Overview

Suppliers must register their company and create an account in Business Network to do business with DOLPHIN ENERGY LIMITED.

Registration on Business Network takes only a few minutes - all that's needed is basic company information such as the company name, address, and a business contact etc.

Below are the processes covered:

1. **Understanding the dashboard**
2. **Receive PO on Business Network**
3. **Process Order via Supplier login or User creation in Business Network**
4. **Create Order Confirmation**
5. **Create Ship Notice**
6. **Create Invoice against SES/GR**
7. **Create Non PO Invoice**
8. **Invoice Status Update**
9. **Routing Notification Settings (Order/Invoice)**
10. **Update VAT ID (applicable for suppliers supplying in UAE)**
11. **Messaging Feature**
12. **User Creation**

1.   Understanding the Dashboard

LOGIN TO SUPPLIER BUSINESS NETWORK

> **Type the Business Network Supplier Portal URL:** https://supplier.ariba.com
> **Insert your User Id and Password to login**

You will be logged into the Supplier Business Network account

You will be able to verify your ANID by clicking on the name initials on the top right hand corner of the page
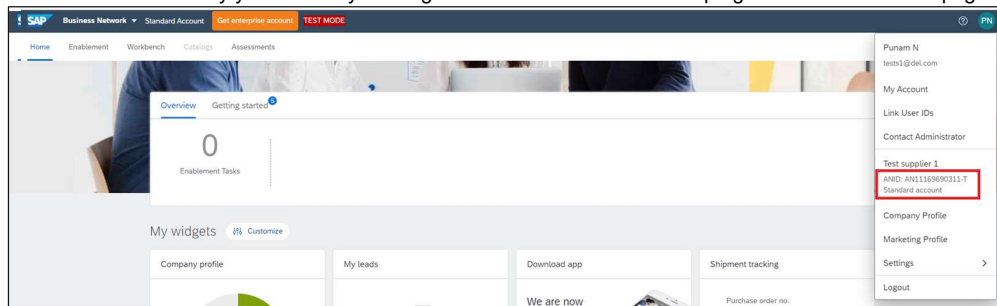
To comply with industry standards for session time-outs and to address security concerns, Ariba solutions time out after **30 minutes.**

If you close your browser window, the session on the server times out after 30 minutes. If you leave the browser window open and inactive for 30 minutes, a message is displayed indicating a session time-out will occur. If there are any long running operations in progress and you see a progress bar (including data downloads and uploads), the session will not time out.

Additional Information

Following 30 minutes of inactivity, a pop-up window displays to indicate that the session is ending with the time-out error, "You are about to be logged out due to inactivity. To continue using the application, press Cancel Logout." At that time, a user can choose to cancel this log out action or let the system log them out automatically after one minute, at which point, the message "Your connection has expired due to a long period of inactivity. You must login again" will be displayed to the user.

This setting is configured as a system-wide parameter and cannot be customized on individual customer sites.

1.1 Dashboard

The SAP Business Network application user interface for buyers has the following key components:

1. **Home page** —The default page you see when you log in to SAP Business Network. Click Home to access your home page from anywhere in the application.
2. **Menu bar**—Provides access to the various pages in the application. Some menus go directly to a page, while others provide a dropdown list of commands. The menu bar that you see may vary depending on your account's entitlements.
3. **Header bar**—Provides helpful menus, commands, and information about you and your company.

- Use the dropdown on the top-left corner of the header bar to switch between different SAP Ariba web applications.
- Click the **Account Settings** icon to choose one of the following commands from the dropdown:
  - **ANID (Ariba Network ID)**—A number that uniquely identifies your company on SAP Business Network. You might need this number to contact some support services.
  - **Switch to Test Account**—Change from production to test account modes.
  - **Company Profile**—Configure your SAP Business Network Company profile.
  - **Marketing Profile** – Configure your company certifications, Category, Service Location, Industry etc
  - **Settings**—Access users and role configuration, self-service customization, and your audit log.
  - **Logout**—Exit SAP Business Network when you're done with your session.
  - **Click the Help** 🔘 icon to activate SAP Companion in-app help.

The **Overview** tiles are displayed intelligently: if one or more **Pinned documents** exist, that tile is displayed first. Otherwise, it is moved to the end of the order.
You can also configure which tiles are displayed from the **Workbench**
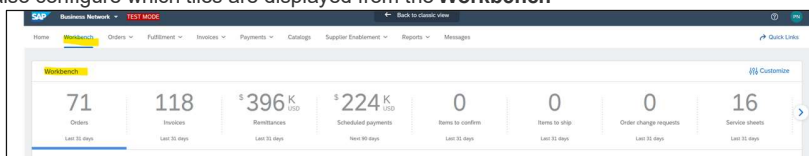
The **Purchase Orders** Tile shows you the total number of purchase orders you have created in each month of the selected year. Data is displayed in your preferred currency.

Invoices Tile
The **Invoices** Tile shows you the total number of invoices you have received in each month of the selected year. Data is displayed in your preferred currency.

Payment Tile
The **Payment** Tile shows you the total value of **Remittances** and **Scheduled Payments** you have received in each month of the selected year. Data is displayed in your preferred currency.

Other
The **Other** Tile shows you the total number of **Service Entry Sheets** and **Return Items** you have received in each month of the selected year. Data is displayed in your preferred currency.

