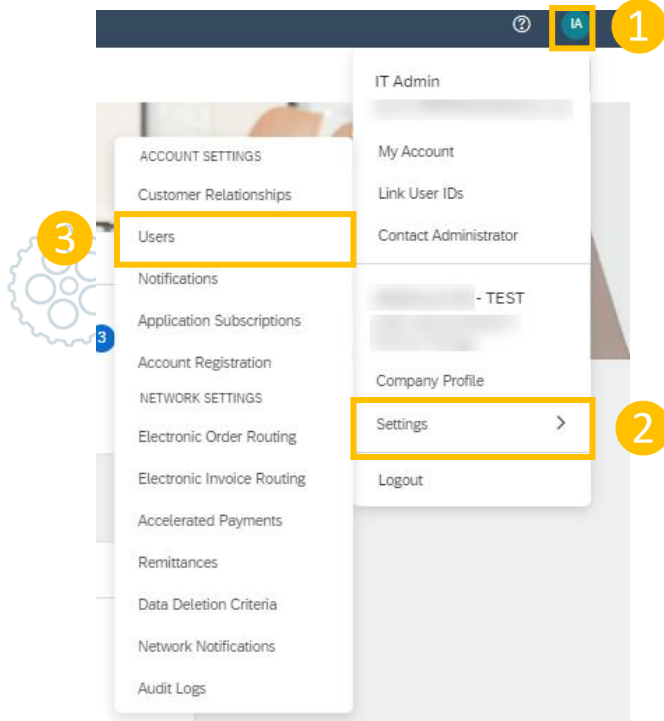





User account management

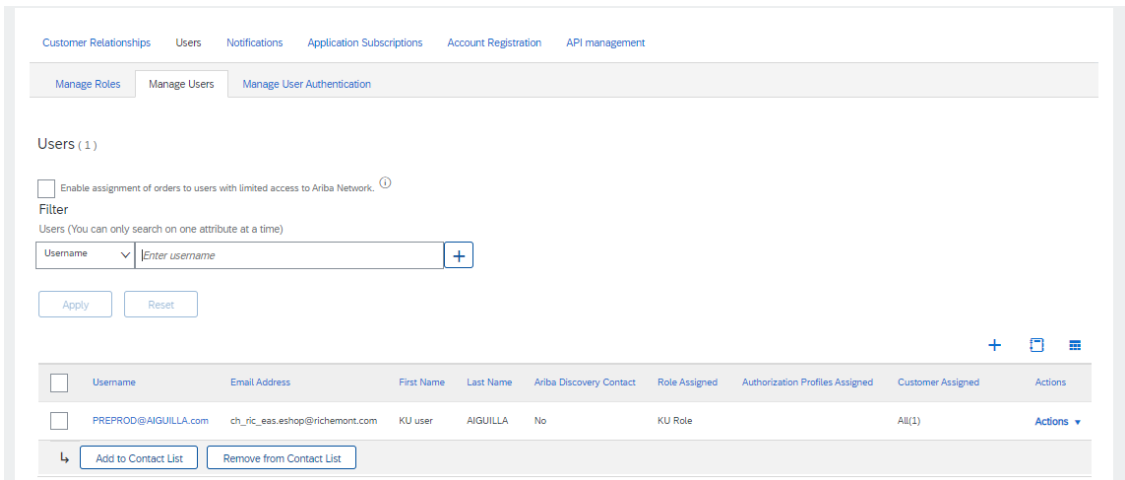
Creation/management of the accounts

CREATION/MANAGEMENT OF THE USERS ACCOUNT



› From your account menu (round icon at the top right of the home screen), click on **Settings**, then on **users**

