

Account, Users & Email Management

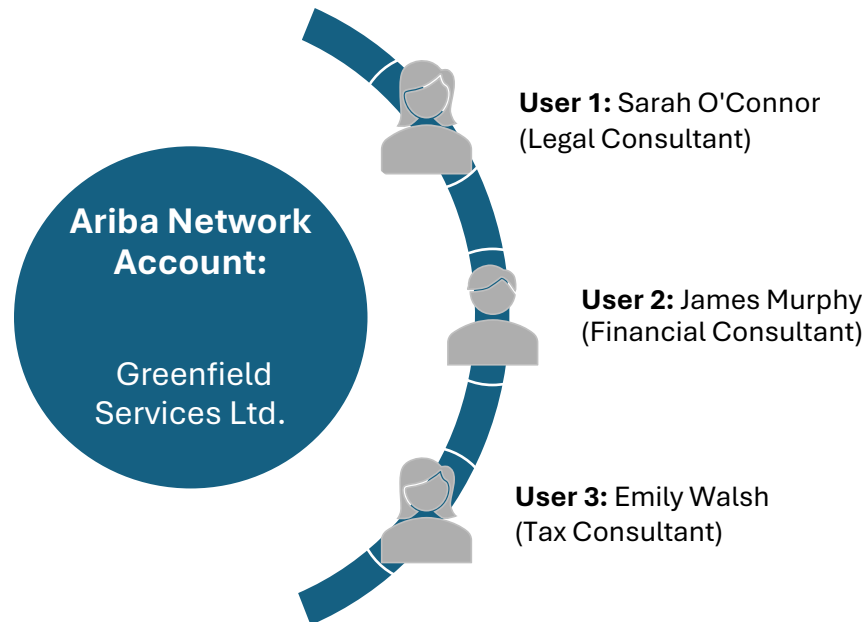
Ariba Business Network

Supplier Onboarding

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1. INTRODUCTION

Except for very specific cases, in Ariba Network, each supplier/company will have a single account. A single account can have multiple users if more than one person in the same company needs to manage customer needs on the Ariba Network.



If you have received a registration invitation email from Grifols, please first verify whether your company already has an Ariba Network account. Depending on that, you will proceed with one of the following options, which we will detail later:

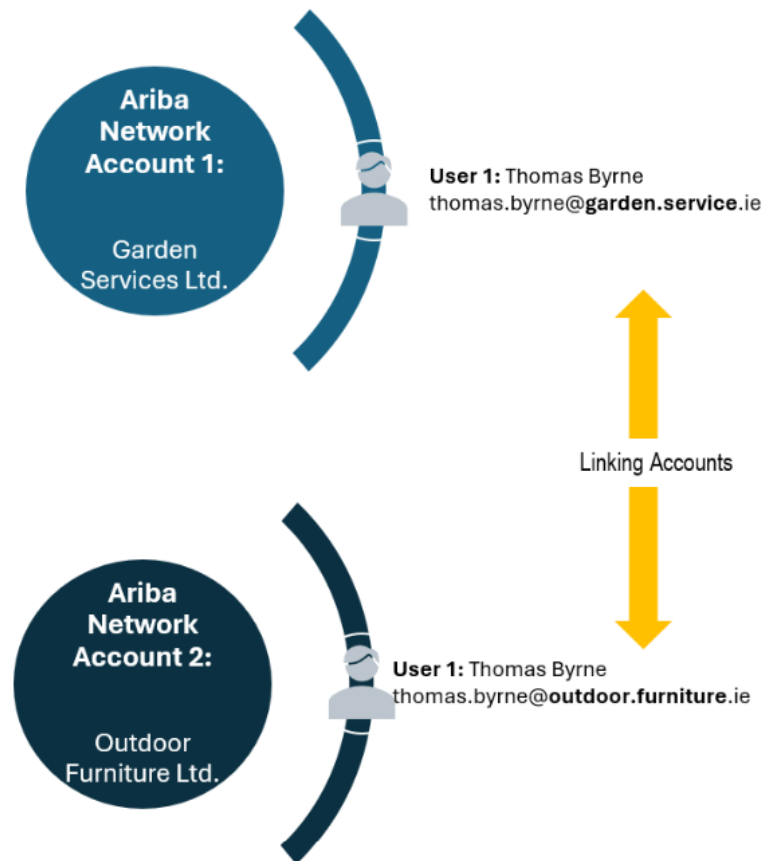
- **My company does NOT have an Ariba Network account → I will create a company account.**
- **My company already has an Ariba Network account → I will create a new user.**

In section three of this document, you will learn how to link multiple accounts. This option is used in a very specific case where a user needs to manage purchasing or finance documents for two different companies.

