



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 “**Click Here**” 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

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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

If you do not recall the password, Enter your Username, click **Next**, on the enter password screen Click on **Forgot Password**

Did you know? 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

Did you know? 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](#)

