SYNLAIT TRAINING GUIDE

ACCOUNT ADMINISTRATION

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

This section is designed for the **Administrator** of your SAP Ariba Business Network Account in order to complete registration, perform account configurations and create additional user accesses to the account.

- The Company Profile is used by Suppliers to add information
- Information with an asterisk in Mandatory
- Adding information that is not mandatory provides more details about your business
- Account Configuration allows the System Administrator to set up the SAP Business Network for users, ensuring that the information is specific to the supplier and consistent across all users
- The Company Profile can be accessed via the SAP Business Network Account
- Only one Company profile can be added to an ANID

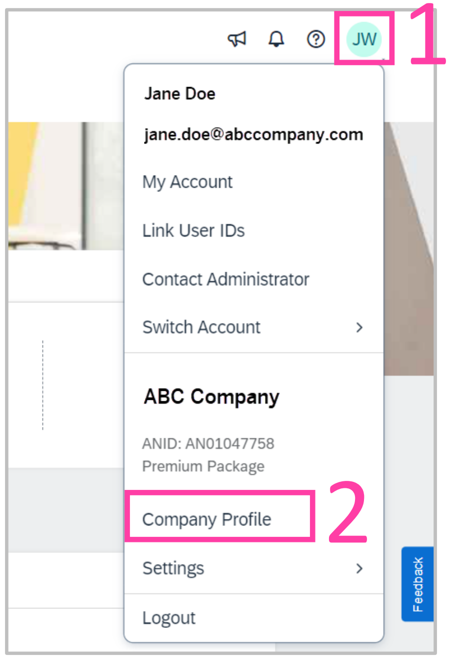
ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

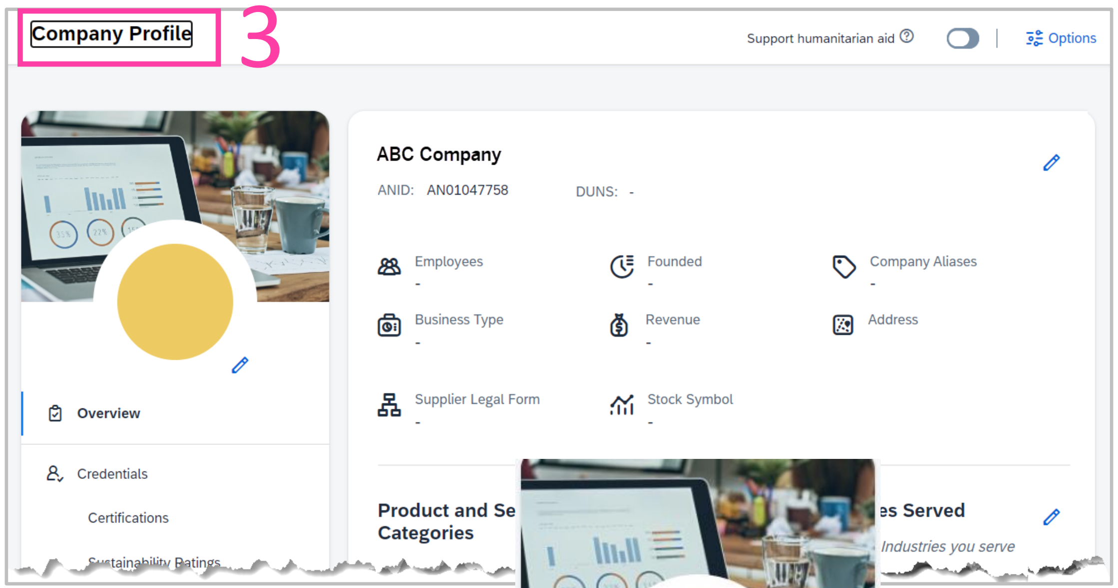
The Company profile provides basic information about your business and provides information to Buyers performing a search in the Buyer SAP Business Network.

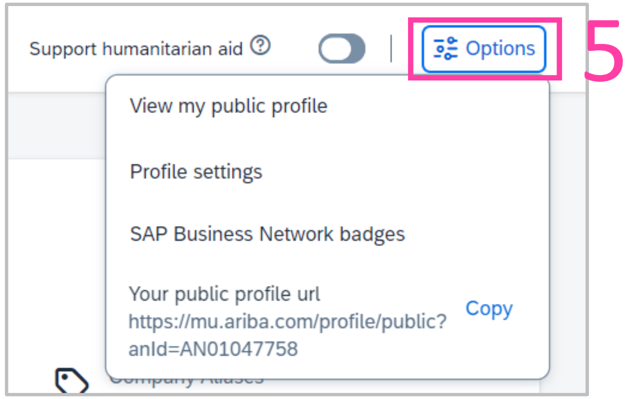
1. Click on your **initials** at the top of the page
2. Select **Company Profile**
3. The **Company Profile** is displayed
4. There are a number of sections in the company profile:
   - Overview
   - Certifications
   - Sustainability Ratings
   - Additional Addresses
   - Business Information
   - Contact
   - Additional Documents

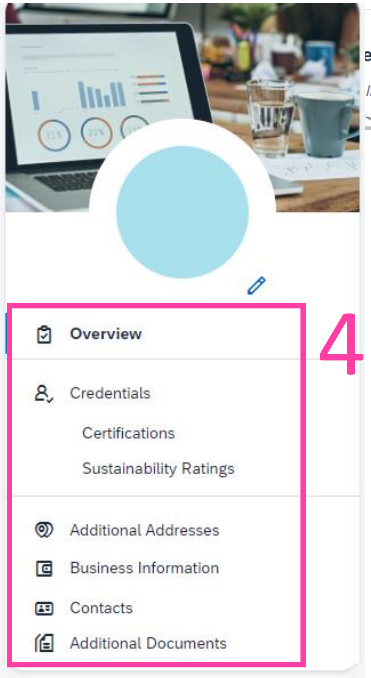
As the System Administrator, the level of information completed is based on the needs of your business.

5. Options – Allows Suppliers to view their Public Profile
   - Identify the Profile Settings
   - Identify if they have achieved any SAP Business Network Badges
   - Copy their SAP Business Network Public Profile









ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

With the Company Profile Page Displayed:

1. Click on **Options** at the top of the page.

The available options are shown in the drop-down list.