Example: Thomas Byrne works for a company that has two legal entities:

- Garden Services Ltd.
- Outdoor Furniture Ltd.

In Ariba, each of these companies must have its own account. To make Thomas's daily work easier, these two accounts can be linked so that he can access each one without having to log in separately every time.



With account linking, suppliers can:

- Switch between accounts quickly and easily from a single profile
- Link the same email address to receive orders
- Act as both suppliers when switching between accounts
- Grifols will also avoid future errors when receiving confirmations and invoices from the supplier.

This feature is also very useful if a new account was mistakenly created when the company already had an Ariba Network account. Now there are two different ANIDs, but the supplier must act as a single company.

- **Linking two existing accounts**

Once the Ariba Network account is created, to begin working with Grifols, a Trading Relationship Request (TRR) must be established between the two companies (you as the supplier and Grifols as the customer). This will happen automatically when you receive your first order and click the provided link.

Alternatively, the TRR can be created manually if the Grifols Account Manager requests your ANID and generates the link manually. Unless it is urgent, the automatic method is preferred.

From the moment you create an Ariba account and link the accounts, Grifols orders will be sent to the notification email linked to this account. The email address Grifols has in its database will no longer be used. For this reason, we recommend validating this information and accessing the contact email management section to ensure receipt of orders and notifications.

- **Management of document receipt and notification emails**

2. CREATING AN ACCOUNT IN ARIBA NETWORK

You can create an account in Ariba Network either from the link in the email you received or by going directly to the Ariba Network website by clicking the following link: ([Ariba Business Network Supplier](#)).

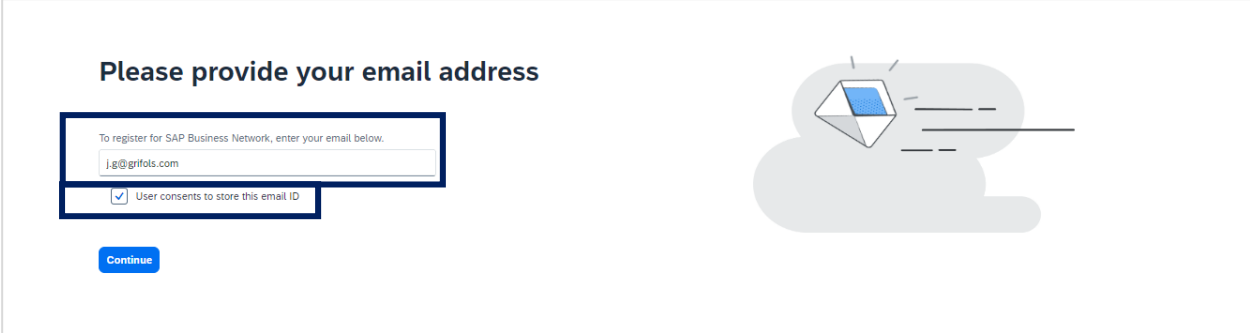
The screen that appears will be slightly different, but both options allow you to create the account:

- i. Click on the “**Register**” option:

View from Website

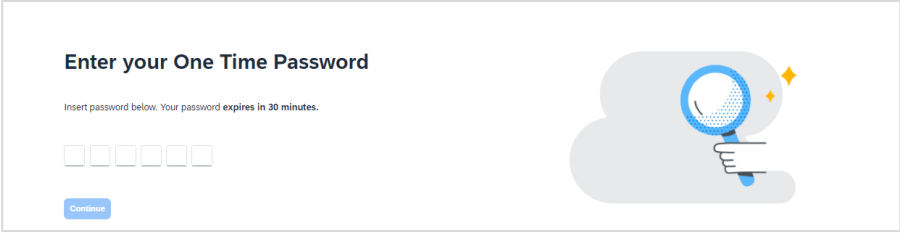
View when accessing through the registration email link

