



Feature at a Glance

Improved user management on Ariba Network

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CONFIDENTIAL

Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: Improved user management on Ariba Network

Customer challenge

- Account admin has to no ability to search for a user in an account
- Excel export for users truncates roles and does not list permissions
- For suppliers having multiple accounts that are being administered by the same user:
 - Account admin has to login to multiple accounts to find a user
 - No easy way to find which accounts a given user has access to

Meet that challenge with SAP Ariba

This feature improves user management on Ariba Network for supplier and buyer accounts

- Buyer or supplier User administrator can quickly look for a user when required to maintain it without having to manually browse across multiple pages of users.
- Supplier account user administrator can quickly search for a user across the account hierarchy to find out which AN ids the user has access to and maintain the user without logging in individually to each child account.
- Buyer or supplier User administrator can export and review offline all users along with the roles and permissions they are assigned to.

Experience key benefits

- Helps save admin's time currently spent searching manually for users across hundreds of pages
- Helps admin to maintain all accounts for a user from one place

Solution area

Ariba Network, both buyer and supplier account

Implementation information

This feature is **automatically on** for all Ariba Network customers (buyers and suppliers) and is ready for immediate use

Prerequisites and Restrictions

NONE

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Detailed feature information

Enhancements for Buyers and Suppliers

- Users page is now organized into multiple tabs for ease of visual inspection – Manage Roles, Manage Users etc.
- Ability to search for a user in an account - by username, email address or first/last name. Up to 10 filter values are supported
- Ability to view more number of users on a given page
- Ability to view all the roles and permissions assigned to a given user in excel export for offline review. One row is displayed in the excel for every role assigned to a user and the permissions granted by the role are displayed in the adjoining Permissions column.

Enhancement for Suppliers

- Ability for account administrator of parent account to search for users across the account hierarchy.
- Results are displayed grouped by ANID and user can see account admin of each linked child account.
- Admin can edit/delete user in any child account from the users page of the parent account without logging in individually to each child account. User still needs to login to the child account in order to change the administrator of the child account.

Ariba Network Supplier Screenshots

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Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles Manage Users Manage Unapproved Users

Users (156)

Enable assignment of orders to users with limited access to Ariba Network ¹

Require two-factor authentication (applies for all users of your organization)

Filter

View users across all linked child accounts

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

Username +

Apply Reset

Page 1

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	a.martinez@acme.com	a.martinez@acme.com	Allan	Martinez	No	Sales Rep		All(372)	Actions ▾
<input type="checkbox"/>	f.lindsay@acme.com	f.lindsay@acme.com	Fran	Lindsay	No	Administrator		All(372)	Actions ▾
<input type="checkbox"/>	h.santana@acme.com	h.santana@acme.com	Hector	Santana	No	Tax Audit		Lyon Corp, +1	Actions ▾
<input type="checkbox"/>	h.k.@acme.com	h.k.@acme.com	Hene	Kim	No	Accounts Receivable, +2		TechDronix, +3	Actions ▾

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The screenshot shows the 'Account Settings' page for 'Ariba Network Enterprise Account'. The 'Manage Users' tab is active. A green box highlights the 'Filter' section, which includes a search input field and a dropdown menu. A yellow callout box points to this section, stating: 'Ability to search for a user in an account - by username, email address or first/last name. Up to 10 filter values are supported'.

Filter

- View users across all linked child accounts
- Users (You can only search on one attribute at a time)
- Username +
- Username
- Email Address
- First or Last Name

Page 1

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	a.martinez@acme.com	a.martinez@acme.com	Allan	Martinez	No	Sales Rep		All(372)	Actions ▼
<input type="checkbox"/>	f.lindsay@acme.com	f.lindsay@amce.com	Fran	Lindsay	No	Administrator		All(372)	Actions ▼
<input type="checkbox"/>	h.santana@acme.com	h.santana@acme.com	Hector	Santana	No	Tax Audit		Lyon Corp, +1	Actions ▼
<input type="checkbox"/>	h.k.@acme.com	h.k.@acme.com	Hene	Kim	No	Accounts Receivable, +2		TechDronix, +3	Actions ▼

