

SAP Business Network – Log On – Forgot Password and/or Username



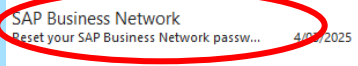
Forgot My Password

Step 1: Display the Supplier login page, enter your Username, click **Next**

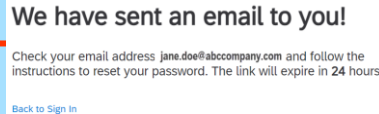
Step 2: Click on **Forgot Password**

Step 3: Enter your **Email Address**

Step 6: Locate the email and open it the email



Step 5: Email message displayed on the screen



Step 4: Click on **Submit**

Step 7: Click on the blue arrow next to the username requiring a password reset

Step 8: Enter your New Password, re-enter the new password, click on **Submit**

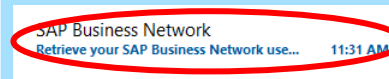
Forgot My Username

Step 1: Display the Supplier sign in page

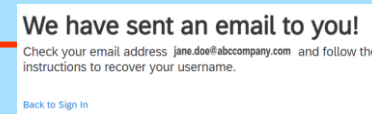
Step 2: Click on **Forgot Username**

Step 3: Enter your **Email Address**

Step 6: Locate the email and open it the email



Step 5: Email message displayed on the screen



Step 4: Click on **Submit**

Step 7: Locate the Username required, copy and paste it into the Username field

Step 8: Continue with sign on



This process can be used for either an SAP Business Network Transacting Account or an SAP Ariba Proposals & Questionnaires and in both Enterprise and Standard accounts

Click on the to see the password if you forget what you have just entered

Only the System Administrator can create Users and assign the permissions that are accessible with your Username



When you request information about either your Password or Username, all information that is associated with your email will be provided in the email

Refer to the General Functionality Guide for more information via the QR Code or – [CLICK ME](#)