- ii. Enter your email address and check the required box to continue



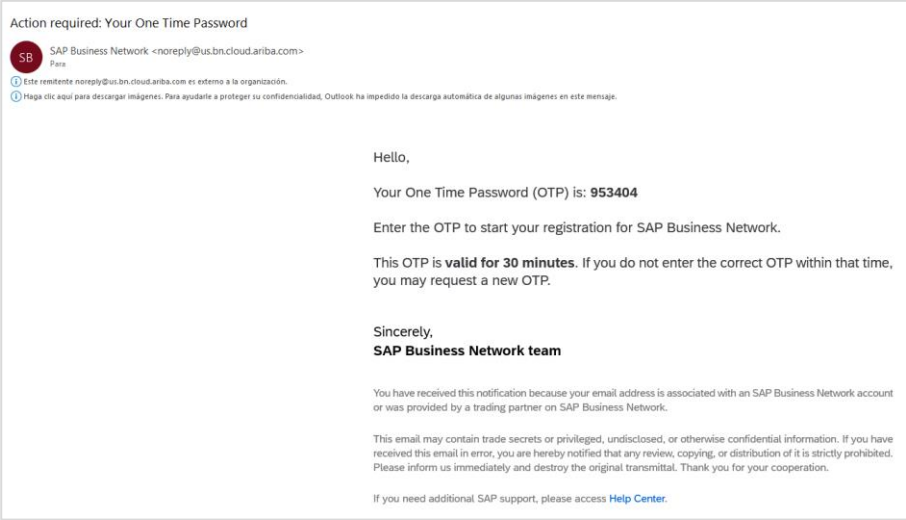
The screenshot shows a registration form titled "Please provide your email address". It includes a text input field with the placeholder "To register for SAP Business Network, enter your email below." and the email "j.g@grifols.com" entered. Below the input field is a checkbox labeled "User consents to store this email ID" which is checked. A blue "Continue" button is at the bottom left. To the right of the form is an illustration of a blue envelope with a white paper inside, set against a light blue cloud background.

- iii. Enter the code you will receive in your email. Remember, you have 30 minutes



The screenshot shows a registration form titled "Enter your One Time Password". It includes a text input field with the placeholder "Insert password below. Your password expires in 30 minutes." and five empty boxes for the password. A blue "Continue" button is at the bottom left. To the right of the form is an illustration of a hand holding a magnifying glass over a blue circle, set against a light blue cloud background.

- iv. You will receive an email with the code in this format. Check your Spam folder if you don't see it.



The screenshot shows an email from SAP Business Network. The header includes the SAP Business Network logo and the email address "noreply@us.bn.cloud.ariba.com". The body of the email contains the following text:

Hello,

Your One Time Password (OTP) is: **953404**

Enter the OTP to start your registration for SAP Business Network.

This OTP is **valid for 30 minutes**. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,
SAP Business Network team

You have received this notification because your email address is associated with an SAP Business Network account or was provided by a trading partner on SAP Business Network.

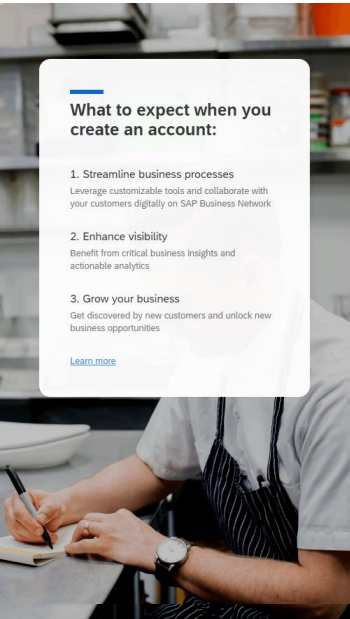
This email may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this email in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

If you need additional SAP support, please access [Help Center](#).

- v. Fill in the following information and click the **Create Account** button. This will create your company account profile.

By default, the email address used initially will be assigned as your username. If you want to change the username, you must uncheck the box.

Note that the username format in Ariba must always be in the form of an email address (real or not). This email will be your username, but it does not mean that you will receive notification emails at this address. Enter a password that meets the requirements, indicate your role within the company, and check the required boxes to complete the account creation.



What to expect when you create an account:

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network.
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics.
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities.