2. Select **View my public profile**

The screen displays the Company Profile that can be accessed by potential customers on the SAP Business Network.

3. Select **Profile settings**

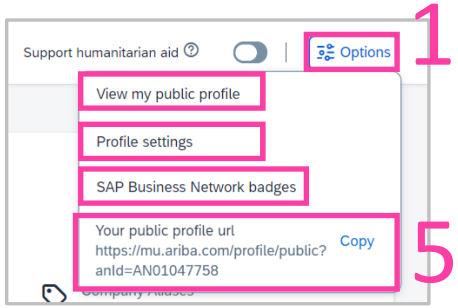
Profile Settings allow some screens to be hidden or shown only to my trading partners, on the bottom of the Screen are Search Results Visibility options.

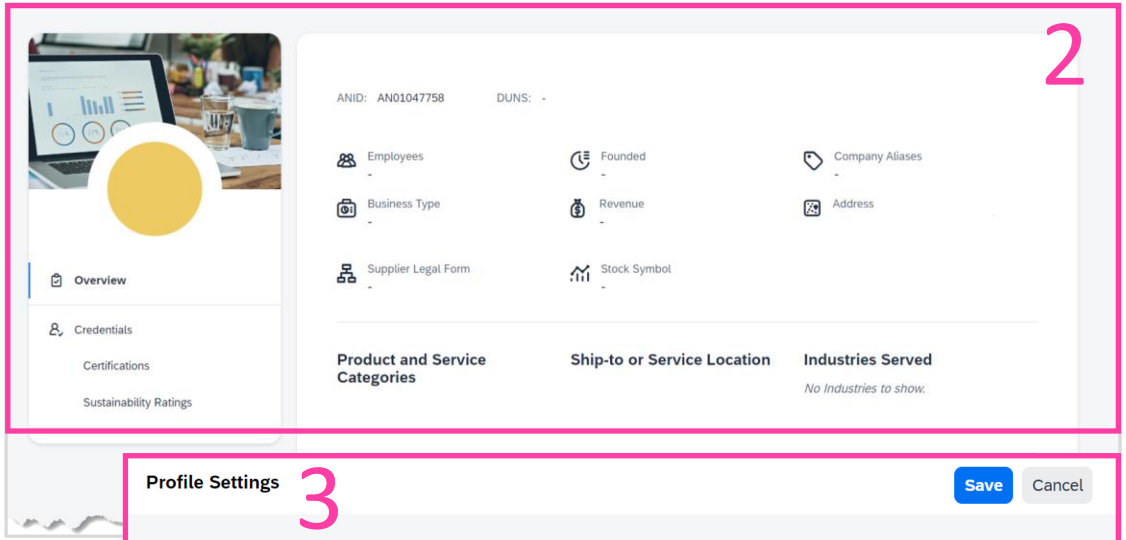
4. Select **SAP Business Network badges**

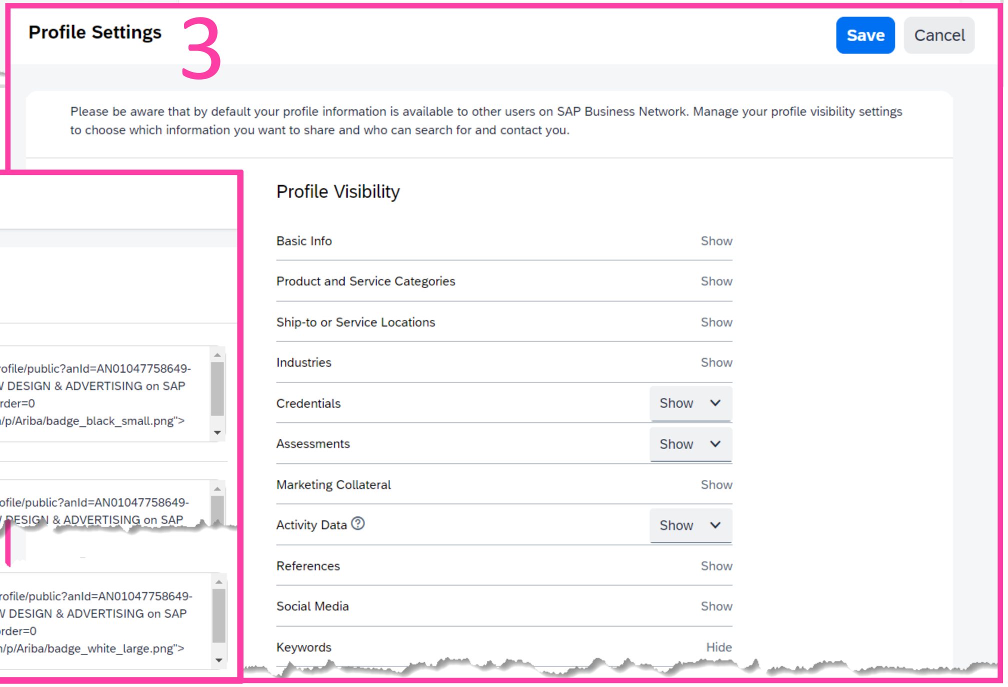
This option will require a Plug-In and requires acceptance of the content and information.

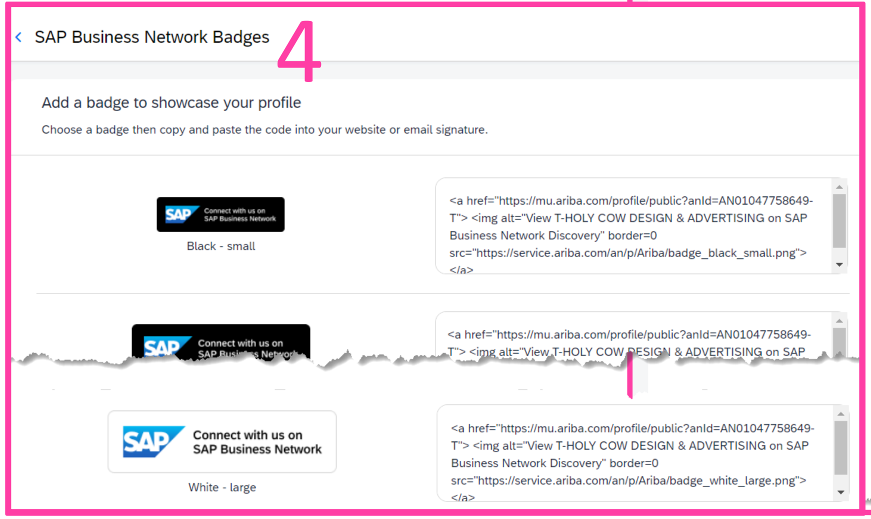
5. **Your Public Profile url**, click on copy to share

The ability to company the Public URL is available, the link provides direct access to the profile for your trading partners useful when there are a number of accounts.









ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Search Results Visibility allows suppliers to identify what level of information their Trading Partners can see when they perform a search.

Please be aware that by default your profile information is available to other users on the SAP Business Network. Manage your profile visibility settings to choose which information you want to share and who can search for and contact you.

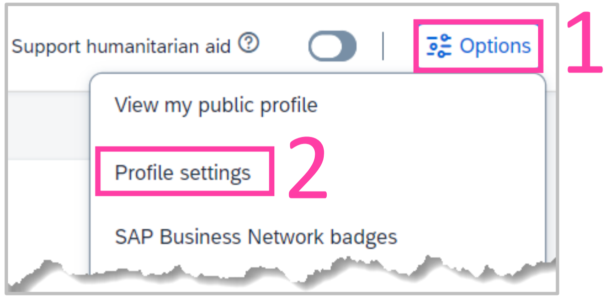
1. Click on **Options** at the top of the page
2. Select **Profile Settings**

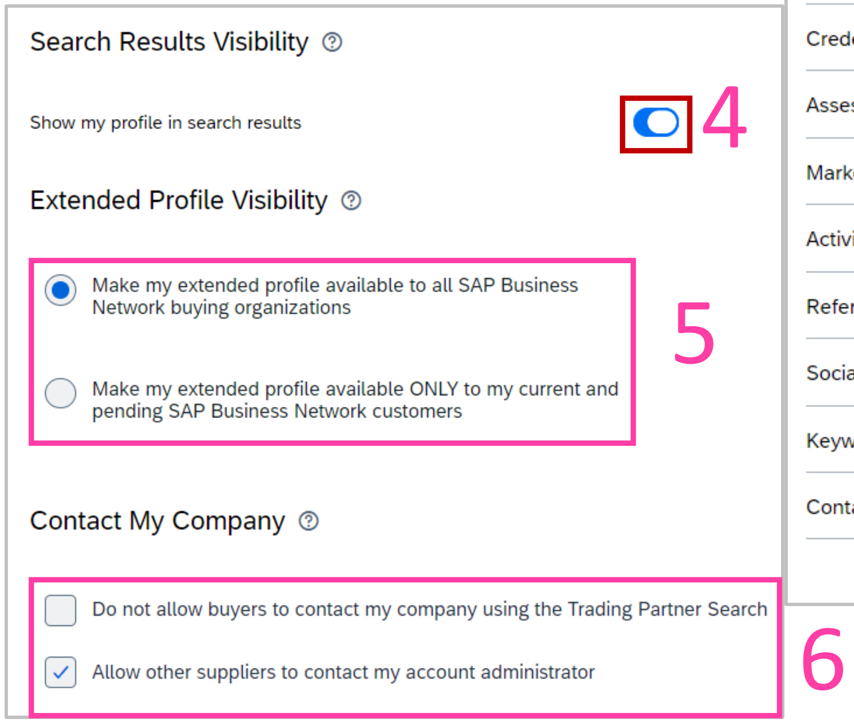
Note: Greyed-out options cannot be changed as they are part of the default settings.

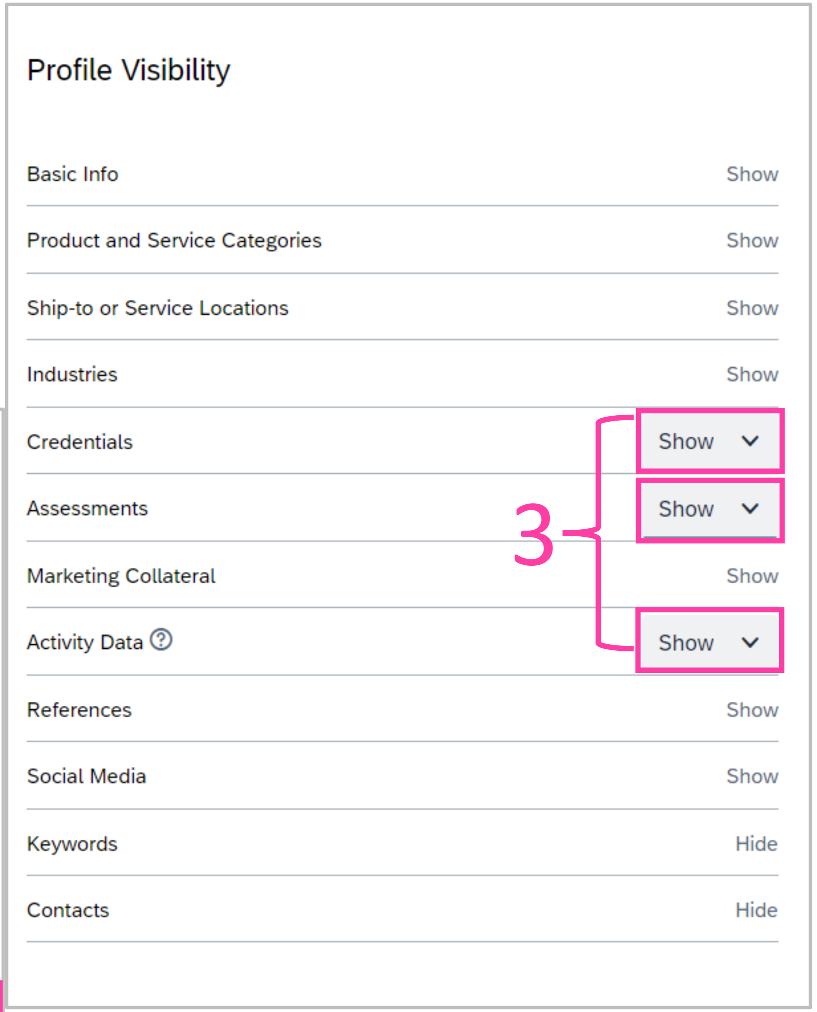
3. Update the options with a drop-down list

The drop-down will either display Show/Hide or Show/Show to my trading partners only.