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	A	B	C	D	E	F	G	H	I	J
1		Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Permissions	Authorization Profiles Assigned	Customer Assigned
2		a.martinez@acme.com	a.martinez@acme.com	Allen	Martinez	No	Sales rep	Child Account Access		All(372)
3		f.lindsay@acme.com	f.lindsay@acme.com	Fran	Lindsay	No	Administrator	Account Hierarchy Administration		All(372)
4		h.santana@acme.com	h.santana@acme.com	Hactor	Santana	No	Tax audit	Tax audit		Customers (2):Ap_buyer2@a.c AN02000008405, Ap_buyer1@a.c AN02000008404
5		h.k@acme.com	h.k@acme.com	Hene	Kim	No	Account receivable	Account Hierarchy Administration, Customer Administration		Customers (2):Ap_buyer2@a.c AN02000008405, Ap_buyer1@a.c AN02000008404
6		h.k@acme.com	h.k@acme.com	Hene	Kim	No	Tax audit	Tax audit		Customers (2):Ap_buyer2@a.c AN02000008405, Ap_buyer1@a.c AN02000008404
7		h.k@acme.com	h.k@acme.com	Hene	Kim	No	Account Hierarchy Access	Account Hierarchy Administration, Create and manage postings on Ariba Discovery, API Development Access		Customers (2):Ap_buyer2@a.c AN02000008405, Ap_buyer1@a.c AN02000008404

Ability to view all the roles and permissions assigned to a given user in excel export for offline review.

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The screenshot displays the 'Account Settings' page for an SAP Ariba Network Enterprise Account. The 'Manage Users' tab is active. A green box highlights the 'View users across all linked child accounts' checkbox in the 'Filter' section, which is checked. Below the filter, a search bar for 'Username' is visible. The 'Filtered Results' section shows a table of users grouped by account. A green box highlights the first group, 'Linked child account: AN01004099390', which contains three users.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role	Account	Actions
▶ Current account: AN02000008401 Supplier Name: Amce Co. Administrator: Amy Chang (156)							
▼ Linked child account: AN01004099390 Supplier Name: Acme CN Administrator: David L Knop (7)							
<input type="checkbox"/>	f.lindsay_01@acme.com	f.lindsay@amce.com	Fran	Lindsay	No	Administrator	All(33) Actions
<input type="checkbox"/>	h.santana_02@acme.com	h.santana@acme.com	Hector	Santana	No	Tax Audit	All(33) Actions
<input type="checkbox"/>	h.k_1@acme.com	h.k.@acme.com	Hene	Kim	No	Accounts Receivable	All(33) Actions

Ability for account administrator of parent account to search for users across the account hierarchy.

Results are displayed grouped by ANID and user can see account admin of each linked child account.

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Filtered Results (6)

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
▼ Current account: AN02000008401 Supplier Name: Acme Co. Administrator: Amy Chang (2)									
<input type="checkbox"/>	h.k.@acme.com	h.kim@acme.com	Hene	Kim	No	Tax Audit		All(372)	Actions ▼
<input type="checkbox"/>	j.p.@acme.com	p.ker@acme.com	Jen	Parker	No	Sales Rep		All(372)	
▼ Linked child account: AN02000008506 Supplier Name: Acme Global NACA Administrator: Ane E. Lin (2)									
<input type="checkbox"/>	m.h@acme.com	m.h@acme.com	Merry	Hans	No	P/O Reconciliation		All(33)	Actions ▼
<input type="checkbox"/>	j.p.1@acme.com	p.ker@acme.com	Jen	Parker	No	Sales Rep, +3		All(33)	Actions ▼
▼ Linked child account: AN01004099369 Supplier Name: Acme Inc. Administrator: Jun-Ming Liao (2)									
<input type="checkbox"/>	h.k.1@acme.com	h.kim@acme.com	Hene	Kim	No	Tax Audit, +1		All(43)	Actions ▼
<input type="checkbox"/>	m.h.1@acme.com	m.h@acme.com	Merry	Hans	No	P/O Reconciliation		All(43)	Actions ▼

Admin can edit/delete user in any child account from the users page of the parent account without logging in individually to each child account

- Edit
- Delete
- Make Administrator
- (Note: This action cannot be performed. [Login](#) to the child account to proceed)

User still needs to login to the child account in order to change the administrator of the child account.

Ariba Network Buyer Screenshots

Feature at a Glance

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The screenshot displays the SAP Ariba Network Administration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Supplier Enablement', 'Administration', 'Reports', 'Upload/Download', and 'Messages'. The 'Administration' menu is expanded, showing three tabs: 'Manage Roles', 'Manage Users', and 'Manage Authorization Profiles'. A yellow callout box points to these tabs with the text: 'Users page is now organized into multiple tabs for ease of visual inspection'. Below the tabs, the 'Users (2)' section is visible, featuring a checkbox for 'Require two-factor authentication', a 'Filter' section with a search input and 'Apply'/'Reset' buttons, and a table of filtered results. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Role Assigned', 'Authorization Profiles Assigned', 'Business Units Assigned', and 'Actions'. Two users are listed: one with the role 'Time & Expense Sheet Management' and another with 'Contact Administration, +1'. An 'Upload Users' button is located at the bottom of the table area. The footer contains the SAP logo, copyright information, and links for 'Contact Support', 'SAP Ariba Privacy Statement', and 'Security Disclosure'.