[Learn more](#)



Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name *

Country/Region *

United States [USA] ▼

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state ▼

Zip *

Administrator account information ⓘ

First name *

Last name *

Email *

Notification email

☐ Use my email as my username

Username *

Email used as a

Password *

Repeat password *

Business role *

Choose your primary business role ▼ ⓘ

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot



reCAPTCHA
Privacy - Terms

Create account



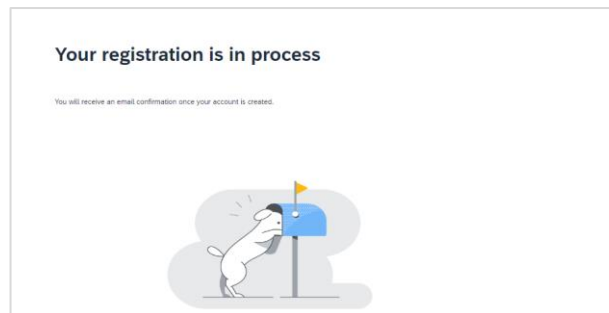
© 2023 SAP SE or an SAP affiliate company. All rights reserved.
[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

If you keep this box checked ☒, the system will assume you want to use the notification email as your username, and therefore only one option will appear.

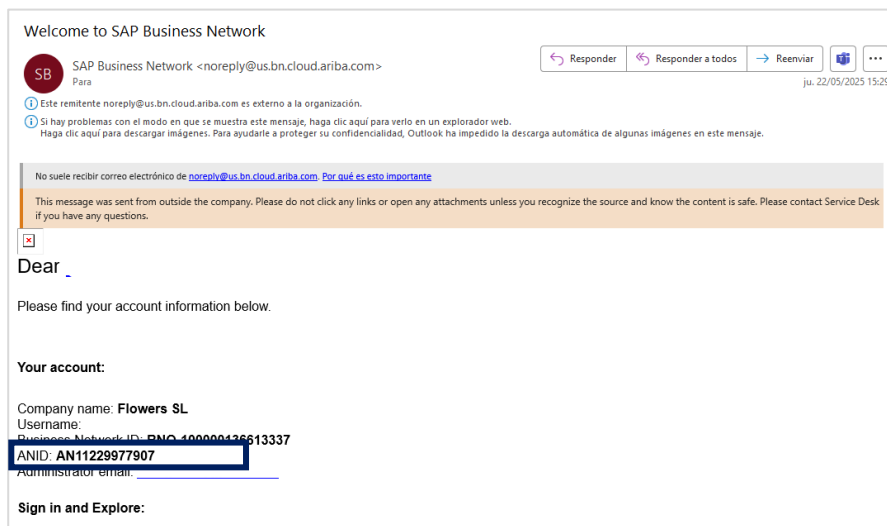
vi. Identification of Possible Duplicates

The system detects, based on the information provided, the possibility that an Ariba account may already exist within your company. You can review accounts with similar information by clicking **“Review Accounts”**, and/or if it is not your company, click **“Continue with account creation.”**

Once you click **Continue**, the following message will appear:



- vii. At this point, your account has been created. You will receive the following email with your account information: The **ANID** is the number of your Ariba account, which will allow you to establish relationships with your customers



To learn more about Ariba's functionalities with Grifols, you can access the supplier support portal, where you will find information and training videos about the platform: [GRIFOLS Supplier Information Portal \(ariba.com\)](https://ariba.com/grifols)

3. CREATING A USER IN AN EXISTING ACCOUNT

To create a new user, you must first access the Ariba Network account using the credentials of an existing user from your company.

You can access the company account from the link in the email you received or by going directly to the Ariba Network website by clicking the following link: ([Ariba Business Network Supplier](#)).

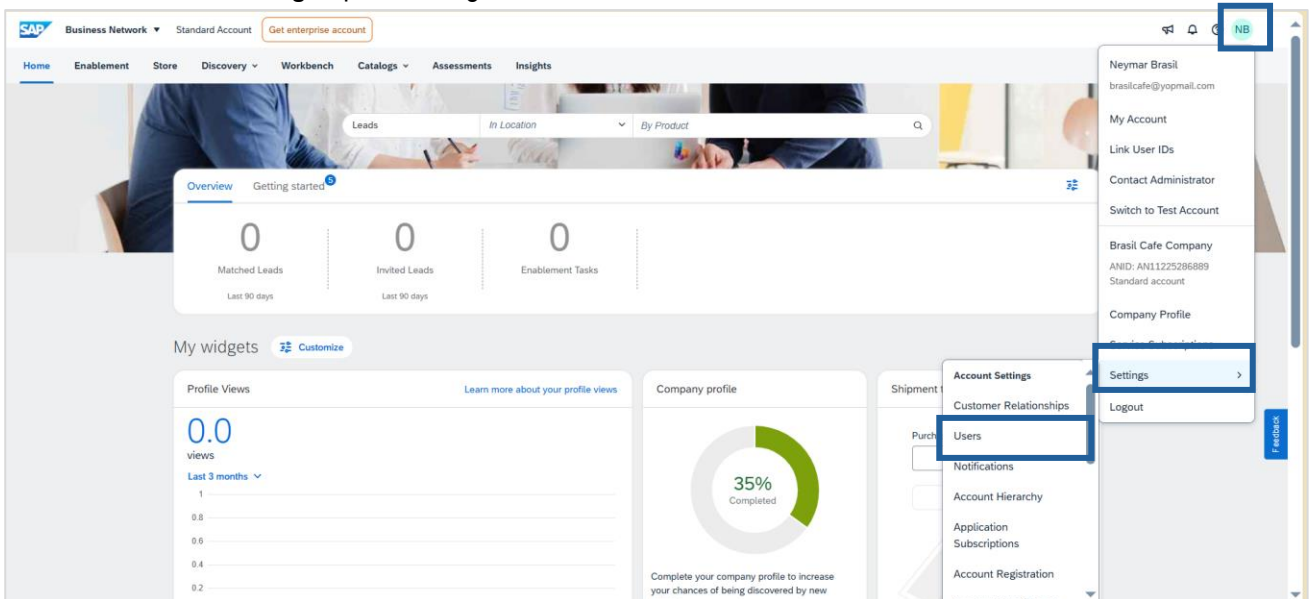
- i. Enter your username and **click Next**.