4. Scroll down to display the Search Results Visibility section, to stop your profile from appearing in search results slide the slider across
5. Determine whether you want your extended profile available select the required option
6. Determine the level of contact your business requires, select the required option







ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

With the Company Profile Page Displayed:

1. Click on the

The Upload company logo pop-up box is displayed

1. Click on **See example**

Examples of how the logo should be positioned for maximum effect

2. Click on **Browse**

Your file system will open, locate and select the logo you wish to use, select it and click on Open

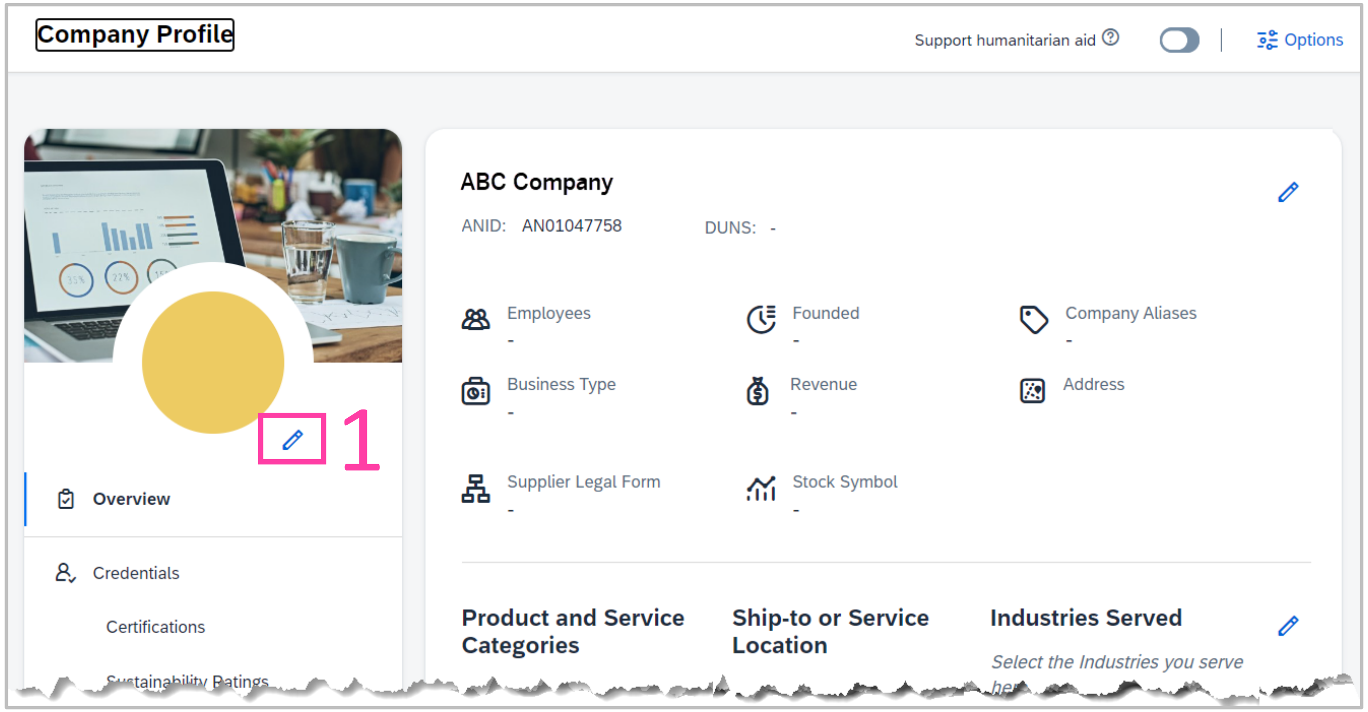
Logos must be less than 200KB

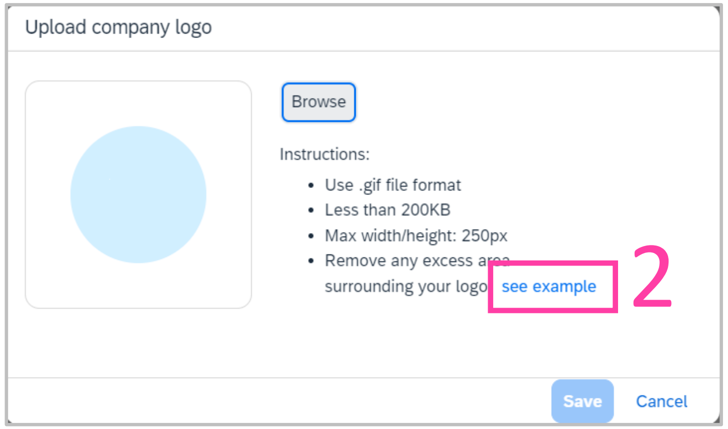
3. Click on **Save**

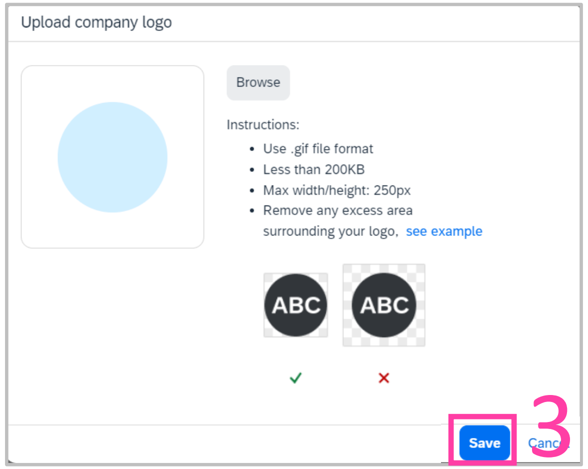
The Screen Returns to Company Profile, and the logo will be displayed

REMEMBER:

- 250 maximum pixels (so use resize)
- Less than 200KB size
- Must be a GIF file extension







ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

To Add or Edit your Company Information, open the Company Profile:

