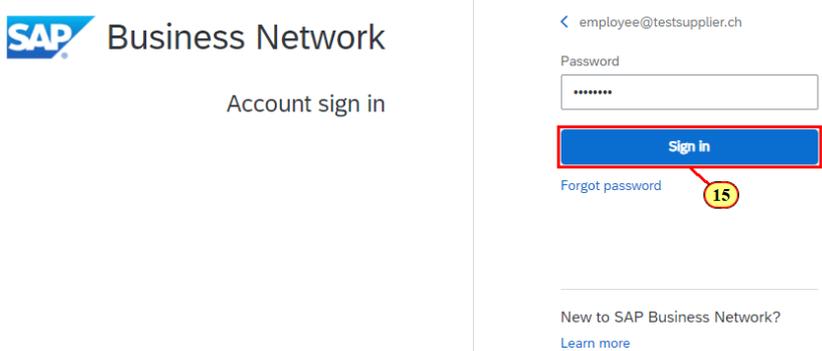
Explanation	Screenshot																		
<p> The <b>new</b> role is displayed here.</p>	 <p>SAP Ariba Proposals and Questionnaires - Standard Account TEST MODE</p> <p>Account Settings</p> <p>Users Notifications Application Subscriptions Account Registration</p> <p>Manage Roles Manage Users Manage User Authentication Revoked Users More...</p> <p>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.</p> <p>Filters Permission Select permission assigned Apply Reset</p> <table border="1"> <thead> <tr> <th>Role Name</th> <th>Users Assigned</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>Testfirstname Testlastname</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Deputy</td> <td></td> <td></td> </tr> </tbody> </table>	Role Name	Users Assigned	Actions	Administrator	Testfirstname Testlastname		Deputy											
Role Name	Users Assigned	Actions																	
Administrator	Testfirstname Testlastname																		
Deputy																			
<p>8. Select the <b>Manage Users</b> tab to display the user accounts.</p>	 <p>SAP Ariba Proposals and Questionnaires - Standard Account TEST MODE</p> <p>Account Settings</p> <p>Users Notifications Application Subscriptions Account Registration</p> <p>Manage Roles <b>Manage Users</b> Manage User Authentication Revoked Users More...</p> <p>8</p>																		
<p> You can see the <b>current users</b> of your company account in the list.</p>	 <p>SAP Ariba Proposals and Questionnaires - Standard Account TEST MODE Save</p> <p>Account Settings</p> <p>Users Notifications Application Subscriptions Account Registration</p> <p>Manage Roles Manage Users Manage User Authentication Revoked Users More...</p> <p>Users (1)</p> <p>Filter Users (You can only search on one attribute at a time) Username Enter username Apply Reset</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Username</th> <th>Email Address</th> <th>First Name</th> <th>Last Name</th> <th>SAP Business Network Discovery Contact</th> <th>Role Assigned</th> <th>Authorization Profiles Assigned</th> <th>AN Access</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td><input type="checkbox"/></td> <td>firstname.lastname@testsupplier.ch</td> <td>firstname.lastname@testsupplier.ch</td> <td>Testfirstname</td> <td>Testlastname</td> <td>No</td> <td>PROFILE_MGMT_ROLE, +2</td> <td></td> <td>Yes</td> </tr> </tbody> </table>	<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access	<input type="checkbox"/>	firstname.lastname@testsupplier.ch	firstname.lastname@testsupplier.ch	Testfirstname	Testlastname	No	PROFILE_MGMT_ROLE, +2		Yes
<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access											
<input type="checkbox"/>	firstname.lastname@testsupplier.ch	firstname.lastname@testsupplier.ch	Testfirstname	Testlastname	No	PROFILE_MGMT_ROLE, +2		Yes											