The screenshot shows the SAP Business Network Supplier sign-in interface. On the left, under 'Supplier sign-in', there is a text input field for 'Username' and a blue 'Next' button. Below the button is a link for 'Forgot username'. On the right, a promotional banner asks 'Do you want to be seen by businesses around the world?' with a photo of a group of people and a 'Learn More' button. The top navigation bar includes the SAP logo and 'Business Network' text. The bottom of the page has three small blue dots.

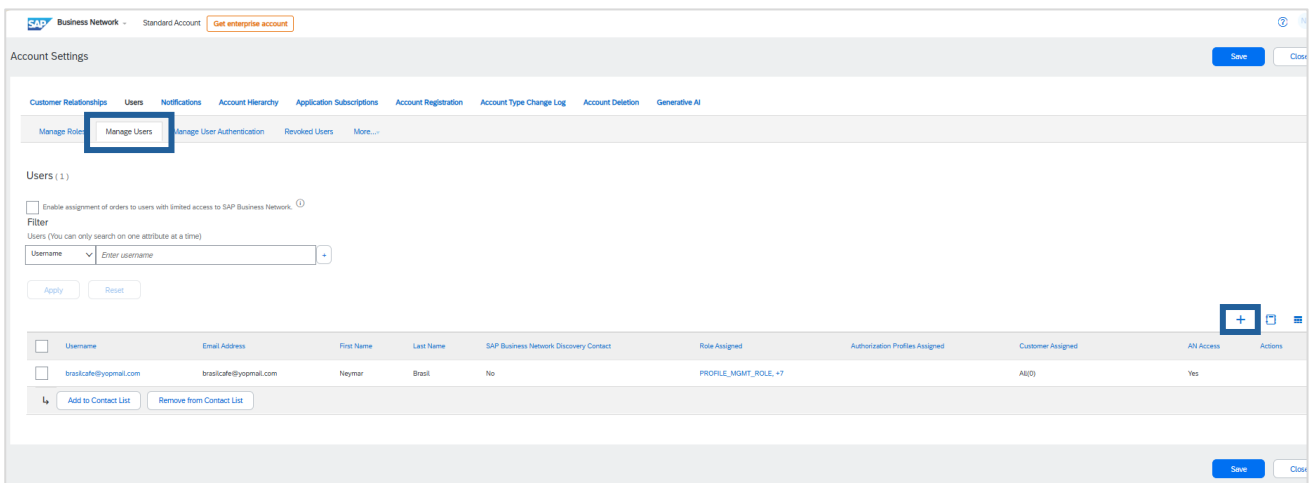
If you access it from the link in the registration email, a very similar screen will appear where you must select the option **Use an existing account**.

The screenshot displays an invitation to connect with GRIFOLS, S.A. on SAP Business Network. On the left, a white box titled 'Benefits of a business relationship on SAP Business Network' lists four points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. Below this box are links for 'Learn more' and 'About this invitation'. On the right, the GRIFOLS logo is at the top, followed by the text 'Connect with GRIFOLS, S.A. - TEST on SAP Business Network to collaborate.' and 'Invited by Grifols Procurement Platform - TEST'. A message states 'We found existing accounts based on the information in the invite. Please review.' Below this are three buttons: 'Review accounts', 'Use existing account' (which is highlighted with a blue border and a question mark icon), and 'Create new account' (also with a question mark icon).