. You can reveal additional tiles with the **Customize** button.
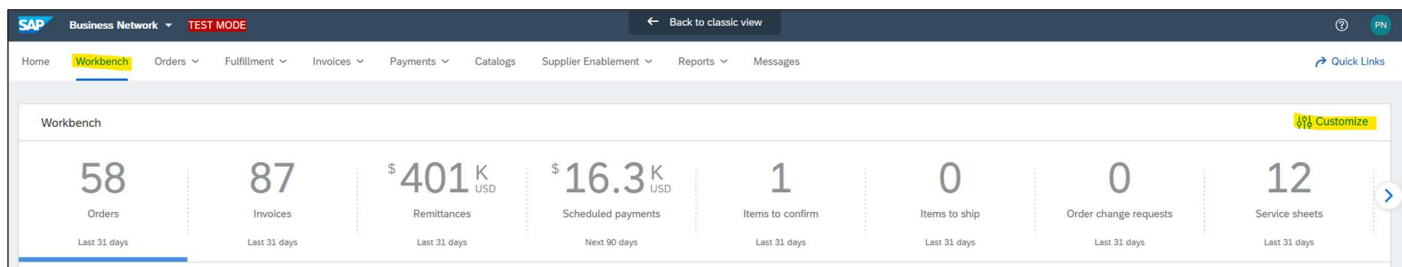
You may add or remove which tiles you want to display. The no of tiles visible depends on the permissions granted to you.
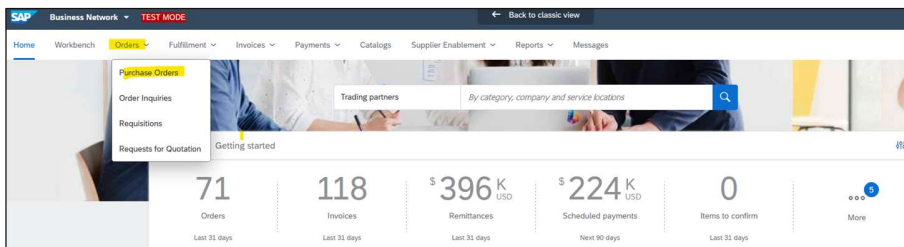
1.2 SAP Business Network Documents

You can use SAP Business Network object-oriented menus and the workbench to view incoming and outgoing documents.

SAP Business Network acts as the intermediary for transactions between you and your suppliers. It allows you to manage many types of documents, including orders, releases, order confirmations, ship notices, invoices, credit memos, payment schedules, and remittance advice documents. SAP Business Network stores your account's electronic documents online for easy access.
View incoming and outgoing documents using the object-oriented menus. For a customized view of transaction documents, create tiles for the workbench.

Orders > Purchase Orders

Fulfilment > Order Confirmations, Service Sheets, Ship Notices & Goods Receipts
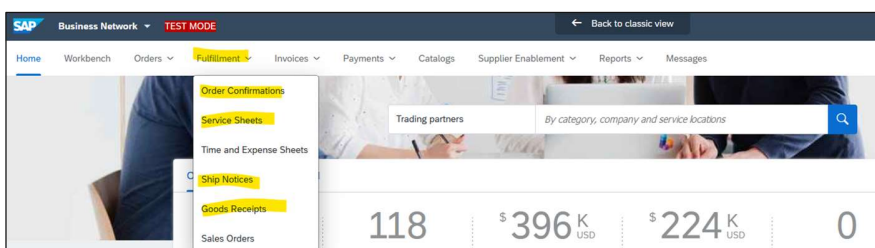
Invoices > Invoices
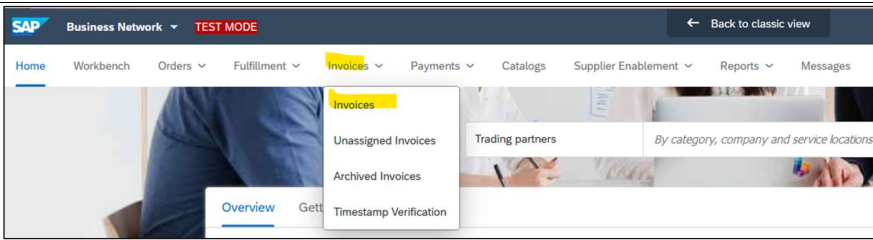
Payments > Scheduled Payments and Remittances
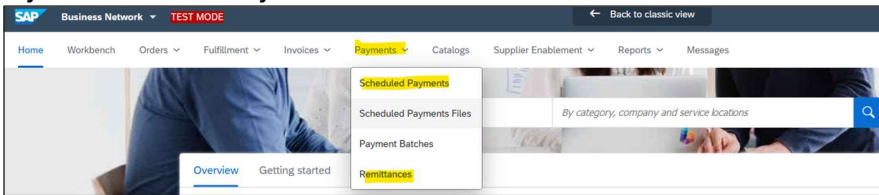
1.3 Using Search Filters to Find Documents

SAP Business Network provides different search filters for each type of document. You can use the filters to show only documents you are responsible for, documents from a particular date range, or documents that match amounts or status values.

Prerequisites

You are assigned a role with the **Inbox and Order Access** and **Outbox Access** permission.

Procedure

1.3.1 Choose a menu command to view documents, for example, **Orders** > **Purchase Orders** or **Invoices** > **Invoices.**
The associated page appears.

2.   At the middle of the page, expand the **Search Filters** section.
3.   Specify different filter values, such as a particular supplier, a date range, different amounts, or different status values.
4.   Specify the number of results to display in the table: **100**, **200**, or **500**.
5.   Click **Search**.
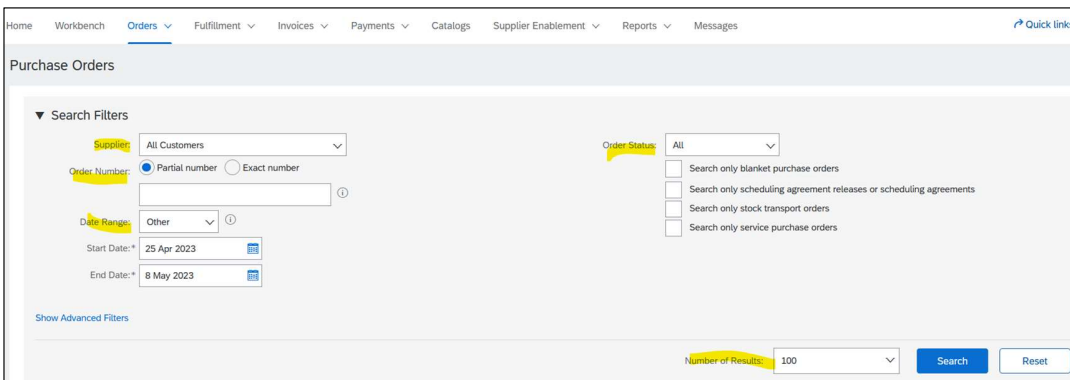
1.3.2 Using waffle icon to display/hide columns, Group by Column or Export to Excel

You can also sort the columns to change the display of values either in alphabetical order or oldest to newest or vice versa.

