



Feature at a Glance



Improved role management on Ariba Network

Richard Vermeij, SAP Ariba
Sonal Singh, SAP Ariba
Target GA: May 2020

CONFIDENTIAL

Feature at a Glance

Ease of implementation
Geographic relevance

 Low touch / simple
 Global

Introducing: Improved role management on Ariba Network

Customer challenge

- Challenging for account administrators to find which users in the company are assigned a certain role
- Administrator needs to go to each user individually to assign/unassign a role
- No efficient way to move users from one role to another
- No efficient way to find which roles have a given permission
- Upper limit of 13 roles

Meet that challenge with SAP Ariba

- Filter roles based on a permission
- View which users are assigned to a role
- Search and assign multiple users to a role
- Select multiple users and remove from a role or move to a different role
- Role limit is increased to 25

Experience key benefits

Improved administrative productivity

Solution area

Ariba Network, both buyer and supplier account

Implementation information

This feature is **automatically on** for all Ariba Network customers (buyers and suppliers) and is ready for immediate use

Prerequisites and Restrictions

NONE

Feature at a Glance

Introducing: **Improved role management on Ariba Network**

Detailed feature information

- Ability for Account administrator to filter by permission on the Roles page and see all Roles that are currently assigned the selected permission.
- Ability for Account administrator to view which users are assigned to a role, both on the Roles list page and Role detail page.
- Ability for Account administrator to search and assign multiple users to a role on the Role detail page.
- Ability for Account administrator to select multiple users on the Role detail page and remove them from the role or move to a different role
- Role limit is increased to 25

Note: All the above capabilities are available for both buyers and suppliers on Ariba Network

Ariba Network Supplier Screenshots

Feature at a Glance

Introducing: Improved role management on Ariba Network

Account Settings [Save] [Close]

Customer Relationships | Users | Notifications | Account Hierarchy | Application Subscriptions | Account Registration

Manage Roles | Manage Users | Manage Unapproved Users

Roles (24)
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 [v]
[Apply] [Reset]

Ability for Account administrator to filter by permission on the Roles page and see all Roles that are currently assigned the selected permission

Role Name	Users Assigned	Actions
Administrator	jU-NTQDraJv5e3a7d991012521070 lastName	[trash]
Tax Book Report Administration	outbox user2, +1	[trash]
Payment Profile	sap ariba, +2	[trash]
cXML Configuration	sow v, +1	[trash]
PCard Configuration and Notifications	jan ssb	[trash]

Feature at a Glance

Introducing: Improved role management on Ariba Network

Edit Role

Save

Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name:*

Contact Administration

Description:

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel

Assigned Users (2)

You can add users to this role, remove users from this role or move users to another role

+

<input type="checkbox"/> Username ↑	Email Address	First Name	Last Name	Roles Assigned
<input type="checkbox"/>		Chris		Logistics Access, +1
<input type="checkbox"/>		David		Tax Book Report Administration, +1

↳

Remove


Move to another role




i

Ability for Account administrator to view which users are assigned to a role when editing role permissions

Feature at a Glance

Introducing: Improved role management on Ariba Network

 **Ariba Network** Enterprise Account



Account Settings

SaveClose

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

Manage Roles

Manage Users

Manage Unapproved Users

Roles (25)


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

ApplyReset

 You have reached the maximum of 25 allowable roles

Role limit is increased from 13 to 25

Role Name	Users Assigned	Actions
Administrator	Sonal . . .	
Accounting, External	Sonal . . . , +12	
Accounting, Internal	Sonal . . . , +11	

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot shows the 'Edit Role' interface in SAP Ariba Network. The background page has sections for 'Selected Role Information', 'Permissions' (with a checked 'Contact Administration' permission), and 'Assigned Users' (currently empty). A modal window titled 'Search and Add Users' is open in the center. It features a search bar with a dropdown set to 'Username' and a placeholder 'Enter username'. Below the search bar, two user tags 'chris' and 'david' are visible. There are 'Search' and 'Reset' buttons. The 'Search Results (2)' section contains a table with two rows of results. At the bottom of the modal are 'Add and Save' and 'Cancel' buttons. A green box highlights a '+' button in the 'Assigned Users' section of the background page, with a dashed blue arrow pointing from a callout box to it.

Edit Role

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Descr

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission

☒ Contact Administration

Assigned Users (0)

You can add users to this role, remove users from this role or move

☐ Username ↑ Email Address First Name Last Name Roles Assigned

No users assigned yet.