1. Click on the next to the name of the company

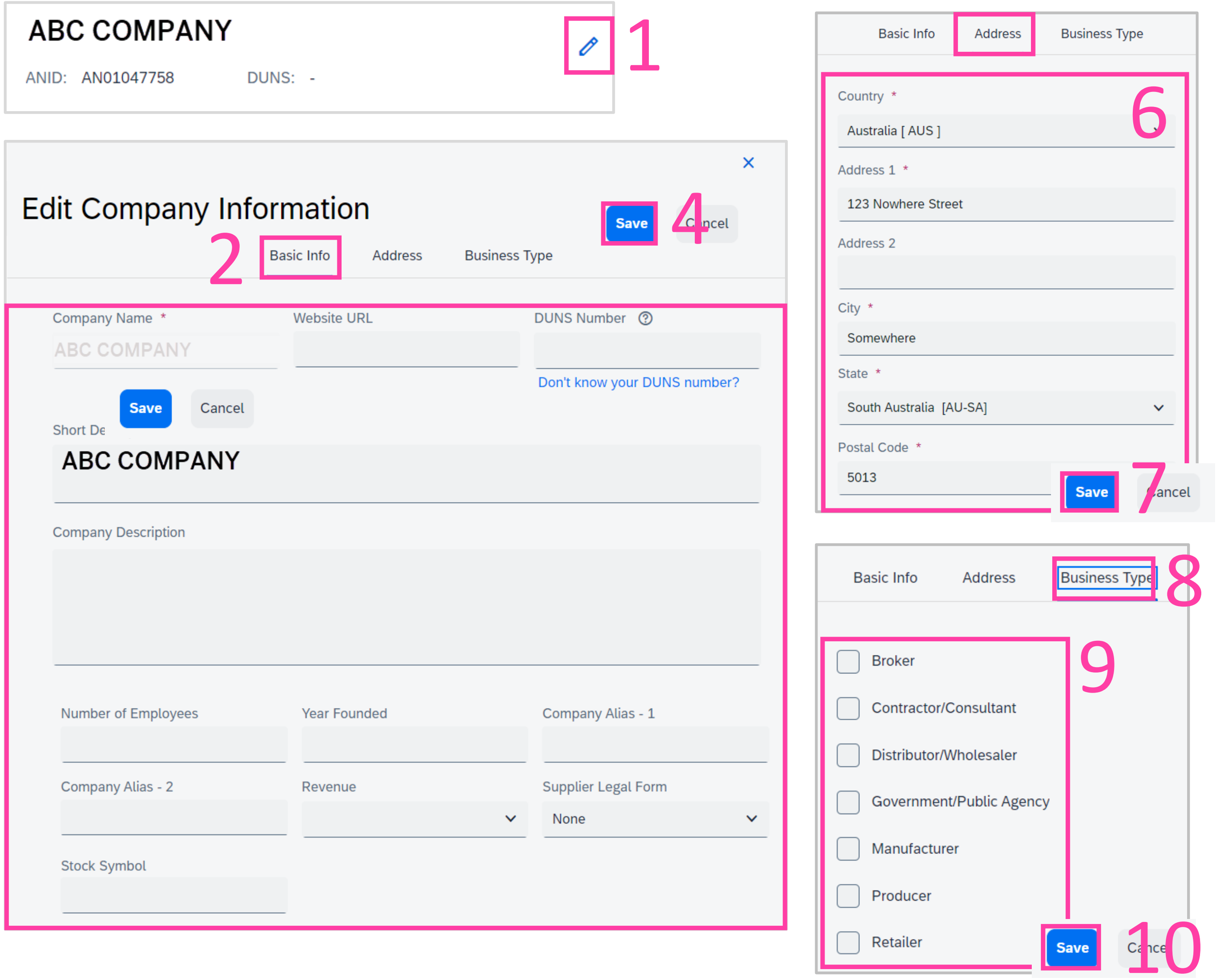
   The **Edit Company Information** Screen is displayed with the Basic Info Tab automatically selected

   There are 3 tabs:

   - Basic Info
   - Address
   - Business Type

2. Ensure you are on the **Basic Info Tab**
3. Update, add or edit open fields, greyed fields cannot be edited
4. Click on **Save**
5. Select the **Address tab**
6. Update, add or edit open fields
7. Click on **Save**
8. Select the **Business Type Tab**
9. Select all of the options applicable to the business
10. Click on **Save**

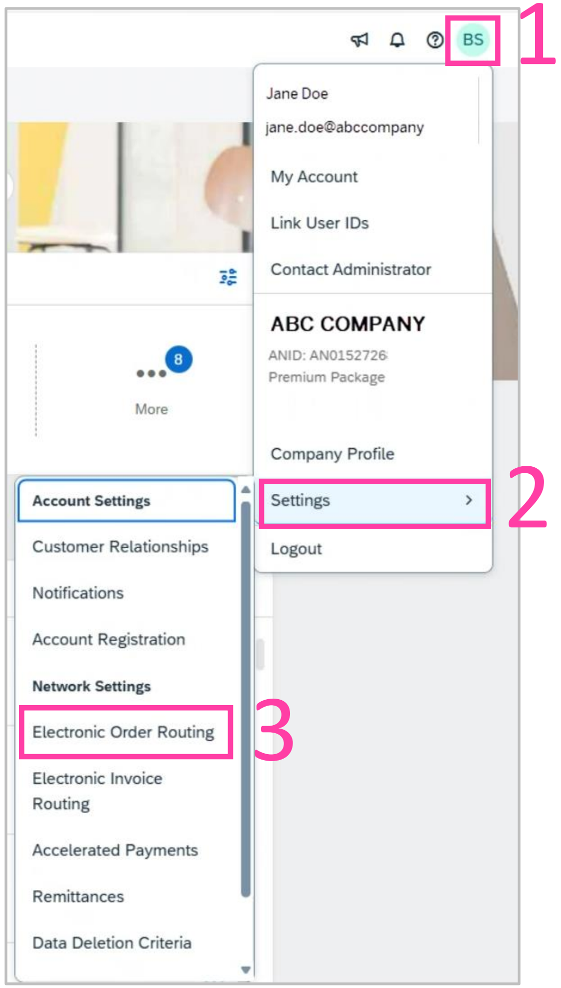
The information has been updated and displayed in the Company Profile