2   Receive PO on Business Network

2.1 Receive PO email notification with signed PO PDF in attachment and additional attachments if any

3. Process Order via Supplier login or User creation in Business Network

3.1 Click on Process Order

3.2 Supplier Logs in to Ariba Network by either one of the 3 options as applicable

- ➢ Create New Account OR
- ➢ Review Accounts OR
- ➢ Login with existing credentials

If your company is already registered with Business Network, please click on **Review accounts,** and contact your company's Administrator and request them to add you as a user within your company's Ariba account. This option is allowing company to add multiple users under same company's Business Network account.

If you have an account as admin, click **Use existing account**.

For New Registration click **Create New Account** and then continue with below process.

Account successfully created or Logged into the home page of Business Network

4. Create Order Confirmation

➢ Order Confirmation is Submitted
➢ Insert Confirmation No. (optional)
➢ Supplier will have to check the check box as this is a reminder for him/her to upload the countersigned PO copy under the attachments section
➢ Counter sign the PO and upload in the attachment section
➢ Confirm the order AS IS
➢ Click on Next

PO Status is changed from New to Confirmed

Email notification received for PO status changed from New to Confirmed

If you do not confirm Order within 24hrs then system will send reminder notification
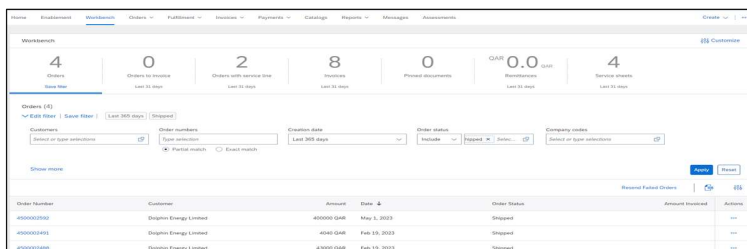
5. Create Ship Notice

➢ Click on "Create Ship Notice" and fill the mandatory info like:
➢ Packing slip ID
➢ Invoice No
➢ Ship Notice Type
➢ Delivery Date
➢ Ship Quantity
➢ Optional info
➢ DELIVERY AND TRANSPORT INFORMATION
➢ Transport Term
➢ Order Items
➢ Changes to Ship Notice Line
➢ Order Line Item
➢ Verify the Line item details and Click on Next -> Submit. You may Print the document or just Exit the page and click on Done

PO status will be changed to Shipped/Partially Shipped and the respective Shipping document will be placed under the Related documents in PO

Email notification received for PO status changed from Confirmed to Shipped/Partially Shipped

Goods receipt for Goods and Service Entry Sheet for Services received from Dolphin Energy

Goods returned or Cancelled

Service Entry Sheet

Email notification received for PO status changed from Confirmed to Serviced/Partially Serviced

[EXTERNAL] Approved - Service sheet 1000117013 - to Dolphin Energy Limited - TEST (ANID: AN11113756163-T) - Notification from Ariba Network

N   network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To   Punam Nevatia

Reply | Reply All | Forward | ...

Sun 16-04-2023 17:59

Retention Policy IBM Inbox (Never)   Expires Never

(i) We removed extra line breaks from this message.

This notification contains important information about your test Ariba account (ANID: AN11175582779-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: Dolphin Energy Limited - TEST

Purchase Order No.: 4500002496
Service Sheet #: 1000117013
Service Sheet Status: Approved
Description:

More details about the service outline line items are listed below:

Service Sheet Line No.: 10
Service Sheet Line Description: Service

SES Revoke message received either before or after Invoicing

[EXTERNAL] Message from Dolphin Energy Limited - TEST - Order: 4700005244: SES no is 1000117017...

DE   Dolphin Energy Limited - TEST <messaging-prod@smtp-c1.ariba.com>
To   Punam Nevatia

Reply | Reply All | Forward | ...

Mon 08-05-2023 13:08

Retention Policy IBM Inbox (Never)   Expires Never

(i) You replied to this message on 08-05-2023 23:04.
If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba /\

Message from Dolphin Energy Limited - TEST
Sent by Nevatia,Punam, Monday, May 8, 2023, 07:33 (GMT)

Order: 4700005244
Order date: Monday, May 8, 2023, 09:00 (GMT)

SES no is 1000117017 revoked and resent

SES status changed to Processing

Service Sheet: 1000117003   [Done]

Detail | History

Service Sheet: 1000117003   From: Transgulf for Technology-TEST
Routing Status: Acknowledged
Received By Ariba Network On: 4 May 2023 9:55:27 AM GMT+03:00   Submitted from the Supplier Organization's System 4 May 2023 6:55:24 AM GMT+03:00
                                                                On:

History

Status	Comments	Changed By	Date and Time
	The Service Sheet status has been successfully updated to Processing by Dolphin Energy Limited - TEST.	ANCXMLDispatcher-109542002	4 May 2023 9:56:36 AM
	The Service Sheet status has been successfully updated to Approved by Dolphin Energy Limited - TEST. Description:	ANCXMLDispatcher-109567003	4 May 2023 9:58:06 AM
	The Service Sheet status has been successfully updated to Processing by Dolphin Energy Limited.	ANCXMLDispatcher-109523001	18 Jun 2023 1:18:12 PM

[Done]

If the SES is revoked by Dolphin Energy, then you will not be able to Invoice the PO and you will receive a revised/New SES Approved by Dolphin Energy

Related Documents

Document Number	Date	Type
CM#5240lineitem	18 Apr 2023 11:57 AM AST	Invoice
CM#5240	18 Apr 2023 11:18 AM AST	Invoice
Inv#5240	17 Apr 2023 1:22 PM AST	Invoice
I-0909824	17 Apr 2023 11:01 AM AST	Invoice
1000117015	17 Apr 2023 7:27 AM AST	Service Sheet
I123409-1	17 Apr 2023 9:49 AM AST	Invoice
1000117014	17 Apr 2023 6:36 AM AST	Service Sheet
Untitled 04/17/2023	17 Apr 2023 9:29 AM AST	Order Confirmation

[Done] [Previous]