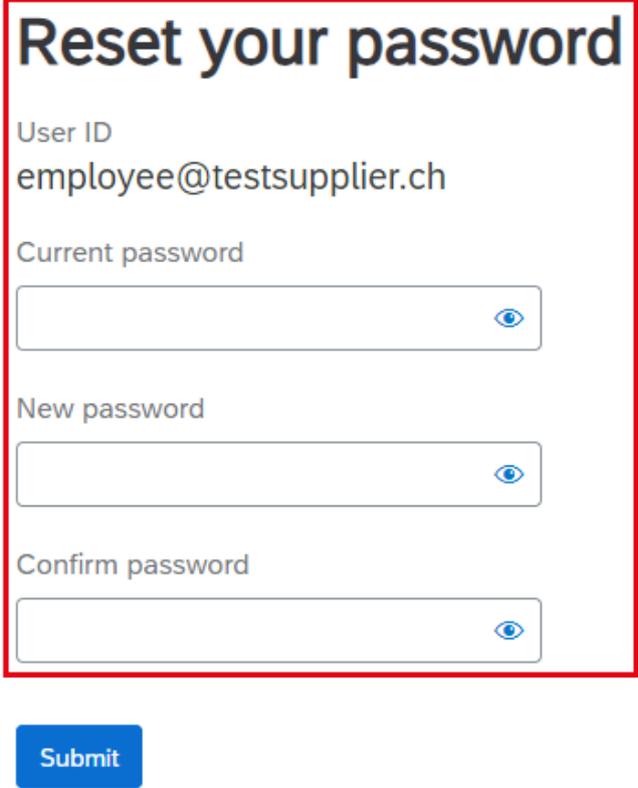
Explanation	Screenshot
<p>9. To create a new user, select the plus symbol </p>	
<p> Fill in the <b>information fields</b> for the new user. Please note that the <b>username must be an e-mail address</b>. We advise using the <b>correspondence e-mail address</b> as the username.</p>	
<p>10. Assign a role to the user by selecting the checkbox .</p>	
<p>11. Click  to finalise the creation of the user account.</p>	

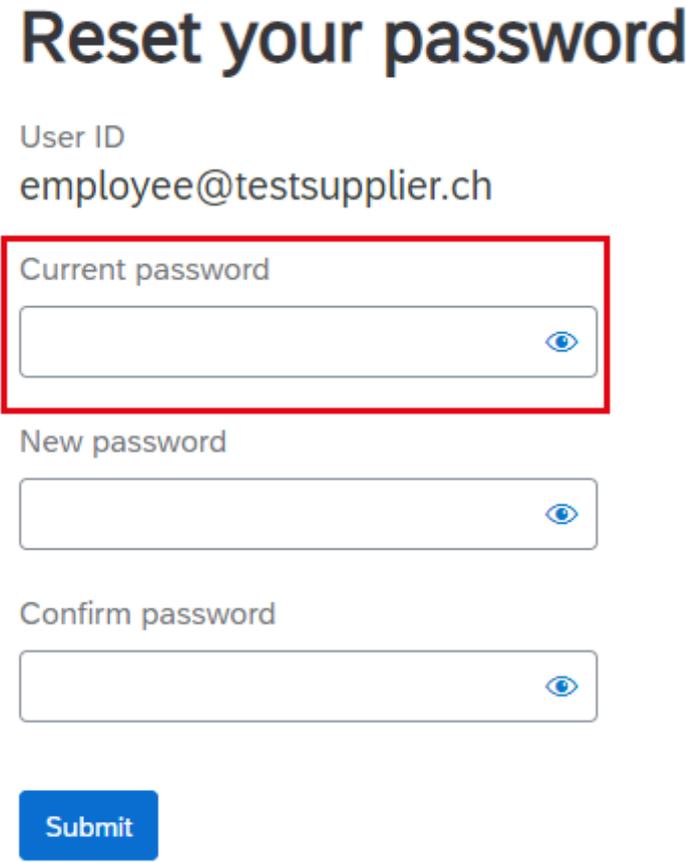
Explanation	Screenshot																								
<p> The <b>new user</b> is now displayed in the list. The user will have received an e-mail containing the <b>account activation</b> information.</p>	 <p>The screenshot shows the 'Account Settings' page in SAP Ariba. Under the 'Users' tab, there is a table listing users. The user 'employee@testsupplier.ch' is highlighted with a red border. The table has the following columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, and AN Access.</p> <table border="1"> <thead> <tr> <th>Username</th> <th>Email Address</th> <th>First Name</th> <th>Last Name</th> <th>SAP Business Network Discovery Contact</th> <th>Role Assigned</th> <th>Authorization Profiles Assigned</th> <th>AN Access</th> </tr> </thead> <tbody> <tr> <td>firstname.lastname@testsupplier.ch</td> <td>firstname.lastname@testsupplier.ch</td> <td>Testfirstname</td> <td>Testlastname</td> <td>No</td> <td>PROFILE_MGMT_ROLE_12</td> <td></td> <td>Yes</td> </tr> <tr style="border: 2px solid red;"> <td>employee@testsupplier.ch</td> <td>employee@testsupplier.ch</td> <td>Employee</td> <td>One</td> <td>No</td> <td>Deputy</td> <td></td> <td>Yes</td> </tr> </tbody> </table>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access	firstname.lastname@testsupplier.ch	firstname.lastname@testsupplier.ch	Testfirstname	Testlastname	No	PROFILE_MGMT_ROLE_12		Yes	employee@testsupplier.ch	employee@testsupplier.ch	Employee	One	No	Deputy		Yes
Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access																		
firstname.lastname@testsupplier.ch	firstname.lastname@testsupplier.ch	Testfirstname	Testlastname	No	PROFILE_MGMT_ROLE_12		Yes																		
employee@testsupplier.ch	employee@testsupplier.ch	Employee	One	No	Deputy		Yes																		
<p> The following steps show the information as viewed by the <b>new user</b> who receives an <b>e-mail with the access link</b> to SAP Ariba.</p>	 <p>The screenshot shows an email from 'Ariba Commerce Cloud' with the subject 'Your User ID on the SAP Business Network'. The email content includes:</p> <p>Important: your sub-user username      Dear Employee One,      You have been enabled to access your company's SAP Business Network account (ANID AN11209563996-T) with the following username: <a href="mailto:employee@testsupplier.ch">employee@testsupplier.ch</a></p> <p>Important note:</p> <ul style="list-style-type: none"> <li>Please keep your username confidential.</li> <li>Your temporary password has been sent via a separate email.</li> </ul> <p>Please click on "Log in" to access your user account using your username and temporary password:  <a href="#">Log in</a></p> <p>Sincerely, SAP Business Network team</p>																								

