

# Welcome to SAP Business Network on SAP BTP

## Manage Your Users and Roles



# Introducing: Manage Users and Roles for Your Company

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** User Management

**Persona:** Supplier users

## Description:

- Self service to manage users and role-based access control so you can segregate the duty of the users in your company. It allows you to manage user access based on the customer assignment.

## Key Benefits:

- A refreshed management experience provides a clearer view of users, roles, and permissions, with real-time change handling to reduce administrative overhead and errors
- Supplier Admins can leverage predefined roles, standardizing permission configurations and reducing the need for custom set-up.
- Admin-driven password reset and clearer confirmation pages for profile changes improve transparency for end users.
- Account-/user-level multi-factor authentication (MFA) configuration is available for strengthening access security

# Feature: Manage Users



## Manage Users

Active (3) Deactivated (0) Revoked (0)

1

Search [ ] Q Create [ ] [ ]

User Name	Email Address	First Name	Last Name	Number of Roles	Contact List	Authentication ...	Status	Account Closure Requ
SBN User 1	sbn.user1@sap.com	User 1	SBN	2	No	No	Enabled	
SBN User 2	sbn.user2@sap.com	User 2	SBN	1	No	No	Enabled	

Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to “**Manage Users** and
2. Click “**Create**” to create a new user and Provide basic information to the new user
3. Assign the Role to the new user and assign Customers for the new user to manage.

## sbn.user@sap.com

User Information Roles Customer Assignment

### User Information

2

**Basic**

User Name: \* [sbn.user@sap.com] First Name: \* [User]

Email Address: \* [sbn.user@sap.com] Last Name: \* [SBN]

**Contact**

Country/Region Code: [USA (+1)] Phone Number: [8494000]

Area Code: [650] Extension Number: [Enter a phone extension]

## sbn.user@sap.com

User Information Roles Customer Assignment

3

### Roles (1)

Search [ ] Q Add [ ] Remove [ ]

<input type="checkbox"/> Role Name	Description
<input type="checkbox"/> Order Specialist	This is the role to allow user to manage order collaboration with customers.

# Feature: Manage Roles



## Manage Roles

[Custom Roles \(2\)](#) [Pre-defined Roles \(5\)](#)

1

Role Name	Description	Number of Assigned Users
<input type="radio"/> Admin		1 >
<input type="radio"/> BI role		1 >

## Order Specialist

[Role Information](#) [Permissions](#) [Users](#)

### Role Information

2

Name: \*

Description:

## Order Specialist

[Role Information](#) [Permissions](#) [Users](#)

### Permissions (1)

3

Permission Name	Description
<input type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role

### Users (1)

4

User Name	Email Address	First Name	Last Name
<input type="checkbox"/> lavanyaKNextG@sap.com	lavanya.kantala@sap.com	Lavanya	Kantala



## Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to “**Manage Roles**” and Click “**Create**” to create a new role
2. Provide meaningful Role Name and Descriptions
3. Add Permissions to the Rule
4. Assign the Role to the Users

# Resources

Getting started?

[SAP Business Network on BTP Buyer Administration Guide](#)

More information on:

[SAP Business Network on BTP Release Readiness Portal](#)



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