SES Approved by Dolphin Energy

6. Create Invoice against SES/GR

Fill all the relevant information

➢ Enter mandatory information like
➢ Invoice ID (this ID should be unique, less than 16 digits and same as mentioned in the Paper Invoice attached)
➢ Exchange Rate should be taken from Ministry of UAE website (if applicable)
➢ Tax Invoice mandatory as Attachment for UAE
➢ Header level tax - 0% for Qatar and 0% or 5% VAT for UAE
➢ Delivery Note Date for Material Invoices, Service Start and End Dates for Service Invoices
➢ Invoice Attachment
➢ Can add more header fields like comments.
➢ Select one or more line items/receipts/SES's to Invoice.
➢ Click on Next

Review and Submit the Invoice

A copy of the Invoice pdf received on email

Email notification received for PO status changed from Received/Partially Received/Serviced/Partially Serviced to Invoiced/Partially Invoiced

Invoice Rejected

Invoice resent after rectification

Invoice: INVX3

Status
Invoice: Rejected
Routing: Acknowledged
Invoice Number: INVX3
Invoice Date: Tuesday 18 Apr 2023 11:30 AM GMT+05:00
Original Purchase Order: 4500002587
Receipt: 5000220505
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: 100,000.00 QAR
Total Tax: 0.00 QAR
Total Amount without Tax: 100,000.00 QAR
Amount Due: 100,000.00 QAR

Invoice Approved

Invoice Due date tracking

Can Check various Invoice statuses on Business Network

Check the Scheduled Payment Tab

Email notification received with Payment information

Can seek or receive clarification message in context of the Invoice

Invoice Paid

Remittance Advice email notification received

Scheduled Payment Tab updates the Payment Proposal details, Timeline, History, and status to Paid

In case remittance advice is cancelled or Payment is on Hold

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
I-09XX	510010078920230031000D02	Dolphin Energy Limited	Other	Jun 15, 2023		0	5000 QAR	Scheduled	Not Eligible
INVX12	510010078920230031000D02	Dolphin Energy Limited	Other	Jun 15, 2023		0	11500 QAR	Scheduled	Not Eligible
INVX10	510010078420230031000D02	Dolphin Energy Limited	Other	Jun 14, 2023		0	500 QAR	On Hold	Not Eligible
INV-09812	510010082620230011000D02	Dolphin Energy Limited	Other	Jun 11, 2023		0	230000 QAR	Scheduled	Not Eligible
INV01-15	510010082520230011000D02	Dolphin Energy Limited	Other	Jun 11, 2023		0	100000 QAR	On Hold	Not Eligible

7. Create Non PO Invoice

Click on the top right hand corner of the Home Page and Click on Create Non PO Invoice

(in case you do not have access to create one please reach out to Dolphin Energy held desk to provide you the necessary permissions)
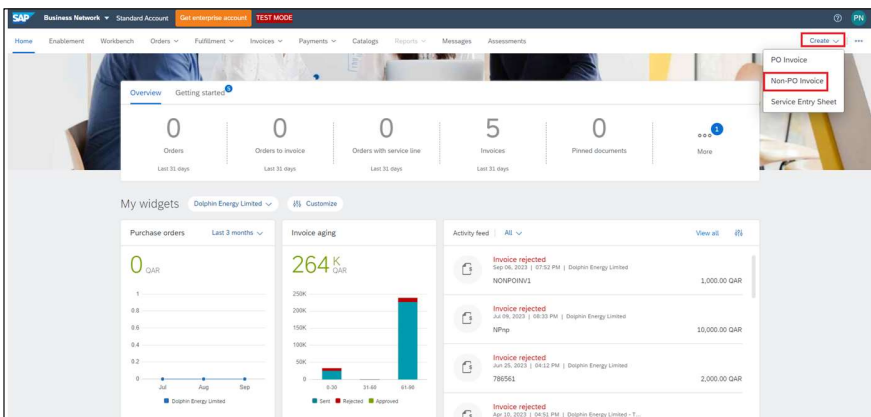
Choose the respective customer > Standard Invoice > Next

Fill the respective Invoice No, Invoice Date, Remit To address, choose applicable taxes, Date of supply or date of VAT document, Line item details, Delivery Date for Materials/Start Date & Completion Date for Services and Attachments (approved DTR/Rotation Form attachment mandatory for Travel invoices and pick exchange rate from Central Bank of UAE website if applicable)

Invoice processing of PO based, and Non PO invoice is same. Please refer to the above screenshots for clarification.

8. Invoice Status Update

Update message is sent to Business Network and transfers the invoice status in the following situations:

After an invoice has been received and processed by the SAP S/4 HANA system

When relevant changes have been made to the invoice or to the follow-on FI document

The following Invoice Statuses are shown on the Business Network.

S/no	Invoice Status on AN	Action which leads to Invoice Status
1	Sent	Invoice is sent from Business Network to Customer
2	Approved	Invoice has been posted and awaiting payment
3	Rejected	Invoice was Rejected after error in Dolphin system or customer deletes a Parked Invoice
4	Failed	Business Network experienced a problem routing the invoice.
5	Canceled	The customer canceled the invoice.
6	Paid	Invoice is Paid

Invoice Routing status

These are standard Business Network technical statuses for integration between S/4HANA and Business Network

S/no	Status Level	Description
1	Queued	Initial state, invoice may be in queue, but no further action has been taken.
2	Sent	Business Network successfully sent the invoice to the external system
3	Acknowledged	The customer received the invoice successfully in SAP S/4Hana system
4	Failed	Business Network experienced a problem with routing the invoice to the customer. Vendor can resend failed orders.
5	Obsoleted	The customer canceled the invoice.

9. Routing Notification Settings (Order/Invoice)

To change the notifications, you receive from SAP Ariba and edit the associated email address(es):

1. In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Notifications**.

2. Click the tabs along the top depending on desired notification types (**General**, **Network**, **Discovery**, and **Sourcing & Contracts** tabs).

   ▪ You can update the email address(es) for each individual notification type by changing the address(es) in the **To email addresses** column. Enter up to three email addresses per notification type, separated by a comma and no space.

   ▪ You can remove a particular notification by unchecking the box next to the specific notification you want to change.