 **Only the account administrator of the company have the right to create/modify the users**

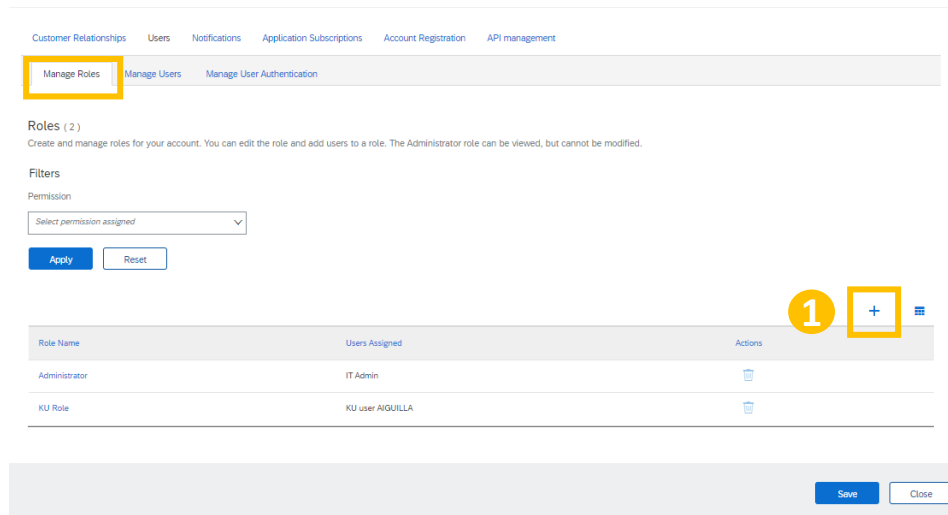


› **The creation is in two steps**

1. Creation of a role to which you attribute permissions
2. Creation of a user to link to the the good role



CREATION/MANAGEMENT OF THE ROLES



› Select the tab “**Manage rôle**” :

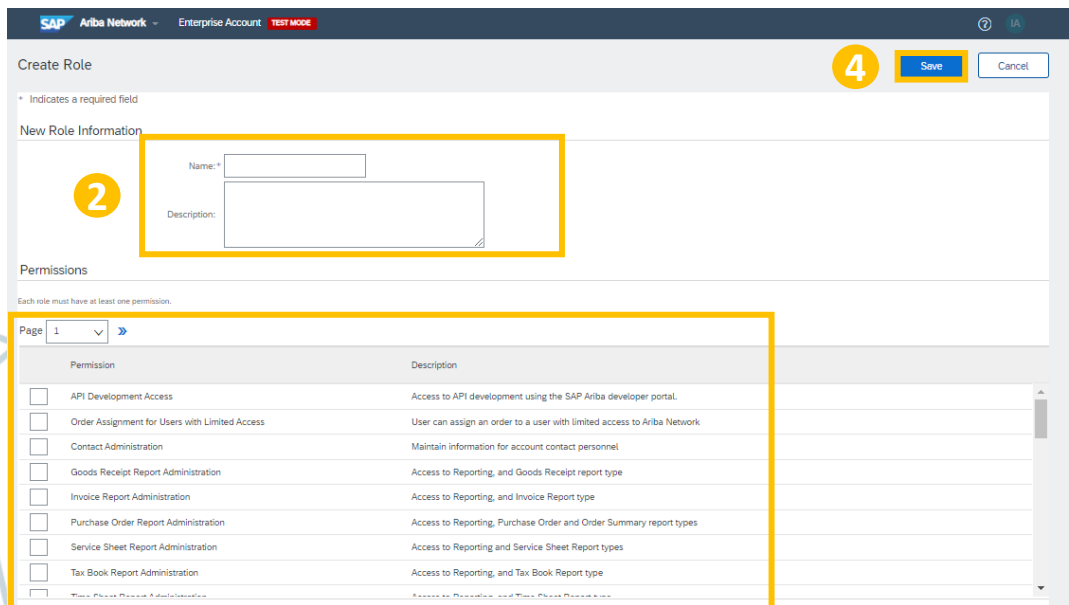
1) Click on the button “+”

2) Fill the field **Name**: titled of the role (for example : Key-User, Sales administration, Logistic)

It is possible to add a description to the name of the role

3) Select **the permissions** that will be link to this role(refer to the next slide to know which role link)

4) Click on “ **Save** ” at the end of each role creation



💡 There are several access pages of permissions, if you can't find the right access rights, check that they are not on another page