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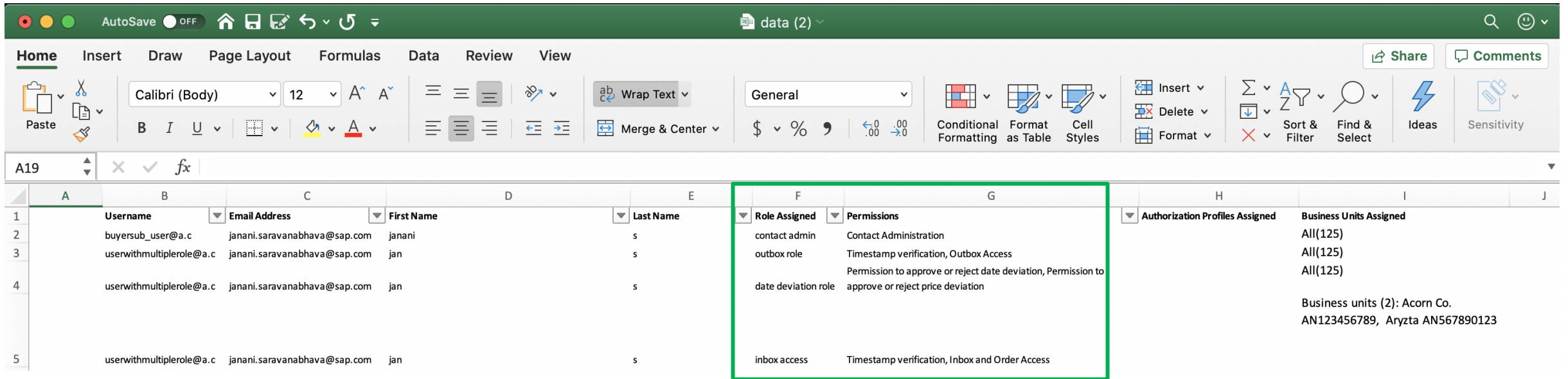
Introducing: Improved user management on Ariba Network

The screenshot displays the SAP Ariba Network Administration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Supplier Enablement', 'Administration', 'Reports', 'Upload/Download', and 'Messages'. The 'Administration' menu is expanded, showing 'Manage Roles', 'Manage Users', and 'Manage Authorization Profiles'. The 'Manage Users' section is active, showing 'Users (2)'. A checkbox for 'Require two-factor authentication' is present. A 'Filter' section is highlighted with a green border, containing a search input field with a dropdown menu set to 'First or Last Name' and a placeholder 'Enter first/last name'. Below the search field are two filter tags: 'Roger' and 'Sherry'. 'Apply' and 'Reset' buttons are also visible. The 'Filtered Results (2)' section shows a table with columns: Username, Email Address, First Name, Last Name, Role Assigned, Authorization Profiles Assigned, Business Units Assigned, and Actions. The first row shows 'Time & Expense Sheet Management' and the second row shows 'Contact Administration, +1'. An 'Upload Users' button is located at the bottom of the user list area. The footer contains the SAP logo, copyright information, and links for 'Contact Support', 'SAP Ariba Privacy Statement', and 'Security Disclosure'.

Ability to search for a user in an account - by username, email address and first or last name. Up to 10 filter values are supported

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	A	B	C	D	E	F	G	H	I	J
	Username	Email Address	First Name	Last Name	Role Assigned	Permissions	Authorization Profiles Assigned	Business Units Assigned		
1	buyersub_user@a.c	janani.saravanabhava@sap.com	janani	s	contact admin	Contact Administration		All(125)		
2	userwithmultiplerole@a.c	janani.saravanabhava@sap.com	jan	s	outbox role	Timestamp verification, Outbox Access		All(125)		
3	userwithmultiplerole@a.c	janani.saravanabhava@sap.com	jan	s	date deviation role	Permission to approve or reject date deviation, Permission to approve or reject price deviation		All(125)		
4	userwithmultiplerole@a.c	janani.saravanabhava@sap.com	jan	s	inbox access	Timestamp verification, Inbox and Order Access		Business units (2): Acorn Co. AN123456789, Aryzta AN567890123		