Search and Add Users

Users (You can only search on one category at a time)

Username +

chris x david x

Search **Reset**

Search Results (2)

<input type="checkbox"/>	Username	Email Address	Role Assigned
<input type="checkbox"/>	Logistics Access
<input type="checkbox"/>	Tax Book Report Administration

Add and Save **Cancel**

Ability for Account administrator to search and assign multiple users to a role on the Role detail page

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot displays the 'Edit Role' interface for a role named 'Contact Administration'. The interface includes sections for 'Selected Role Information', 'Permissions', and 'Assigned Users'. A confirmation dialog box is overlaid on the 'Assigned Users' section, asking: 'Please confirm. Are you sure you want to remove the selected users from this role?'. The dialog has 'Yes' and 'No' buttons. A dashed blue arrow points from the 'Remove' button in the 'Assigned Users' section to the confirmation dialog. An orange callout box points to the 'Remove' button with the text: 'Ability for Account administrator to select multiple users on the Role detail page and remove them from the role'.

Edit Role Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission
<input checked="" type="checkbox"/> Contact Administration

Maintain information for account contact personnel

Assigned Users (2)

You can add users to this role, remove users from this role or move users to another role

<input checked="" type="checkbox"/> Username ↑
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Remove Move to another role ⓘ

Ability for Account administrator to select multiple users on the Role detail page and remove them from the role

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot displays the 'Edit Role' interface for a role named 'Contact Administration'. The interface includes sections for 'Selected Role Information', 'Permissions', and 'Assigned Users'. A modal dialog box titled 'Move Users to Another Role' is open, prompting the user to select a new role for the assigned users. The dialog includes a dropdown menu currently showing 'PCard Configuration and Notifications' and buttons for 'Move and Save' and 'Cancel'. A blue dashed arrow points from the 'Move to another role' button in the 'Assigned Users' section to the dialog box. An orange callout box points to the 'Move to another role' button with the text: 'Ability for Account administrator to select multiple users on the Role detail page and move them to a different role'.

Edit Role [Save] [Close]

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name:* Contact Administration

Description:

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission
<input checked="" type="checkbox"/> Contact Administration

Assigned Users (2)

You can add users to this role, remove users from this role or move users to

<input checked="" type="checkbox"/> Username ↑	Email Address	First Name	Last Name	Roles Assigned
<input checked="" type="checkbox"/>		Chris	Chase	Logistics Access - 11
<input checked="" type="checkbox"/>				

[Remove] [Move to another role]

Move Users to Another Role [X]

Please choose the new role you want to assign to the selected users.
Note: This action will only affect this role. No other roles assigned to the users will be affected.

Role
PCard Configuration and Notifications ▼

[Move and Save] [Cancel]

Ability for Account administrator to select multiple users on the Role detail page and move them to a different role

Ariba Network Buyer Screenshots

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot displays the SAP Ariba Network Administration interface. The top navigation bar includes links for Home, Inbox, Outbox, Catalogs, Supplier Enablement, Administration (selected), Reports, Upload/Download, and Messages. The main content area is titled 'Roles (25)' and includes a description: '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.' A green box highlights the 'Filters' section, which contains a 'Permission' dropdown menu set to 'Inbox and Order Access', and 'Apply' and 'Reset' buttons. A yellow callout box points to this filter, stating: 'Ability for Account administrator to filter by permission on the Roles page and see all Roles that are currently assigned the selected permission'. Below the filter, the 'Filtered Results (2)' section shows a table with two roles: 'Administrator' and 'Inbox and Order Access'. The 'Administrator' role is assigned to the user 'jU-j991ruXc5e3a7dc11012521071 lastName'. The 'Inbox and Order Access' role is also listed. The bottom of the page features the SAP logo, copyright information, and links for Contact Support, SAP Ariba Privacy Statement, and Security Disclosure.

Filters

Permission

Inbox and Order Access

Apply Reset

Filtered Results (2)

Role Name	Users Assigned	Actions
Administrator	jU-j991ruXc5e3a7dc11012521071 lastName	
Inbox and Order Access		

© 2019 SAP SE or an SAP affiliate company. All rights reserved.

Contact Support SAP Ariba Privacy Statement Security Disclosure

Feature at a Glance

Introducing: Improved role management on Ariba Network

SAP

Ariba Network

Home

Inbox

Outbox

Catalogs

Supplier Enablement

Administration

Reports

Upload/Download

Messages

Manage Roles

Manage Users

Manage Authorization Profiles

Roles (25)

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

ApplyReset

You have reached the maximum of 25 allowable roles

Role limit is increased from 10 to 25

Role Name	Users Assigned	Actions
Administrator	jU-j991ruXc5e3a7dc11012521071 lastName	
Service Sheet Report Administration	ss1 ss2, +5	
Tax Book Report Administration	ss1 ss2, +3	
Time & Expense Sheet Management	She , +1	
Contact Administration	Ri , +1	
Supplier Membership Report Administration		

Feature at a Glance

Introducing: Improved role management on Ariba Network

Edit Role

Save

Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: *

Supplier Enablement Task Mai

Description:

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Supplier Enablement Task Management	Allows you to manage and monitor tasks for supplier enablement and edit vendor details(Vendor Name, Preferred Language, Email, Contact Information, Address, Vendor Comments, Enablement Status)

Assigned Users (2)

You can add users to this role, remove users from this role or move users to another role

☐

Username ↑

Email Address

First Name

Last Name

Roles Assigned

☐

.....

