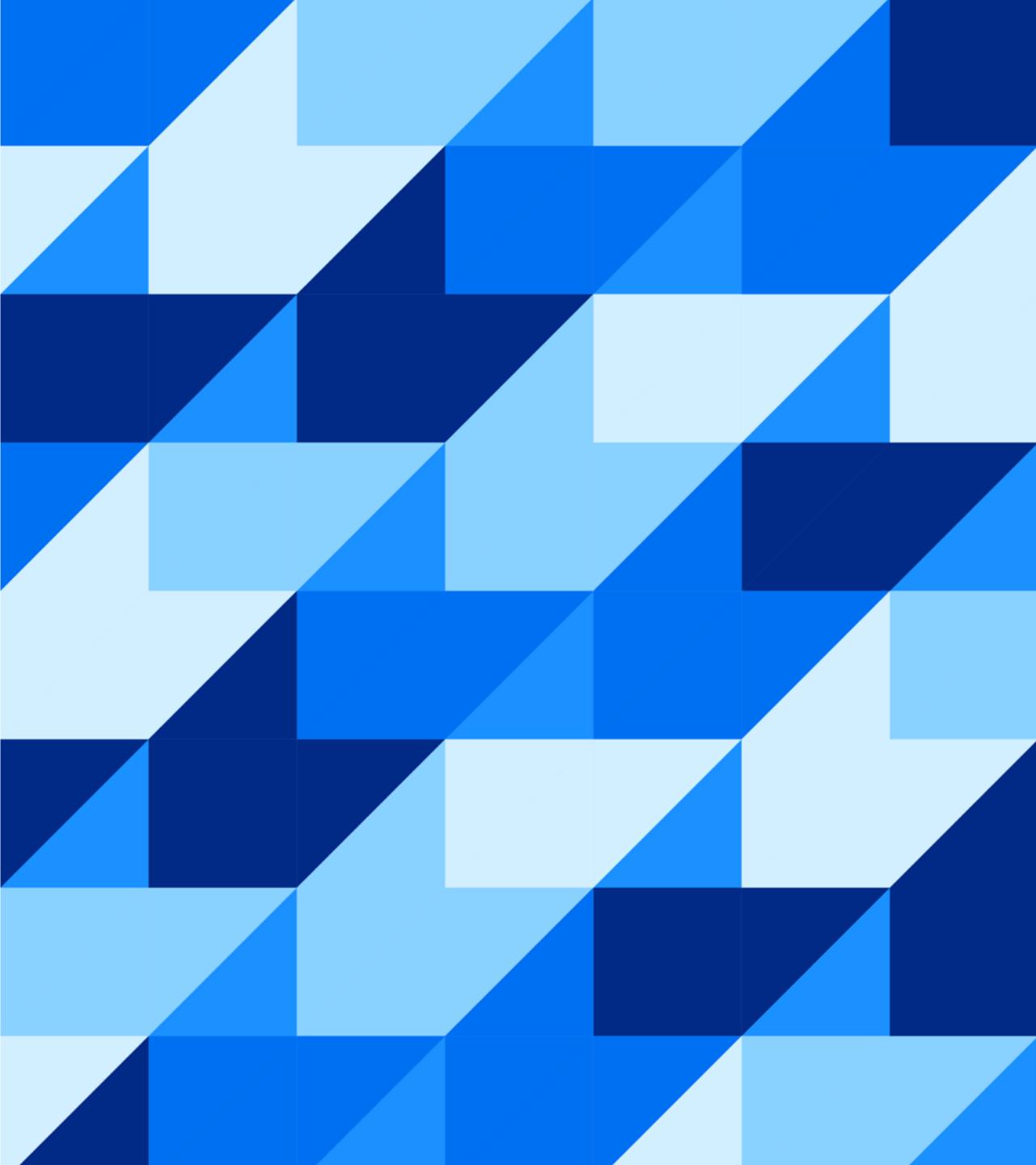


# User Management in SAP Ariba Developer Portal

SAP Ariba API  
Platform and Integration

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Public



# Agenda



## Introduction to User management in SAP Ariba Developer portal

- ✓ Comprehensive Overview of the SAP Ariba Developer Portal
- ✓ Procedures for Requesting Access and Logging In to the Developer Portal
- ✓ Enabling, Disabling, and Re-Enabling Multi-Factor Authentication for Enhanced Security
- ✓ Adding Users: Creating S-user IDs and Assigning Essential Permissions
- ✓ Steps for Creating Applications within the SAP Ariba Developer Portal



## Demo



## FAQs

# What? Why? How?

## What is SAP Ariba Developer portal?

The SAP Ariba Developer Portal functions as a centralized hub for developers, offering access to API documentation, sample code, and various resources. It facilitates a thorough understanding of the available APIs and assists developers in the process of application development and integration.