- ii. Once inside the Ariba Network page, go to the button on the right with the initials of the existing user, select the **Settings** option, and go to the **Users** subsection.



- iii. Select the **Manage User** tab. There you will see the users created for your company's Ariba account. You can add a user by clicking the **+** symbol.



- iv. Fill in the specific information for the new user. Remember that the Ariba username must be in email format, which can be real or fictitious. The email where notifications will be received is the second one.

SAP Business Network Standard Account [Get enterprise account](#)

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after.

New User Information

Username: * ① → **User email**

Email Address: * → **Notification email**

First Name: *

Last Name: *

☐ Do not allow the user to resend invoices to the buyer's account. ①

☐ This user is the SAP Business Network Discovery Contact ①

☐ Limited access ①

Office Phone: Country Area Number

Role Assignment

Name	Description
No items.	

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

[Create Role](#)

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the server your organization in a separate data repository residing within the Russian Federation.

- v. Each user must be linked to a company role. You can create roles by clicking the **Create Role** button at the bottom. This will take you to the next page where you must name the role and select all the permissions you want to grant. Once done, click the **Save** button.

SAP Business Network Standard Account [Get enterprise account](#)

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
[Access SAP Business Network, standard account to an enterprise account to enable all permissions.](#)

Permission	Description
☒	Access Proposals and Contracts View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing to view or participate in events or contract tasks.
☐	Account Hierarchy Administration Manage your accounts to link and sign on to a child account
☐	Catalog Management Set up and manage catalog-related activities
☐	Child Account Access Sign on to access a child account
☒	Company Information Review and update company profile information
☐	Contact Administration Maintain information for account contact personnel
☐	Create postings on Ariba Discovery Create postings on Ariba Discovery
☐	ID Registration Access Register unique identifiers, like email domains
☒	Payment Profile Configure your payment profile
☐	Premium Membership and Services Management Manage your premium service subscriptions

You will see the created role appear at the bottom, available for selection. In the last section, you can choose whether the user you are creating will see all your clients or only receive and view information from a specific client.

SAP Business Network - Standard Account [Get enterprise account](#)

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after y

New User Information

Username: * ⓘ
 Email Address: *
 First Name: *
 Last Name: *
☐ Do not allow the user to resend invoices to the buyer's account. ⓘ
☐ This user is the SAP Business Network Discovery Contact ⓘ
☒ Limited access ⓘ
☒ Allow this user to perform services actions ⓘ
☐ Allow this user to perform logistics actions ⓘ
 Office Phone: Country Area Number

Role Assignment

Name	Description
☒ Gestor de Clientes Zona Norte	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the send your organization in a separate data repository residing within the Russian federation.

Once the changes are saved, the new user will appear in the profile

✓ Your profile has been successfully updated. ✕

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log Account Deletion Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...

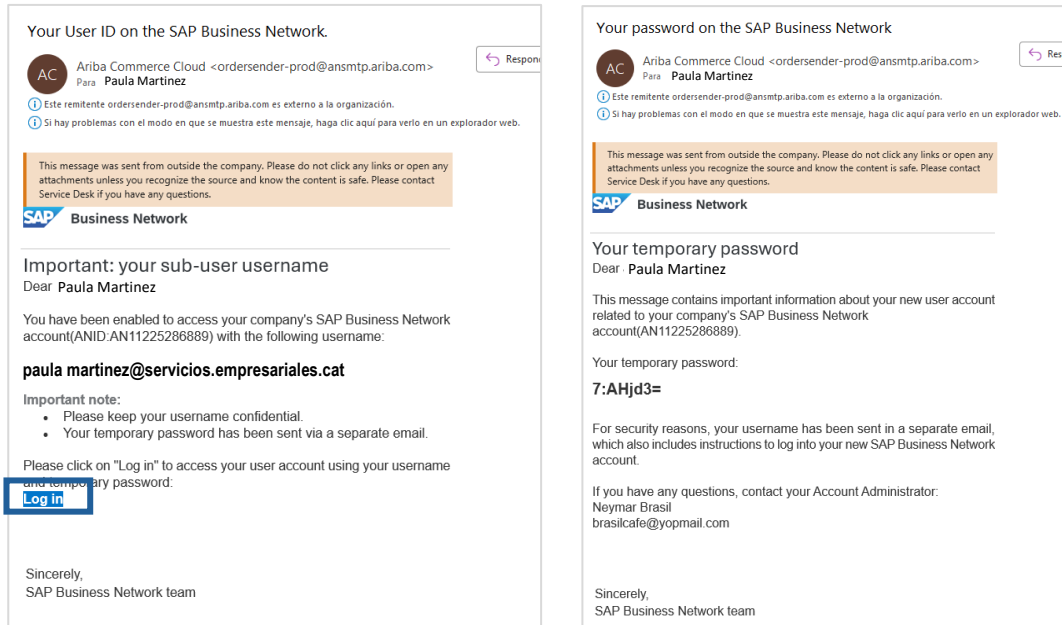
Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter
 Users (You can only search on one attribute at a time)
 Username ⓘ

