SAP Business Network – Log In for the First time

Step 1: Open the Username email from sap Business Network and click on the link

SAP Business Network

Important: your sub-user username

Dear Jen

You have been enabled to access your company's SAP Business Network account   (ANID:AN1117730663) with the following username:

jane.doe@abc.com

Important note:
- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:

Log in

Sincerely,
SAP Business Network team

Step 2: Enter the Username shown in the email

Supplier Login

jane.doe@abc.com

Password

Login

Forgot Username or Password

Step 3: Open the temporary password email from SAP Business Network

SAP Business Network

Your temporary password

Dear Jen

This message contains important information about your new user account related to your company's SAP Business Network account(AN1117730663).

Your temporary password:

Kh&z<34H

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:
name of administrator
email of administrator

Sincerely,
SAP Business Network team

Step 5: You will need to re-enter the temporary password and create a new one, re-enter the new one, click on Submit

Step 6: Select the role you perform in you business from the drop down list, click on Submit

Please provide your business role

Please choose the business role which best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.

Business Role * :

Business Owner

Submit

Reset your password

User ID
jane.doe@abc.com

Current password

Temporary Password

New password

Newly created password

Confirm password

Re-enter your new password

Submit

Step 4: Copy the Temporary Password and paste it into the Password field, click on Login

Supplier Login

jane.doe@abc.com

* * * * * * * * * *

Login

Forgot Username or Password

When creating a new password a list of what should and should not be included is shown.

As each criterion is met, the writing in the box turns from black to green. Red indicates items that need to be rectified

As you start typing the new password the display box will appear

- ✓ Must be between 8 and 32 characters.
- ✗ Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#$%&'()*+,-./:;<=>?@^_`{|}~-\"][
- ✓ Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

Remember if the user already has a username and password on a different account then the username cannot be the same email address as the username

Did you know?

A user name must be in an email format. In most cases it will be the users actual email address.