## Why is SAP Ariba Developer portal required?

It offers comprehensive insights into APIs through detailed documentation, enabling developers to effectively use endpoints, understand authentication methods, and follow usage instructions. Additionally, its API Explorer tool allows interaction with APIs in a sandbox environment, enhancing the exploration and testing of functionalities.

## How do Customers obtain access to the SAP Ariba Developer Portal?

Collaborate with the SAP Ariba Designated Support Contact (DSC) within your organization to obtain access to SAP Ariba APIs. The DSC can request access on the Developer Portal. Once administrative access to the Developer Portal is granted, they can add additional developer accounts for your organization.

# Getting Started with SAP Ariba Developer Portal

This portal is your centralized hub for accessing API documentation, developing applications, and integrating within SAP Ariba's ecosystem. Make sure to follow the instructions based on your user category for a seamless registration experience.

## ❖ **For Designated Support Contacts (DSC):**

- Submit the registration form to initiate the access process.
- A service request or Case will be created, and you'll receive a confirmation email.

## ❖ **For Non-DSC Users:**

- Request your DSC to fill out and submit the form on your behalf.

## ❖ **For Completely New Users:**

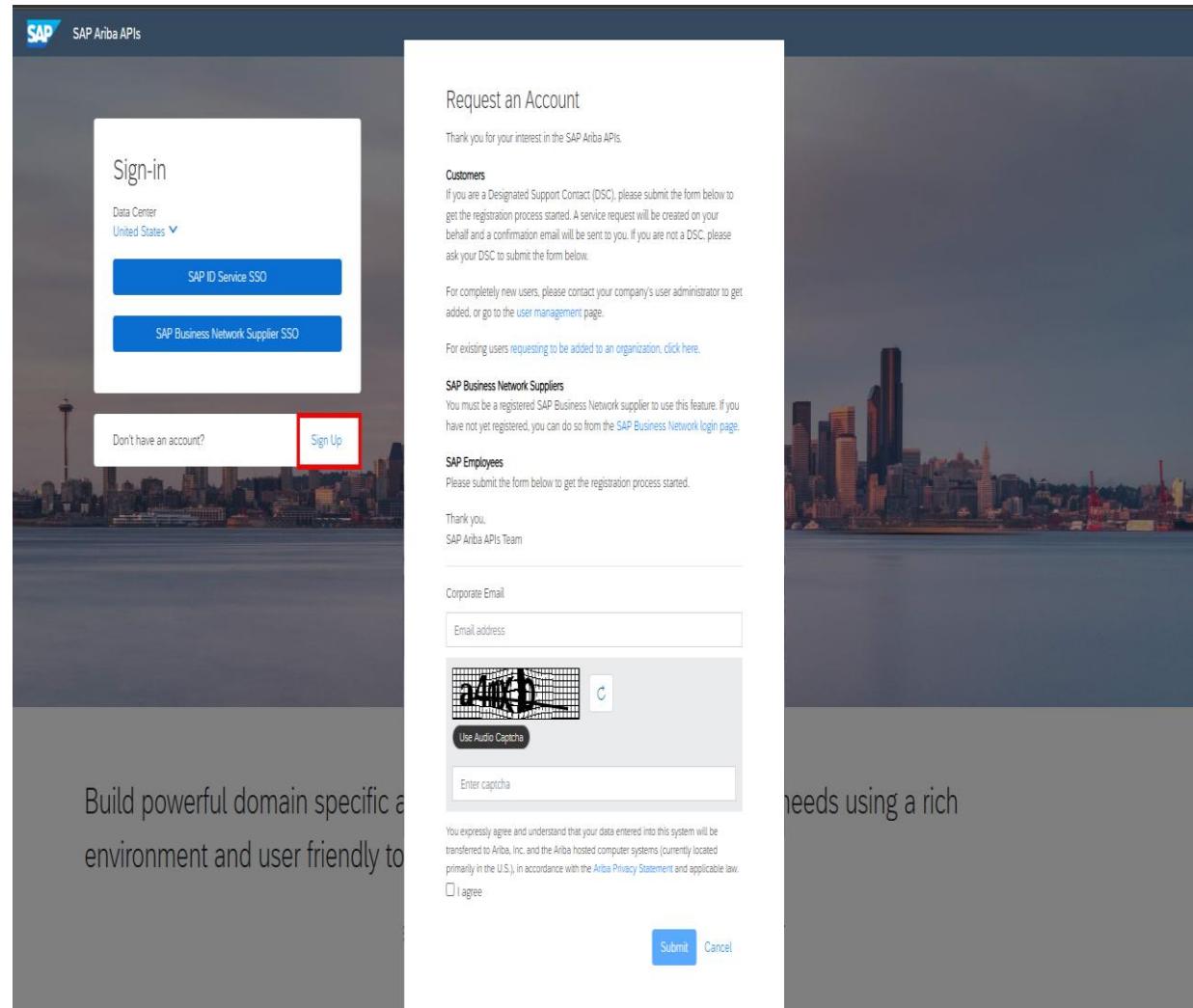
- Contact your company's user administrator for access or visit the user management page to be added.