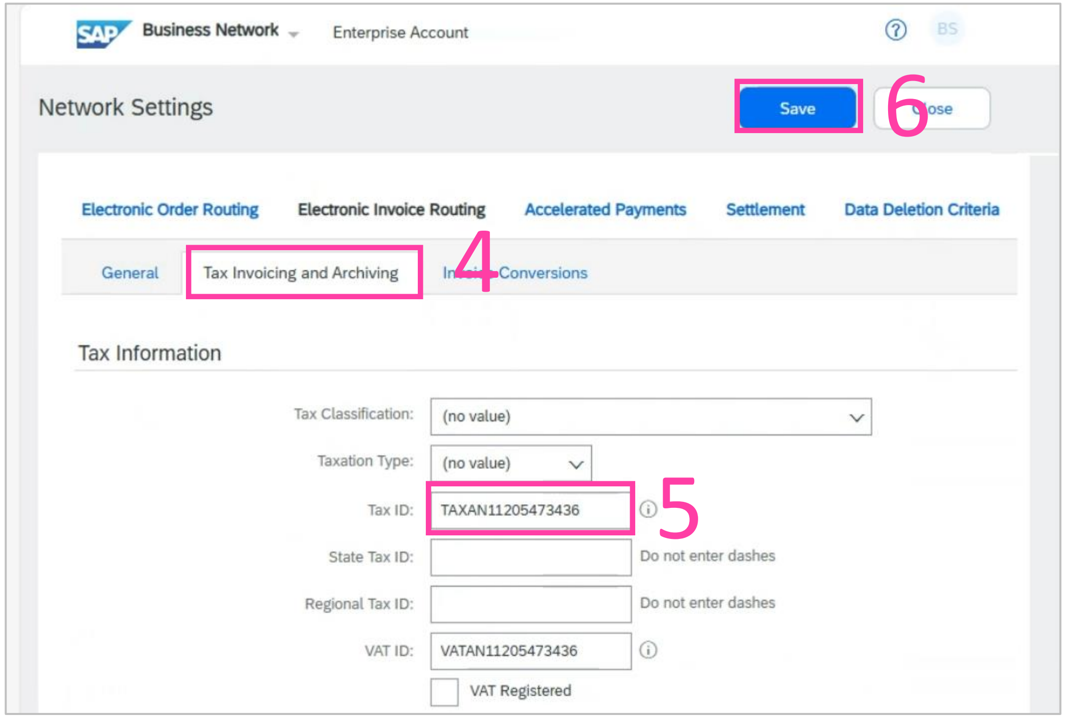


ADDITIONAL INFORMATION FOR CREATING INVOICES

Adding the relevant tax information ensures that these fields are automatically populated during the Invoice creation process.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Electronic Order Routing**
4. Select the **Tax Invoicing and Archiving** tab
5. In **Tax ID** enter your Tax ID number.
6. Select **Save**.



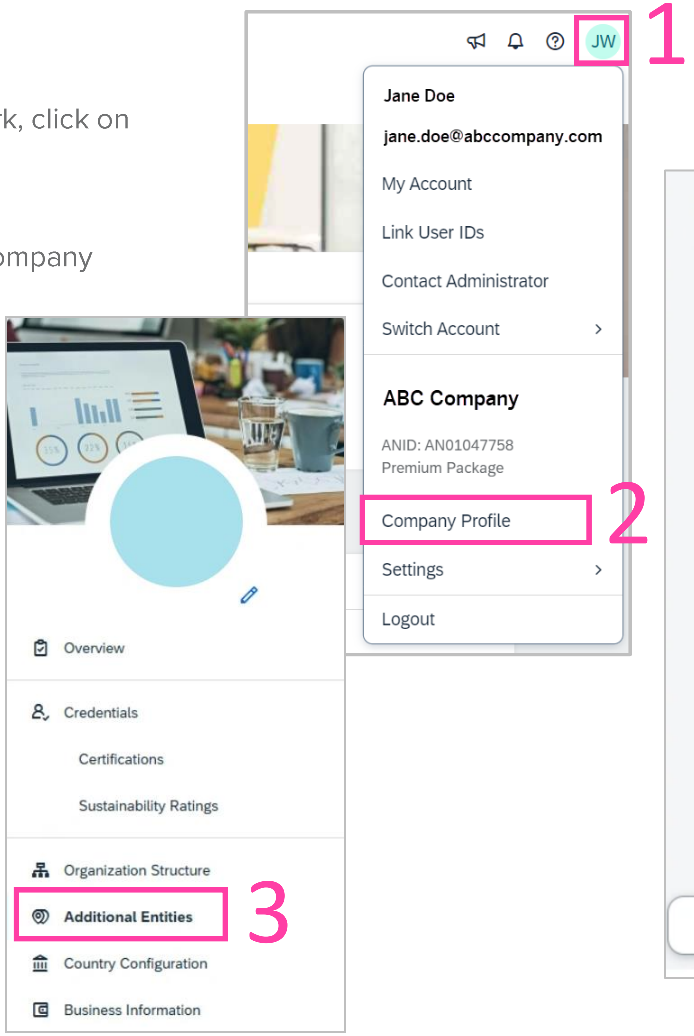


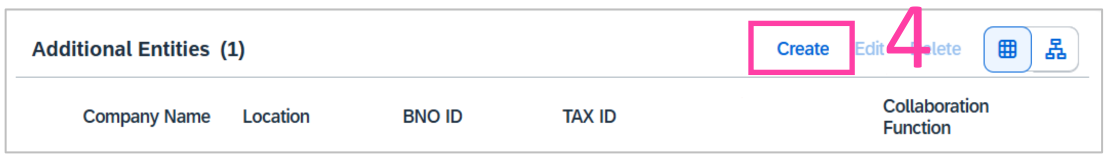
ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