☐	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
☐	brasilcave@yopmail.com	brasilcave@yopmail.com	heyman	Brasil	No	PROFILE_INGMAT_ROLE		AB(0)	Yes	
☐	paula.martinez@servicios.empresariales.cat	la.martinez@servicios.empresariales.cat	Paula	Martinez	No	Gestor de Clientes Zona Norte		AB(0)	Yes	Actions

- vi. The new user will receive two emails. The first includes the username and the link to **log in**. The second provides a temporary password for first-time access. Click the **Log In** button in the first email.



vii. Enter the username and click **Next**.

SAP Business Network

Account sign in

Username:
paula.martinez@servicios.empresariales.cat

Next

[Forgot username](#)

New to SAP Business Network?
[Learn more](#)

viii. Create your new password and click **Next**.

Set a New Password

Your password has expired. You must set a new password to continue using SAP Business Network. Please set a new password now and choose Submit for the changes to take effect. Please note that you cannot reuse previous passwords.

User Name
paula.martinez@servicios.empresariales.cat

Current password

New password

Confirm password

☐ I hereby agree that SAP Business Network will make parts of my (company's) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

Submit

ix. The first time you log in, you will be asked to select the user role and click the **Update** button. The platform will welcome the new user with the option to take a virtual tour to learn the main features.

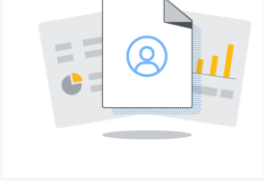
Please provide your business role

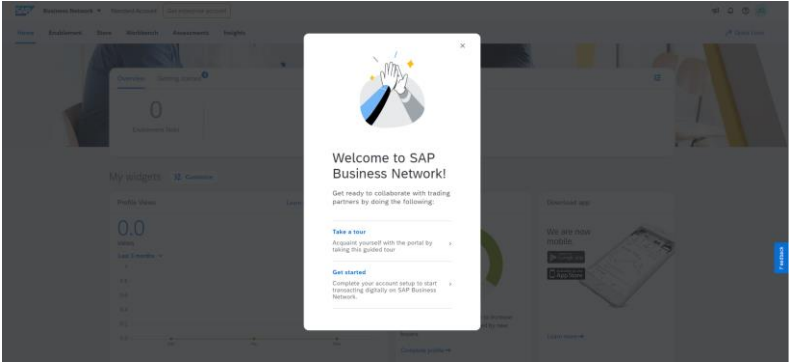
Please choose the business role that best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.