## ❖ **For Existing Users:**

- For existing users [requesting to be added to an organization, click here.](#)

# Registering Your Organization to Use the SAP Ariba Developer Portal

1. At <https://developer.ariba.com/api>, choose your region from the **Portals** dropdown.
2. In response to **Don't have an account?** click **Sign Up**
3. Choose **Request an account** and fill out the form, then click **Submit**.
4. You will receive a confirmation email in response to the form.
5. At <https://developer.ariba.com/api>, choose your region from the **Portals** menu and sign in using single sign-on.
6. Agree to the Terms of Service for your region.



# **Accessing the Developer Portal as a Designated Support Contact(DSC)**

## **1. Login Procedure:**

- Select the appropriate data center before logging into the Developer Portal.

## **2. Authentication:**

- Click on the SAP ID Service SSO.
- Enter your email address or S-user ID along with your password.
- Scan the QR code and set up an authenticator app; Microsoft Authenticator or Google Authenticator is recommended for optimal security.

## **3. Finalizing Setup:**

- Click **Continue** and accept the Terms of Service relevant to your region (required during the first login only).

## **Post-Registration Process:**

- Following the creation of your organization within the Developer Portal, you will receive a confirmation notification from support.
- Use the provided instructions to complete the account setup process.

# How to enable MFA through your SAP account (second method)

1. Access your account: <https://accounts.sap.com>(opens in new tab).
2. Scroll down to **TOTP Two-Factor Authentication** and click the **Activate** button.
3. You will be prompted to enable an authenticator application on your mobile device. We recommend using MS authenticator or Google authenticator.
4. After downloading the authenticator, scan the QR code and follow the instructions within the authenticator application to complete the installation on your mobile device.
5. A passcode will be generated. Enter your passcode in the passcode field, then click **Activate**.
6. The page will refresh and a confirmation message will appear upon successful set up to TOTP, saying “You have a device configured for TOTP two-factor authentication”. You will also receive an e-mail confirming the update to your account.

**Note:** Going forward, if needed, use the generated passcode if an application requires two-factor authentication from you.