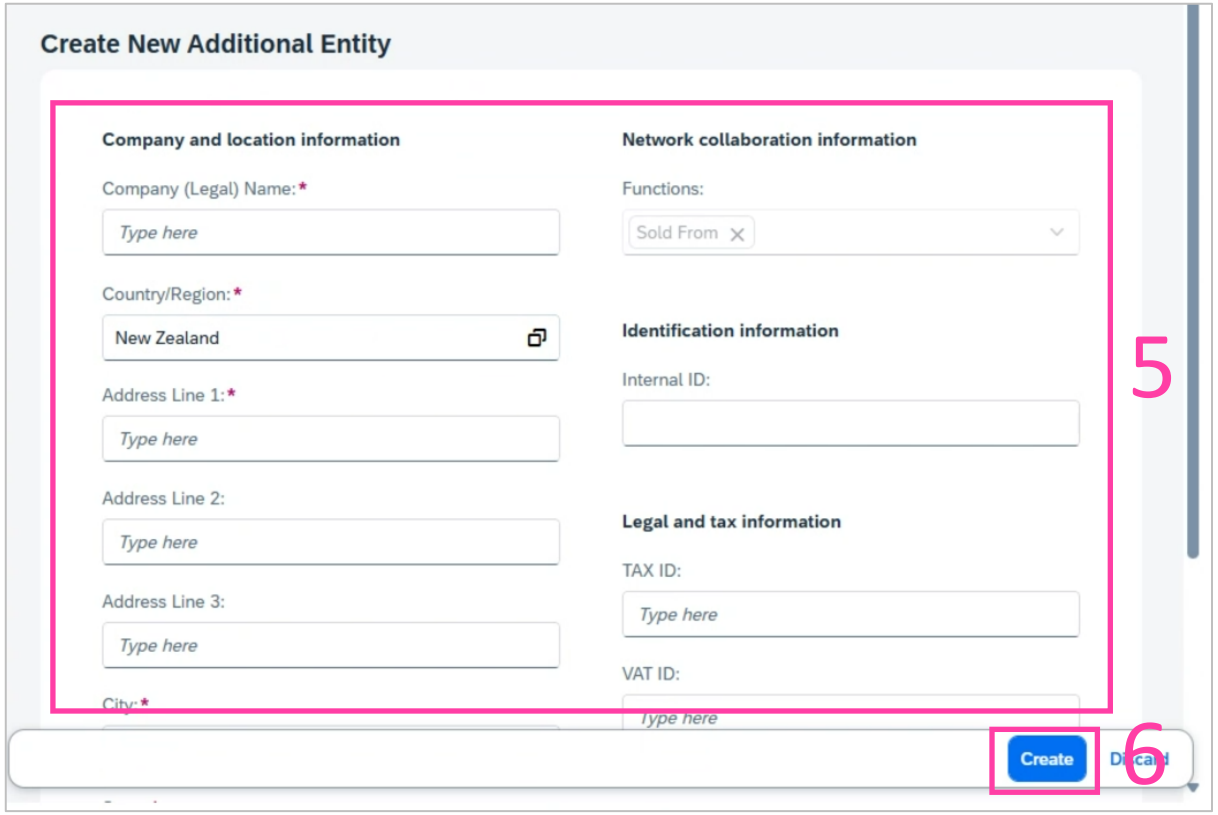
ADDITIONAL INFORMATION FOR CREATING INVOICES

Adding the relevant legal information ensures that these fields are automatically populated during the Invoice creation process.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Company Profile** and the Company Profile is displayed
3. Select **Additional Entries**
4. Select **Create**
5. Complete the details for the new entry
6. Select **Create**







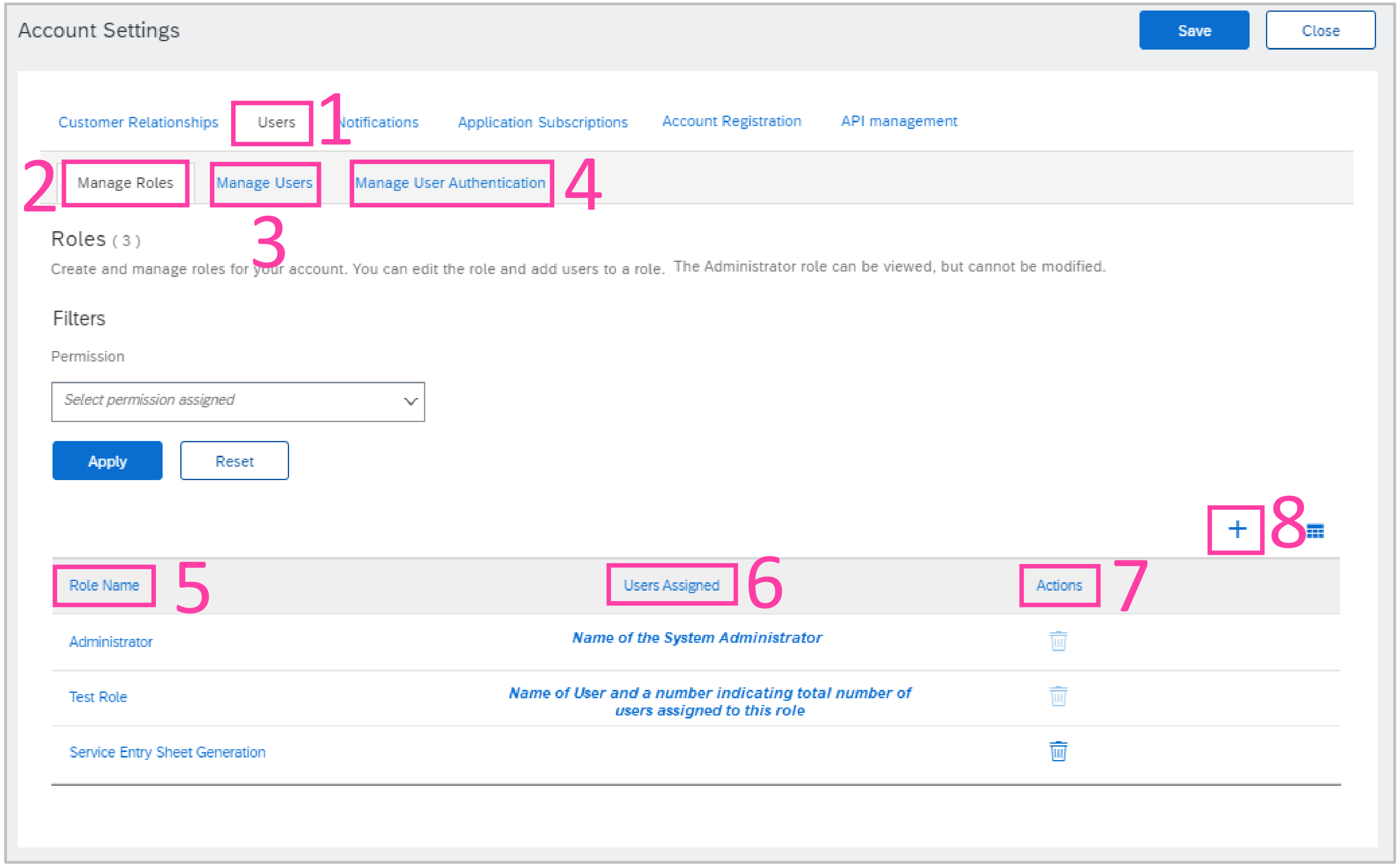
ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

