SAP Business Network – Login Using Generic or other Credentials

Step 1: Using a Browser open the SAP Business Network Supplier Login
https://service.ariba.com

Step 2: Enter the **Username** you have been provided or other credentials, click **Next**

There is only one System Administrator in a business

Generic logins provide teams with a single login however, logins should be kept secure as it provides access to business information

Some businesses use a "generic" Username, which can be problematic, particularly when someone changes the Password as all users will need to be advised of the password

The Home Page Screen is displayed

Step 3: Enter the **Password**, click on **Sign In**

When using a "generic" account note that making changes to the Home Page Widgets or the Workbench

Usernames and passwords provide information to the SAP Business Network and may also be used for accessing Sourcing - "Proposals & Questionnaires"

Some Businesses may add Multi-Factor Authentication to logins providing extra security

For more information about the Home Page Widgets – **CLICK ME**

Version 2