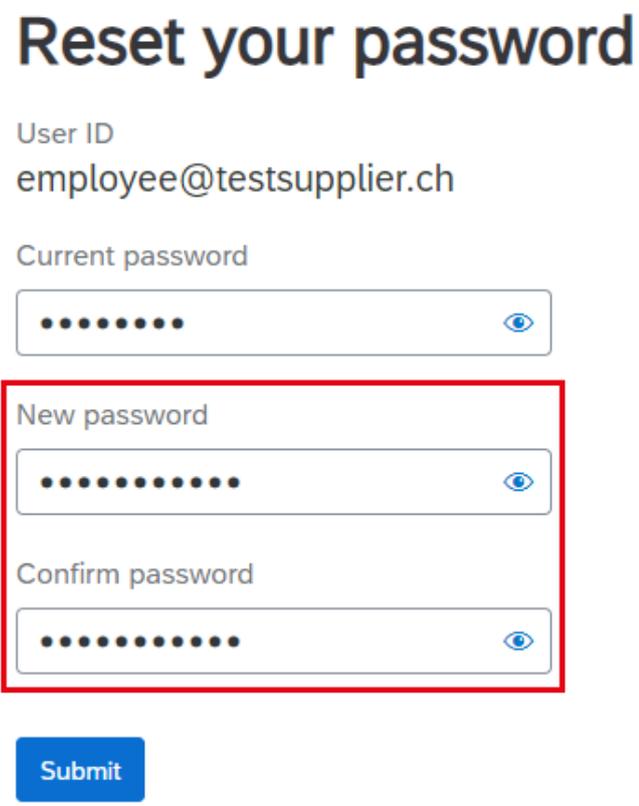
Explanation	Screenshot
<p>12. Select <a href="#">Log in</a>.</p>	 <p><b>SAP Business Network</b></p> <p>Important: your sub-user username Dear Employee One, You have been enabled to access your company's SAP Business Network account(ANID:AN11209563996-T) with the following username: <a href="mailto:employee@testsupplier.ch">employee@testsupplier.ch</a> Important note:</p> <ul style="list-style-type: none"> <li>• Please keep your username confidential.</li> <li>• Your temporary password has been sent via a separate email.</li> </ul> <p>Please click on "Log in" to access your user account using your username and temporary password: <a href="#">Log in</a></p> <p>Sincerely,SAP Business Network team</p> <p>If you do not want to receive future notifications, update the email address for your account or discuss this with your company's SAP Business Network account administrator.</p> <p>Offices   <a href="#">Privacy Statement</a>   <a href="#">Data Policy</a>   <a href="#">Customer Support</a></p>
<p> This takes you to the login page for new user accounts.</p>	 <p><b>SAP Business Network</b></p> <p>Account sign in</p> <p>Username: Enter your username <a href="#">Next</a> <a href="#">Forgot username</a></p> <p>New to SAP Business Network? <a href="#">Learn more</a></p> <p><small>SAP © 2022 SAP SE or an SAP affiliate company. All rights reserved. <a href="#">Privacy Statement</a> <a href="#">Security Disclosure</a> <a href="#">Terms of Use</a></small></p>