3. Click **Save**.

To update where your purchase orders are sent:

1. In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Electronic Order Routing**.

2. Under **Routing Method** > **Email**, you can enter up to five email addresses separated by a comma and no space for each notification.

3. Click **Save**.

To update notifications about Invoice status:

1. In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Electronic Invoice Routing**.

2. Under **Notifications**, check the box to turn on/off notification types.

3. You can enter up to three email addresses separated by a comma and no space for each notification.

4. Click **Save**.
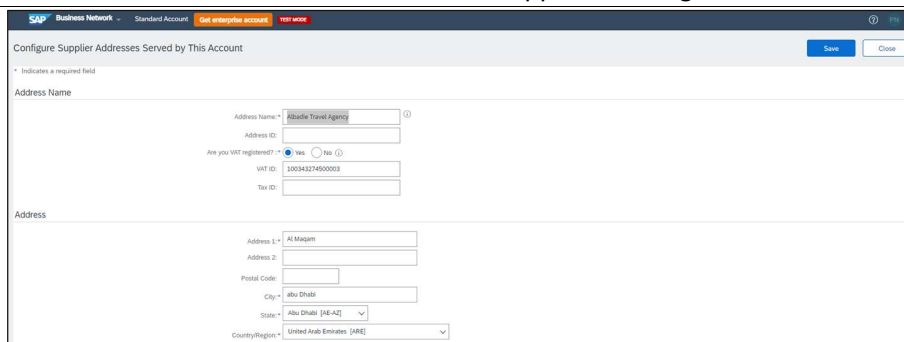
To update notifications about remittance advice:

1. In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Remittances**.

2. Under **Notifications**, check the box to turn on/off notification types.

3. You can enter up to three email addresses separated by a comma and no space for each notification.

4. Click **Save**.

10. Update VAT ID
1. The step must be done once prior to creating your first UAE VAT Invoice
2. Go to supplier.ariba.com
3. From the Home Screen click the Company Settings menu dropdown.
4. Click on Company Profile
5. Under the Basic tab, go to the Additional Company Addresses section and click 'Create'
6. Fill in Address Name (i.e., 'UAE'), Address, Postal Code, City, Country
7. Fill in your VAT ID (15 digit numeric)
8. Answer YES, for question 'Are you VAT registered'
9. Click Save

11.   Messaging Feature

This section will guide you on how to communicate or collaborate with Dolphin Energy to get clarifications on purchase order details or follow up on orders, invoicing, or payment statuses.
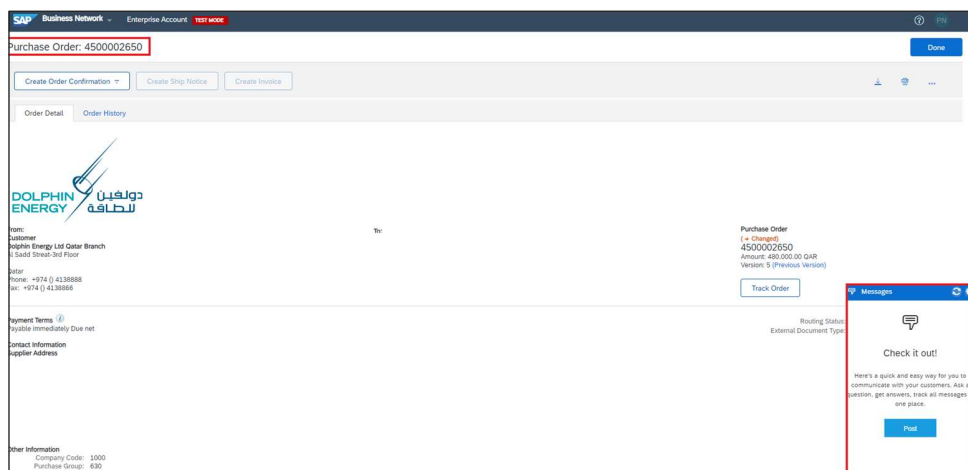
The SAP Business Network Messaging feature allows trading partners/suppliers to exchange messages on the Business Network platform.

This capability means that the communications related to specific documents such as purchase orders or invoices that were previously done offline are now captured and made available in the context of the document itself. Users can exchange messages in the context of the following documents:

• Purchase orders

• PO-based invoices

• Non-PO invoices

The Messaging feature supports the following communication channels:

Online messaging: Users send and receive messages using the Messages panel on SAP Business Network. By default, SAP Business Network sends an email with the message conversation to all the participants having an SAP Business Network account. The participants can respond either by using the message panel or by replying to the email.

Email messaging:

Suppliers who receive Interactive Email - Order and Invoice Status emails can communicate with the buyer by replying to the emails. Buyers can choose to respond either by using the messages panel or by replying to the email reply.

A copy of this reply will be sent on Business Network and to the outlook also.

Advantages of the Messaging Feature

The Messaging feature provides the following advantages:

Reduces processing delays in the procurement workflow.

Tracks communication within the context of a specific document.

Resolves disputes in the context of a document and allows audit of the messages to understand the cause of the dispute and the actions taken to resolve it.

Requests information and clarifications regarding a document.

Stores all messages in the context of a document.

The Messaging Policy

The Messaging Policy for SAP Ariba Cloud Services is a legal statement describing the messaging policy for using the Messaging feature. A summary of the Messaging Policy is included in all messaging emails. The Messaging Policy consent statement contains a public URL which users can access to read the full text of the Messaging Policy for the SAP Ariba Cloud Services.

You can read the Messaging Policy at the following URL: https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html

When a user responds for the first time and the response email contains the Messaging Policy consent statement, the Messaging feature sends the Messaging Policy Consent notification email to the user. The Messaging feature also adds their email address to the list of consenters.

If an email response doesn't contain the Messaging Policy consent statement, it signifies that the sender of the email doesn't accept the Messaging Policy for the SAP Ariba Cloud Services. In such a scenario, the Messaging feature doesn't store and deliver the email to the recipient. Instead, the Messaging feature sends a Missing consent for the Messaging Policy notification email to the sender of the email. The sender of the email can choose to resend the email by including the Messaging Policy consent statement in the email response.