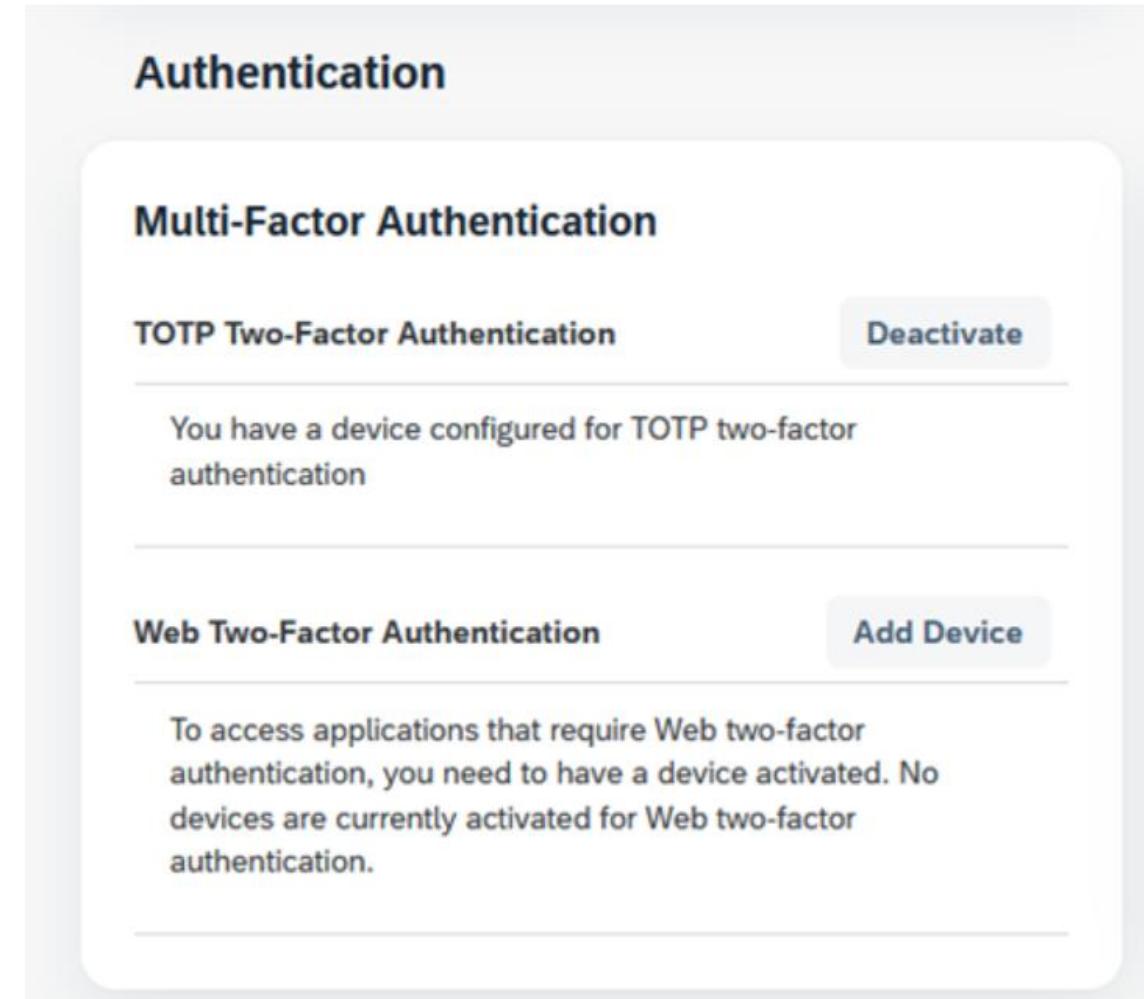


# How to disable and re-enable MFA through your SAP account

**Note:** You must disable MFA before changing the authenticator application. *This must be done, for example, when you switch to a new mobile device.*

1. Navigate to <https://accounts.sap.com>.
2. Scroll to the TOTP Two-Factor Authentication section and click the **Deactivate** button.
3. Select the deactivation channel. You may choose the existing TFA method, sending a one-time reset code to your previously validated e-mail address or SMS number.
4. A generated passcode will be sent to you by your selected method. Enter that passcode in the text field.
5. Your TOTP will now be deactivated and an **Activate** button will appear next to the TOTP headline.

**Note:** You will be required to add a new TOTP profile to your account before you can authenticate into the platforms which require it. Follow the instructions above to re-enable your MFA on your new device.