Roles	Permissions
Order Confirmation / ASN	<ul style="list-style-type: none">▪ Outbox access▪ Inbox and Order Access▪ Transaction configuration▪ Purchase Order Report Administration▪ Good Receipt Report Administration
Invoice Status Visibility	<ul style="list-style-type: none">▪ Outbox access▪ Invoices Report Administration

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

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

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	PREPROD@AIGUILLA.com	ch_ric_eas.eshop@richemont.com	KU user	AIGUILLA	No	KU Role		All(1)	Actions ▾

↳ Add to Contact List Remove from Contact List

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 you click Done. However, you can modify role assignments at any time.

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

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Name	Description
<input type="checkbox"/> KU Role	Role for KU

Customer Assignment

Assign to Customer: All Customers Select Customers

Done Cancel

› Bien sélectionner l'onglet **“Gérer les utilisateurs”** :

- 1) Click on the button "+"
- 2) Fill the users information :
 - Username: **Use the Email of the user**
 - Email Address: Email of the user
 - First Name
 - Last Name
 - Office Phone
- 3) Tick the role previously created to link to the user
- 4) Click on **“Done”** to save the information



Users will then need to fill in their information from the account settings



User account management

Account configuration

ACCOUNT CONFIGURATION

- > At the first login, each user must fill in **their information** in the **account settings**
- > Click on your **initials** [1] and then on **"My Account"** [2]

The screenshot shows the SAP Business Network user interface. At the top, the user is logged in as 'Enterprise Account TEST MOD'. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Reports', and 'Messages'. A search bar is present with filters for 'Orders and Releases', 'Maisons du groupe R...', 'Exact match', and 'Order number'. The main dashboard features a 'Getting started' section with five key metrics: 1 New orders (Last 365 days), 6 Orders (Last 365 days), 3 Items to confirm (Cartier), 0 Items to confirm (reconfirmation), and 0 Items to ship (Last 365 days). Below this is the 'My widgets' section, which includes a 'Purchase orders' widget showing a line chart for 'Maisons du groupe Richemont - TEST' with values ranging from €0 to €1.00 over the period 4/3 to 4/9. Other widgets include 'Shipment tracking' with a search field and a 'Track' button, and an 'Activity feed' showing recent order events such as 'Order changed' and 'Order received' with their respective dates and amounts.

Annotations on the screenshot:

- [1] Points to the user initials 'PS' in the top right corner.
- [2] Points to the 'My Account' option in the dropdown menu that appears after clicking the initials.

ACCOUNT CONFIGURATION

› Fill in the requested information and click on **"Save" [1]** to complete the entry.

SAP Business Network - Enterprise Account TEST MODE

My Account 1 Save Close

Account Settings

* Indicates a required field

Account Information

Username: * ⓘ
[Change Password](#)

Email Address: *

First Name: *

Middle Name:

Last Name: *

[Personal Information Change Log](#)

Business Role:

Preferences

Preferred Language: ⓘ

Preferred Timezone: * ⓘ

Default Currency: * Euro ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country	Area	Number	Extension
Phone: * <input type="text" value="CHE 41"/>	<input type="text"/>	<input type="text" value="999999"/>	<input type="text"/>

Address 1: *

Address 2:

Postal Code: *

City: *

State:

Country/Region: *

Personal Information usage

You expressly acknowledge and give consent to Arriba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Arriba and the computer systems on which the Arriba services are hosted (located in various data centers globally), in accordance with the [Privacy Statement](#), the [Terms of Use](#), and applicable law. You have the right to access and modify your personal data from within the application or by contacting the Arriba administrator within your organization. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Arriba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

Revocation to consent to process personal information

Withdraw consent to process personal information. By checking this box, I am requesting a revocation of my consent to process my personal information. I understand that I will no longer be able to access SAP Business Network once my request has been approved by our company admin. My company may store personal information for compliance and audit purposes.

Save Close

 **It is imperative to fill in the "contact information" when logging in for the first time**