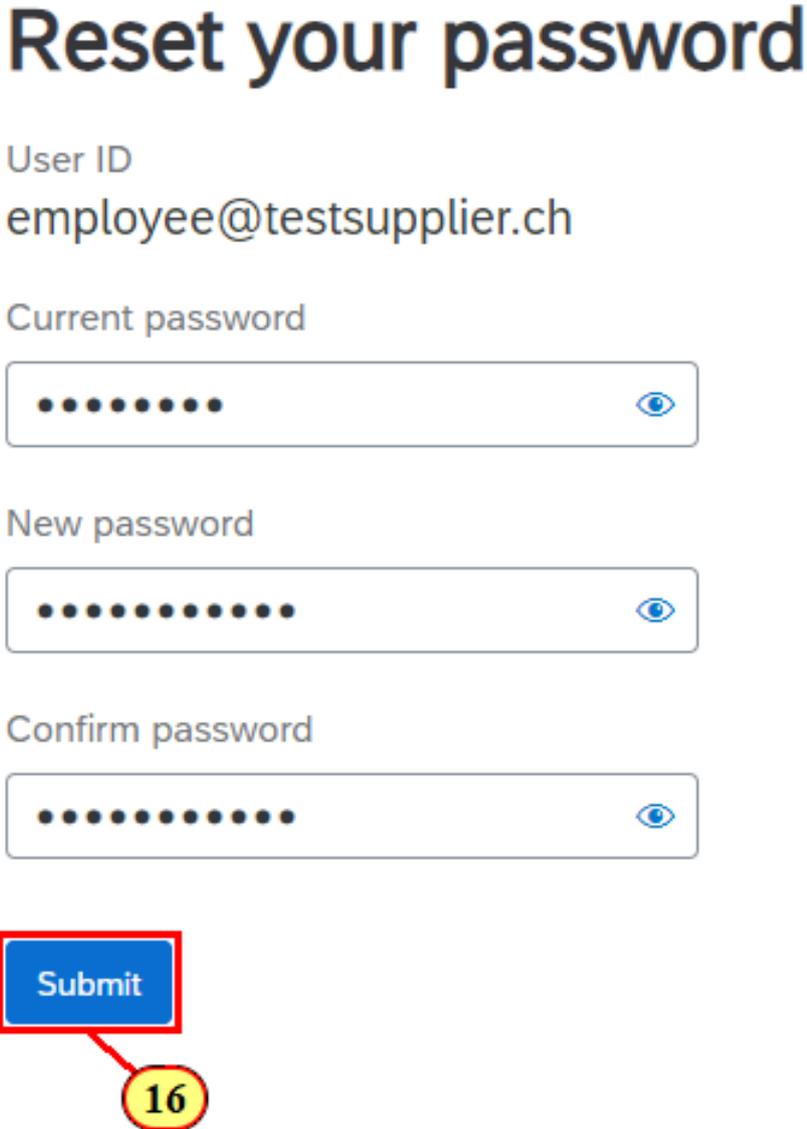
Explanation	Screenshot
<p>13. Fill in the Username field.</p>	
<p>14. Select  to go to the password entry screen.</p>	
<p> The initial password was sent to you in a separate e-mail.</p>	