Limitations

You can't recall any message sent either from the Messages panel or as a response to an email.

For online messaging, the maximum size of the message is 1024 characters.

For online messaging, the maximum size of the subject line is 20 characters.

Suppliers can't reply to broadcast messages.

Prerequisites

To communicate using the Messages panel, suppliers and buyers must be registered on SAP Business Network.

To allow unregistered and registered suppliers to respond to interactive email-order emails, Check with Dolphin if standard enablement using interactive email-order is turned on for the SAP Business Network buyer account.

Management of Messaging Conversations

You can close, reopen, and delete messages and conversations.

Some customers might want to close conversations that have outlived their purpose. Buyer and supplier users can close a conversation if it's not needed anymore.

Only the initiator of a conversation or the initiator's administrator can close a conversation, to avoid accidentally replying to a message. If necessary, the initiator of a conversation or the initiator's administrator can reopen a closed conversation.

Every conversation is associated with a unique alphanumeric string that denotes the conversation ID. The administrator can refer to the conversation ID while interacting with the SAP Ariba Support representative.

Note

Only the administrator for an account can view the conversation ID. After a conversation is deleted, it's later purged from the system according to the system's schedule. Any user's SAP Business Network administrator can delete their user-initiated conversations. For example, if a supplier user initiated a conversation, then only that supplier's SAP Business Network administrator can delete the conversation.

Closing a Conversation

Use this procedure to deactivate or remove a conversation that you created.

Context Initiators of a conversation can either close or delete the conversation. You can also delete a closed conversation.

Procedure

1. Go to the **Messaging** tab and open a conversation you initiated.

2. Choose whether to **Close the conversation**.

To close a conversation, perform the following steps:

Click the vertical ellipsis icon ( ) and then click **Close Conversation** from the dropdown. SAP Business Network displays a Confirmation window.
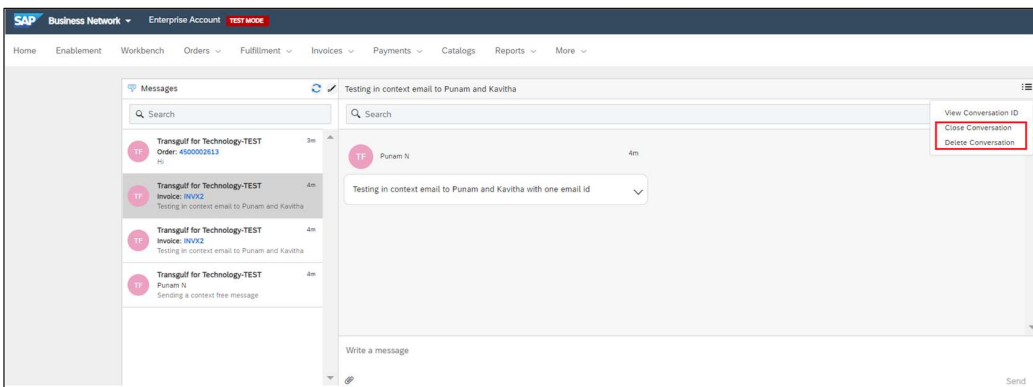
3. Click **Yes**.
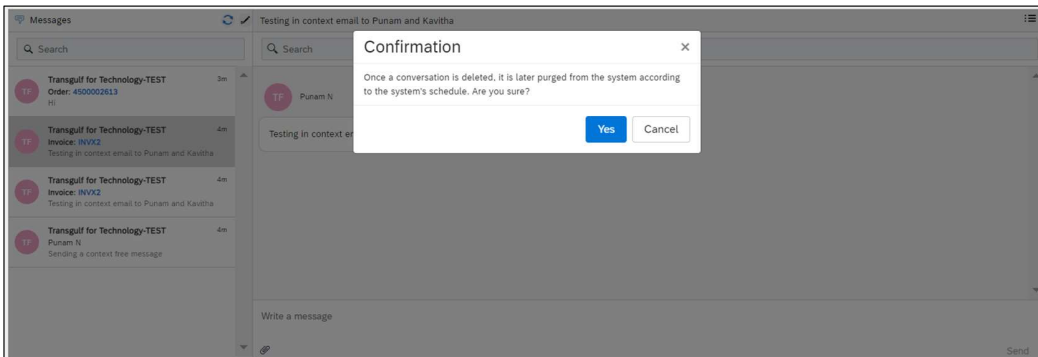
4. The Messaging feature closes the conversation. A lock icon denotes a closed conversation. After a conversation is closed, no participant of the conversation can respond in the conversation.
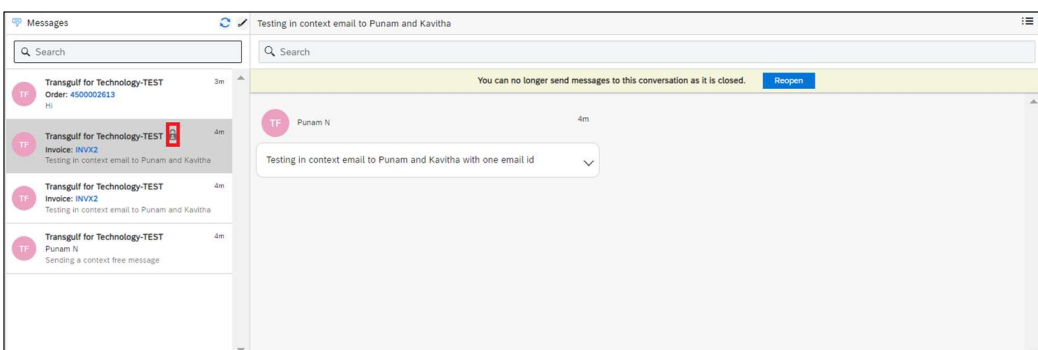
Reopening a Conversation

Use this procedure to reopen a conversation that you initiated and later closed.
Context
After a conversation is closed, the initiator can reopen the conversation.

Procedure
1. Go to the Messaging tab and **open a conversation** that you closed.
2. Click **Reopen.** SAP Business Network displays a Confirmation window.

3. Click **Yes**.

The Messaging feature reopens the conversation. Any participant of the conversation can now respond.