Business Role *

Select an option

Update Log out





4. LINKING TWO EXISTING ACCOUNTS

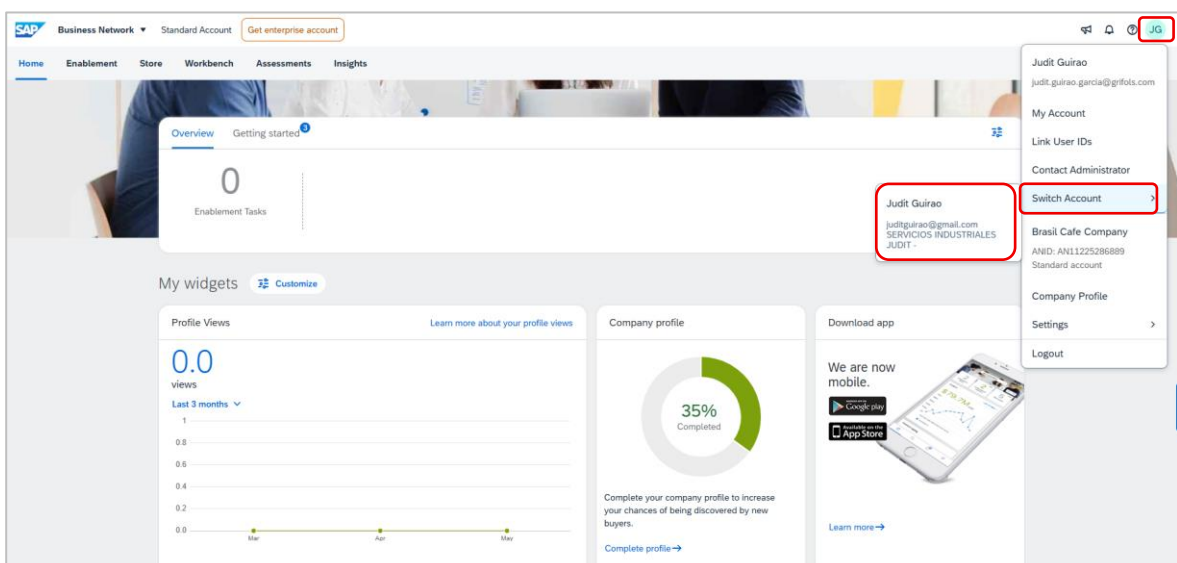
- i. Access the supplier profile using one of the two accounts and click “Link User IDs.”



- ii. A window will open informing you about the functionalities of account linking. In the yellow-highlighted field, enter the username and password of the other account and click “Link Accounts.”

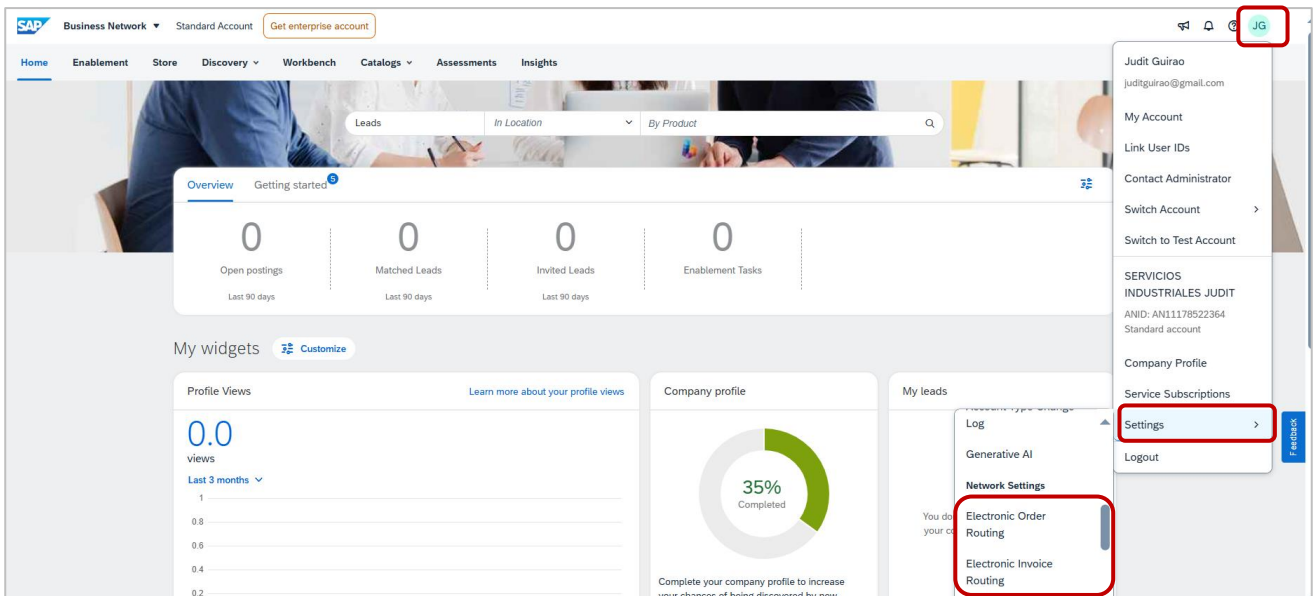


The next time you log in to your Ariba Network, you will be able to switch from one account to the other using the following button:



5. MANAGEMENT OF DOCUMENT RECEIPT AND NOTIFICATION EMAILS

- i. You can access and modify the emails used to receive orders and invoices by clicking one of the options listed under the Settings section: **Electronic Order Routing**.



- ii. For each type of order, you can configure a different email address. You can include up to 5 email addresses. Once you have entered all the addresses that should receive notifications of new orders, click the **Save** button.