Roger

.....

Contact Administration, +2

☐

.....

Sherry

.....

Time & Expense Sheet Management, +1

↳

Remove

Move to another role

ⓘ

Ability for Account administrator to view which users are assigned to a role on the Role detail page when editing the role permissions

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot displays the 'Edit Role' page with a modal window titled 'Search and Add Users'. The modal includes a search bar with a dropdown menu set to 'Username' and a placeholder 'Enter username'. Below the search bar are two tags: 'roger' and 'sherry', each with a close button (x). There are 'Search' and 'Reset' buttons. The 'Search Results (2)' section shows a table with columns: Username, Email Address, and Role Assigned. The table contains two rows, both with checkboxes in the first column. The first row's 'Role Assigned' is 'Time & Expense Sheet Management'. The second row's 'Role Assigned' is 'Contact Administration, +1'. At the bottom of the modal are 'Add and Save' and 'Cancel' buttons. In the background, the 'Edit Role' page shows 'Selected Role Information', 'Permissions' (with a checkbox for 'Show me all the available permissions' and a list of permissions including 'Supplier Enablement Task Management'), and 'Assigned Users (0)'. A green box highlights a '+' button in the 'Roles Assigned' section of the background page, with a blue dashed arrow pointing from it to the 'Search and Add Users' modal.

Edit Role

Edit the details of this role. Each role must have at least one permission.

* Indicates a required field

Selected Role Information

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

Permission	Assigned
<input checked="" type="checkbox"/> Supplier Enablement Task Management	Assigned

Assigned Users (0)

You can add users to this role, remove users from this role.

Username ↑	Email Address	First Name	Last Name	Roles Assigned
No users assigned yet.				

Search and Add Users

Users (You can only search on one category at a time)

Username

roger sherry

Search Results (2)

<input checked="" type="checkbox"/>	Username	Email Address	Role Assigned
<input checked="" type="checkbox"/>			Time & Expense Sheet Management
<input checked="" type="checkbox"/>			Contact Administration, +1

Ability for Account administrator to search and assign multiple users to a role on the Role detail page

Feature at a Glance

Introducing: Improved role management on Ariba Network

The screenshot displays the 'Edit Role' interface. At the top, there are 'Save' and 'Close' buttons. Below the title, a note states: 'Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.' A legend indicates that an asterisk (*) denotes a required field.

The 'Selected Role Information' section includes a 'Name' field with the value 'Supplier Enablement Task Ma' and a 'Description' field.

The 'Permissions' section contains a checkbox for 'Show me all the available permissions' and a table of permissions. The first permission is 'Supplier Enablement Task Management', which is checked and described as 'Allows you to manage and monitor tasks for supplier enablement and edit vendor details (vendor name, preferred language, email, contact information, address, vendor comments, enablement status)'.

The 'Assigned Users (2)' section shows a list of users with checkboxes for selection. A green box highlights the 'Remove' button at the bottom of this section. A blue dashed arrow points from this button to a white confirmation dialog box in the center of the screen.

The confirmation dialog box has a title 'Please confirm' and a question: 'Are you sure you want to remove the selected users from this role?'. It features 'Yes' and 'No' buttons.

An orange callout box points to the 'Remove' button with the text: 'Ability for Account administrator to select multiple users on the Role detail page and remove them from the role'.

Feature at a Glance

Introducing: Improved role management on Ariba Network

Selected Role Information

Name: *

Supplier Enablement Task Mai

Description:

Permissions

Each role must have at least one permission.

☐

Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Supplier Enablement Task Management	Allows you to manage and monitor tasks for supplier enablement and edit vendor details(Vendor Name, Preferred Language, Email, Contact Information, Address, Vendor Comments, Enablement Status)

Assigned Users (2)

You can add users to this role, remove users from this role or move users to another role

☒

Username ↑

Email Address

First Name

Last Name

Roles Assigned

☒

☒

↳

Remove

Move to another role

Ability for Account administrator to select multiple users on the Role detail page and move them to a different role

This action will only affect this role. No other roles assigned to the users will be affected.

Save

Close