The Messages Tab

The Messages tab displays all conversations. Participants can use the Messages tab to perform the following tasks:

> ➢ Reply to in-context messages.
> ➢ Use the drag-and-drop feature to add attachments to the messages.
> ➢ Search for messages.
> ➢ Open a document related to an in-context conversation.
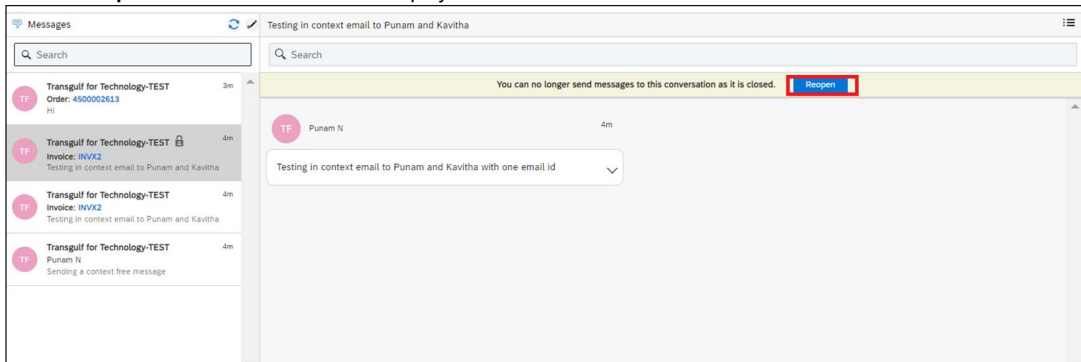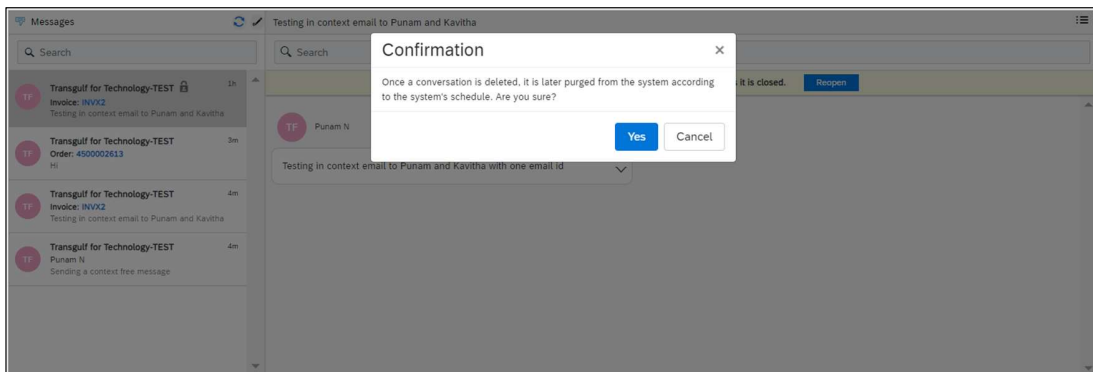> ➢ All unread messages are shown on a blue background.

Adding Attachments to a Message

While initiating a message or responding to a message, you can add attachments to the message.

You can also add attachments while replying to an email message. All participants of a conversation can view the list of attachments either online in SAP Business Network or in the email message. You can download attachments either in SAP Business Network or from the email message.

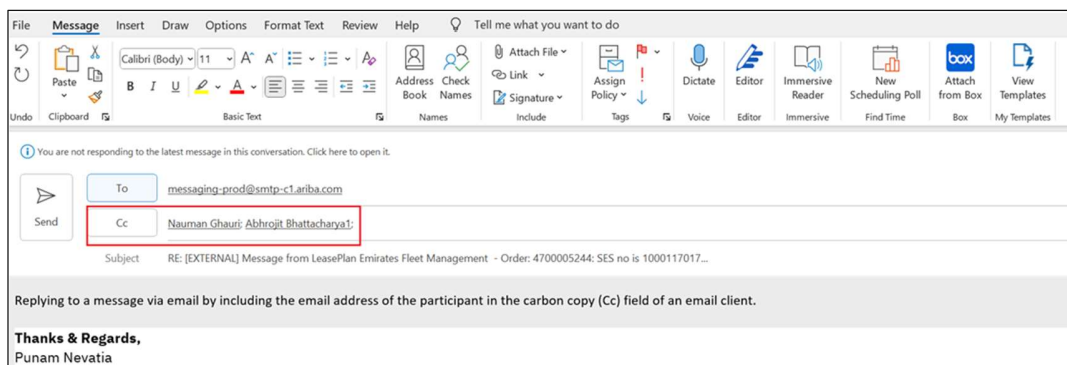You can add a maximum of 5 attachments to a message. The size of each attachment can't exceed 10 MB. SAP Business Network rejects all email messages containing more than 5 attachments or if the size of any attachment exceeds 10 MB. Attachments having executable file extensions aren't allowed.

Standard account suppliers can also add attachments while replying to a message via email.

Adding a Participant to an Email Conversation

Suppliers can include participants who don't have access to SAP Business Network by including the email address of the participant in the carbon copy (Cc) field of an email client. When the participant responds, buyers and suppliers can continue the conversation by responding to the emails. When a participant is included in an email, it must contain the Messaging Policy consent statement to ensure that the participant consents to the Messaging Policy of the SAP Ariba Cloud Services.

Note

When a user initiates a message from SAP Business Network, the user can add only one participant. However, when the responding participant replies to a message via an email client, multiple participants can be added.

When any subuser is deleted, SAP Business Network deletes all personal information of the subuser and stops sending any email notifications to the subuser. In this scenario, when a participant (either a buyer subuser or a supplier subuser) of a conversation is deleted, the Messaging feature deletes the details of the participant. SAP Business Network doesn't delete any conversation. Any other user having access to the document in SAP Business Network can participate in the conversation.