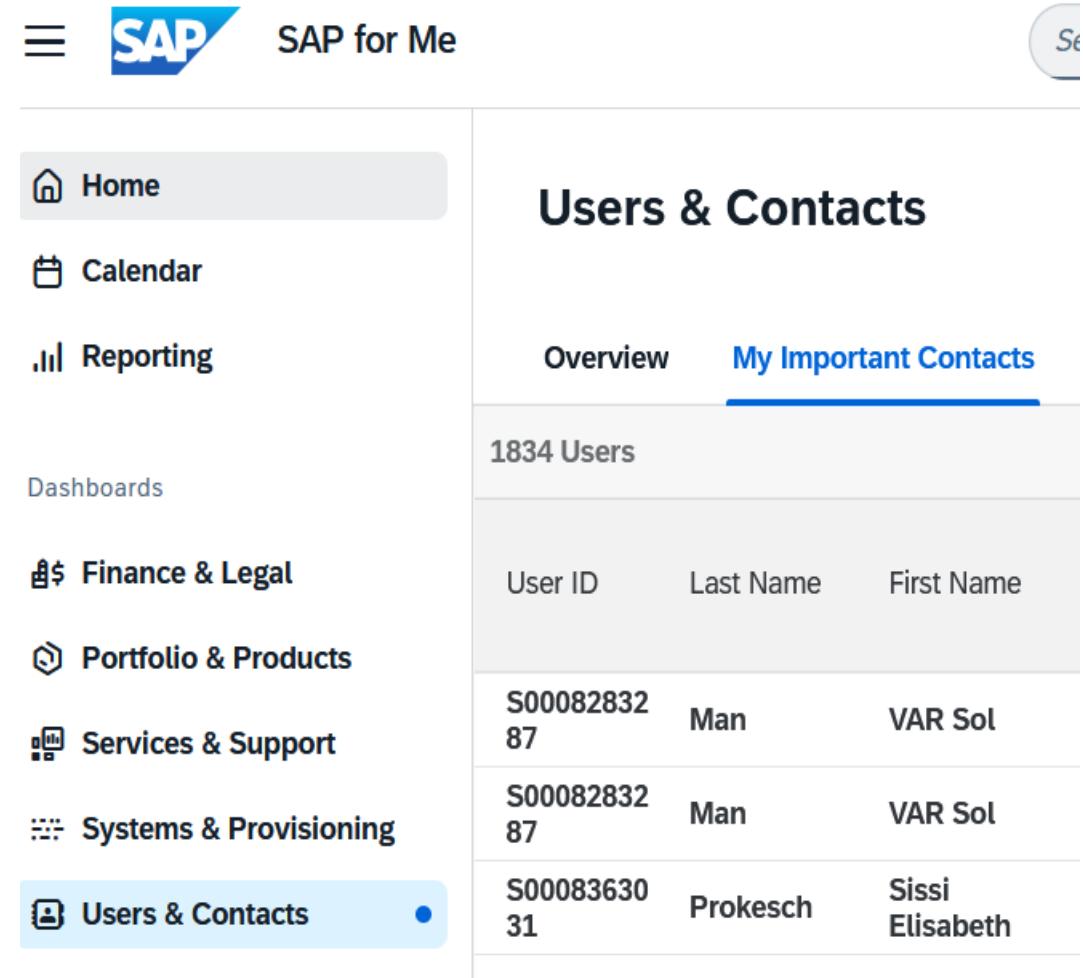
The screenshot shows the SAP account settings page with a light gray background. At the top, the word 'Authentication' is centered in a dark blue font. Below it, the 'Multi-Factor Authentication' section is titled 'TOTP Two-Factor Authentication'. To the right of this title is a light blue button with the text 'Deactivate'. Below the title, a message states 'You have a device configured for TOTP two-factor authentication'. In the bottom right corner of this section, there is a small, faint 'Activate' button. Below this section is a horizontal line. The next section is titled 'Web Two-Factor Authentication' and features a light blue 'Add Device' button in its top right corner. Below this title, a message states 'To access applications that require Web two-factor authentication, you need to have a device activated. No devices are currently activated for Web two-factor authentication.' This section is also separated by a horizontal line.

# Adding New Users for SAP Ariba Developer portal

## Step 1: Engage with Cloud Administrator

1. Log in to [SAP for Me](#).
2. Navigate to **Users & Contacts**.
3. Under **My Important Contacts**, identify the Super Administrator (Cloud) associated with the relevant Ariba installation number.
4. Reach out to one of these administrators for any requirements regarding user creation or modification.