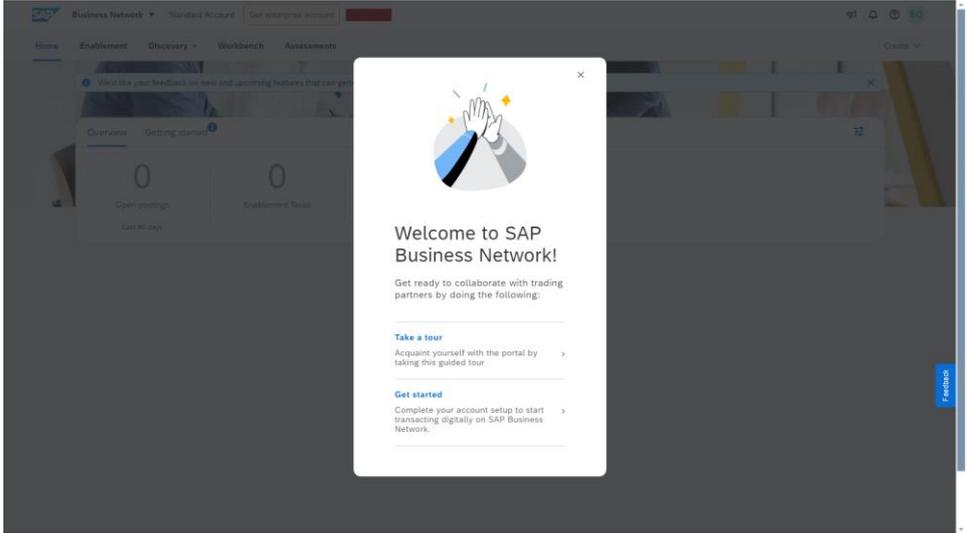
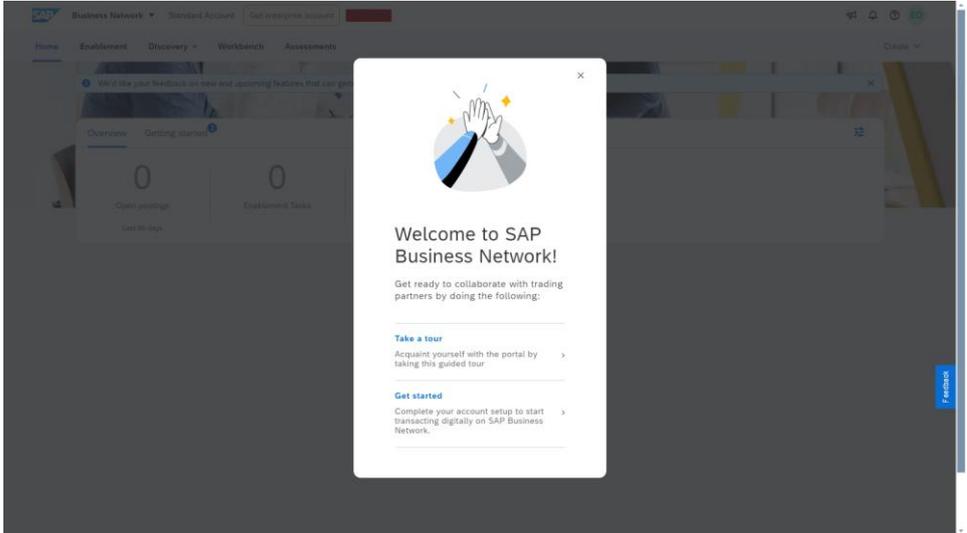
Explanation	Screenshot
<p> Fill in the Password field.</p>	 <p>The screenshot shows the SAP Business Network 'Account sign in' page. At the top left is the SAP logo. Below it, the text 'Business Network' and 'Account sign in' are displayed. On the right side, there is a navigation breadcrumb '&lt; employee@testsupplier.ch', a 'Password' label above an empty input field (highlighted with a red box), a blue 'Sign in' button, and a 'Forgot password' link. At the bottom, there is a section for 'New to SAP Business Network?' with a 'Learn more' link.</p>
<p>15. Then select  to set a new password.</p>	 <p>This screenshot is identical to the one above, but the blue 'Sign in' button is highlighted with a red box. A yellow circle with the number '15' is placed over the 'Sign in' button, with a red line pointing to it from the left. The rest of the page content remains the same.</p>

Explanation	Screenshot
<p> On this page, you set the <b>password</b> for the <b>new user</b>.</p>	

Explanation	Screenshot
<p> In the “Current password” field, enter your <b>initial password</b> from the e-mail.</p>	 <p><b>Reset your password</b></p> <p>User ID employee@testsupplier.ch</p> <p>Current password</p> <input type="password"/> <p>New password</p> <input type="password"/> <p>Confirm password</p> <input type="password"/> <p><b>Submit</b></p>

Explanation	Screenshot
<p> Enter your new password.</p>	 <p><b>Reset your password</b></p> <p>User ID employee@testsupplier.ch</p> <p>Current password</p> <p>..... </p> <p><b>New password</b></p> <p>..... </p> <p>Confirm password</p> <p>..... </p> <p><b>Submit</b></p>

Explanation	Screenshot
<p>16. Select  to update your password and go to the dashboard.</p>	 <p><b>Reset your password</b></p> <p>User ID employee@testsupplier.ch</p> <p>Current password</p> <p>New password</p> <p>Confirm password</p> <p></p> <p><b>16</b></p>

Explanation	Screenshot
<p> The new user account has been <b>created successfully</b>.</p>	 <p>The screenshot shows the SAP Business Network interface with a modal window titled "Welcome to SAP Business Network!". The modal contains the following text: "Get ready to collaborate with trading partners by doing the following:", "Take a tour" (Acquaint yourself with the portal by taking this guided tour), and "Get started" (Complete your account setup to start transacting digitally on SAP Business Network.).</p>
<p> You have now reached the end of these instructions.</p> <p>If you have any further questions, please contact:  <a href="mailto:digitalereinkauf@sbb.ch">digitalereinkauf@sbb.ch</a></p>	 <p>This screenshot is identical to the one above, showing the "Welcome to SAP Business Network!" modal window with the same instructions and options.</p>