11. Additional User Creation

A supplier user with the Administrator role can create a role with certain permissions and assign the role to coworkers.
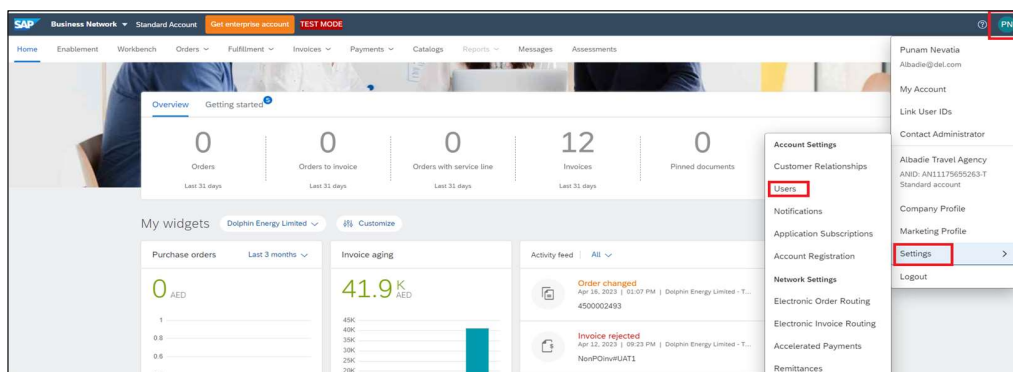
By creating roles and then assigning permissions and adding users to them, the SAP Business Network administrator controls who can log in to your organization's business network account and which areas of the service each user can access.

Only one SAP Business Network user can be assigned to the **Administrator** role so make sure you have the proper credentials

Before creating a User, we need to create the role and assign necessary permissions to the role so that it can be assigned to the necessary user.

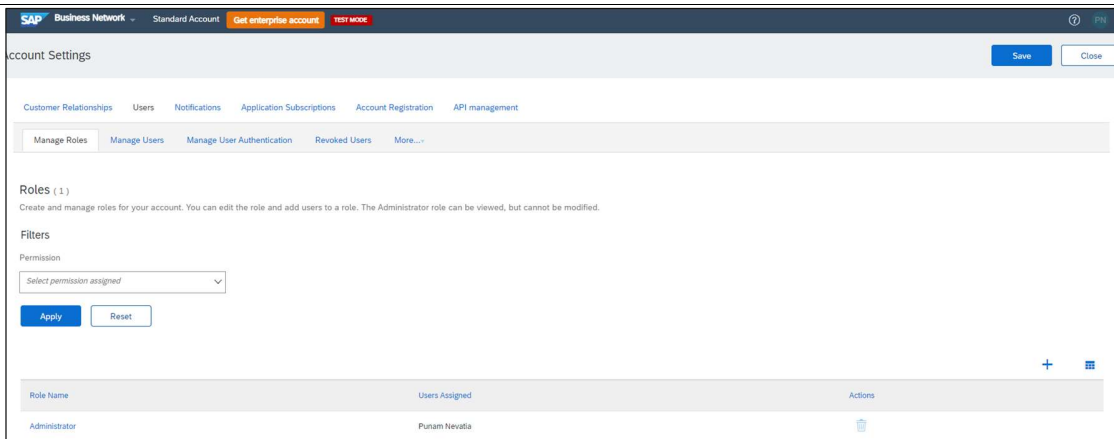Choose **Settings > Users**.

The **Users** page appears, with the **Manage Roles** tab selected by default.

Manage Roles Tab

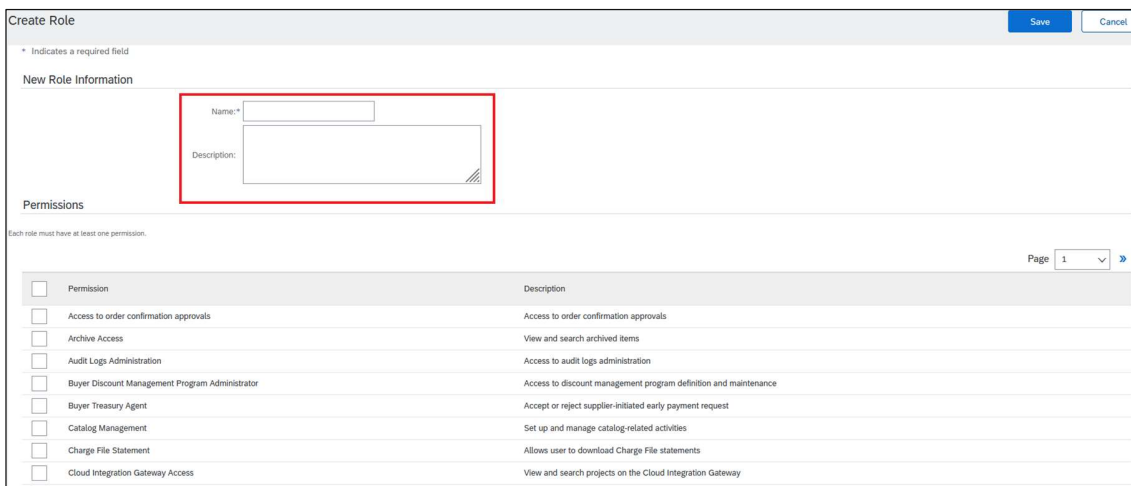Click the **Create Role** icon (+) at the top right of the role results table.

Enter a distinctive name for the role.

Enter a description to record your intentions for this role.

Descriptions can be useful later, if you want to review or revise the structure of your roles.

Select one or more permissions for the new role. Each role must have at least one permission.

You can also select all permissions by clicking on the checkbox at the top left of the list of permissions.

Click **Save**.

SAP Business Network creates the role and returns you to the **Manage Roles** page. Now Proceed to create a User and assign the role to this user.

Click **[user initials]** in the upper-right corner of the application.

Click **Settings > Users**

Click the **Manage Users** tab

Scroll down to the top right of the user results table and click the **Create User** (+) icon.

The **Create User** page appears.

Create User Page

Enter a username, email address, first and last name, and optionally a phone number for this user.

Select a role in the **Role Assignment** section.

Scroll down and click **Done**.

After you create a user, SAP Business Network sends an email message to that user with a randomly generated password. Each new user should log in and change the password to something they can remember.

You can also do below additional activities as part of the supplier Administrator like:

- Modify a role
- Reassigning Users to a Different Role
- Deleting a Role
- Make another user administrator

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