**Note:** Only cloud administrators for Ariba have the capability to add new users to the Developer Portal via SAP for Me.



The screenshot shows the SAP for Me interface. The top navigation bar includes the SAP logo and the text 'SAP for Me'. Below the navigation bar is a sidebar with the following menu items: Home (selected), Calendar, Reporting, Dashboards, Finance & Legal, Portfolio & Products, Services & Support, Systems & Provisioning, and Users & Contacts (selected). The main content area is titled 'Users & Contacts' and shows an 'Overview' of 1834 users. The 'My Important Contacts' tab is currently selected. A table below lists users with columns for User ID, Last Name, and First Name. The table contains three rows of data:

User ID	Last Name	First Name
S00082832 87	Man	VAR Sol
S00082832 87	Man	VAR Sol
S00083630 31	Prokesch	Sissi Elisabeth

## Step 2: Creation of S-user ID (if required)

1. Login to [SAP for Me](#) and access [User Management](#).

2. Click on **Request User** at the top of the page.

3. Complete the **Request User** form.

If the email corresponds to an existing S-user ID, the name from the existing profile will be used.

4. Assign an available authorization package (If available).

5. **Submit** your request.

Note that the user request may take some time to process. The newly created user will receive an email with the S-user ID and an activation link, valid for 10 days. Check the status under **Requested Users**, once complete, the entry moves to the **Users** tab.

After creation, you may add or adjust details such as the phone number.

## Step 3: Assign Authorizations to New and Existing S-user IDs

1. For new and existing S-user IDs, navigate to the **Users** tab, select the users, and assign authorizations using the pencil icon located under the **Authorizations** tab.

### Required Authorization Levels

- **Developer Role in API Developer Portal**

- Display Cloud Data - Set at the Ariba installation number level.

- **Organizational Administrator**

- Display Cloud Data - Set at the Ariba installation number level.

- Report Technical Problem - Set at the Customer Number or Ariba installation number level.

- Close Cases - Set at the Customer Number or Ariba installation number level.

- Send Cases to SAP - Set at the Customer Number or Ariba installation number level.

- Display Cases - Set at the Customer Number or Ariba installation number level.

2. Ensure you **save** the authorizations.

### Accessing the Developer Portal

Request the user to log in to the Developer Portal using SAP ID Service SSO and enable Multi-Factor Authentication (MFA).

# USE CASES: Navigating User Access and Support Scenarios

## Viewing Cloud Admin for Ariba

- **Action Needed:** If you're unable to find a cloud admin for Ariba in SAP for Me, please create a support case under **XX-SER-FORME** for assistance.

## Managing Multiple S-users

- **Tip:** If you have multiple S-users linked to the same email for various accounts, you will only be able to access one organization in the Developer portal at a time. To manage additional accounts, consider creating a new S-user ID using a different email address.

## Accessing Business Network APIs

- **Reminder:** If your realm is hosted outside the US data center, note that Business Network APIs are available only in the US DC. You can access both the US and the data center where your realm is hosted. However, for sourcing and procurement APIs, please continue using your realm's hosted data center.

## Resolving Access Issues with Multiple S-users

- **Solution:** If you're being directed to the wrong account when trying to access a specific one, we recommend creating a support case under **BNS-ARI-PAS-API** to resolve this.

# Creating Applications with SAP Ariba APIs

## Identify Use Cases

- Determine specific business needs the application will address, such as automating procurement, integrating external systems, or improving reporting and analytics.

## Choose Integration Approach

- Select the integration method that matches your use case and available APIs—options include Source-to-Contract, Procure-to-Pay, Supplier Management, and Business Network APIs.

## Authentication and Authorization

- Establish secure access to SAP Ariba APIs by setting up the necessary authentication protocols and ensuring secure communication.

## Test and Debug

- Thoroughly test the application using various scenarios and edge cases. Leverage the API Explorer and testing frameworks to validate functionality and performance.

## Deploy and Monitor

- Deploy your application in a production environment and continuously monitor its performance to ensure it meets expected operational criteria.

# DEMO

# Q&A