ACCOUNT SETTINGS

The Users tab/selection is only available to the System Administrator, use this tab to maintain users for the SAP Business Network for:

- Creating Roles
- Creating Users
- Maintaining Users
- Assigning permissions
- Resetting passwords
- Assign the System Administrator role to another user

1. **Users** – The tab accessed by the System Administrator to create, update and maintain users
2. **Manage Roles** – Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organisation
3. **Manage Users** – Used to add, delete, update and maintain both users and specific permissions of users
4. **Manage User Authentication** – Used to increase system security
5. **Role Name** – The name of the function/role added by the System Administrator; users are then assigned a role based on the permissions required to perform their job
6. **Users Assigned** – Indicates the number of users assigned to the Role
7. **Actions** – The actions allowed, the System Administrator role cannot be deleted, there is only 1 System Administrator at any one time.
8. + - Used to Add Roles



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

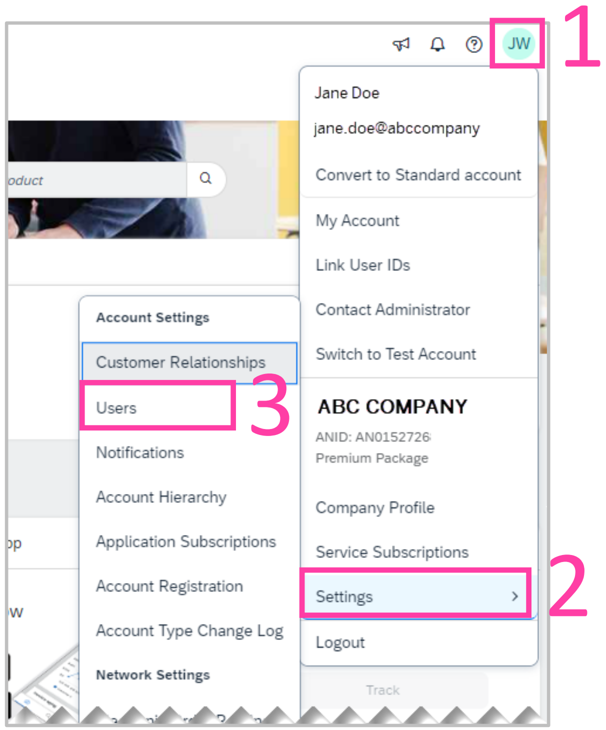
MANAGE ROLES

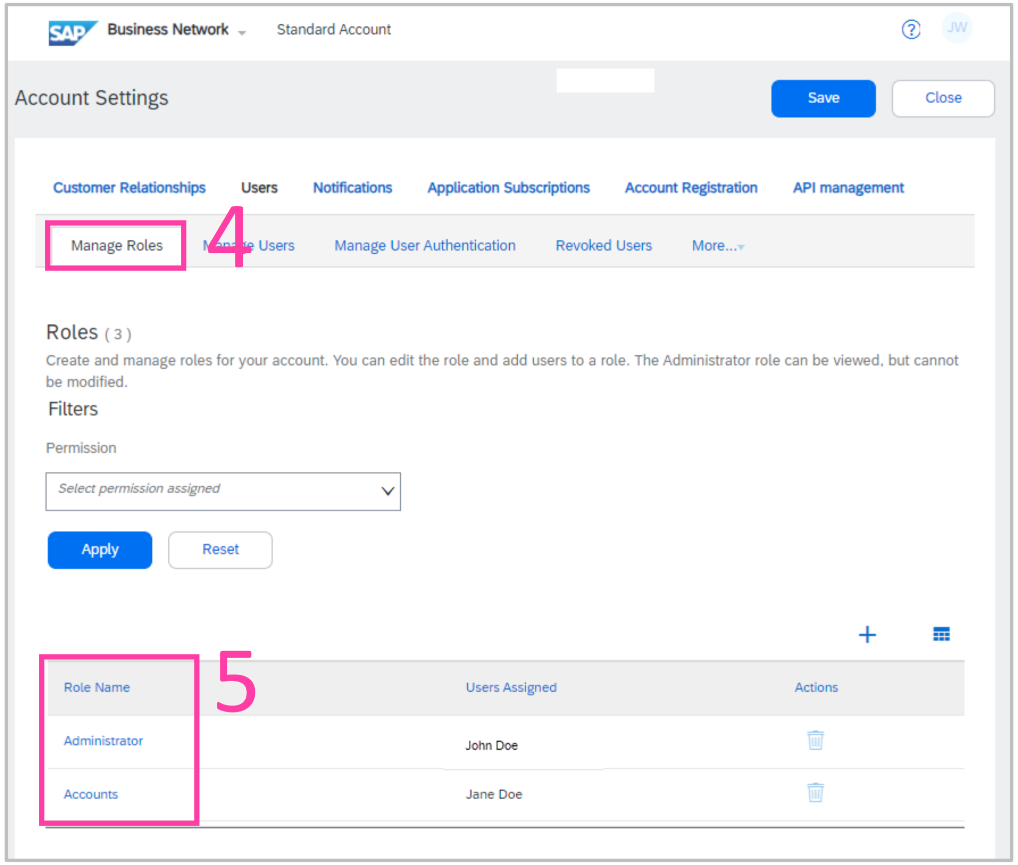
Only the System Administrator can manage roles, add users and control permissions. Even selecting all available permissions will not provide access to the Users section of the SAP Business Network.

Roles should reflect the job roles within your organisation, particularly those that need to interact with the SAP Business Network.

Roles are then assigned permissions so that sub-users are able to access the network and perform the tasks required.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Roles** tab
5. Locate **Role Names** and determine whether you need to add, edit or update permissions on an existing role





ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

MANAGE ROLES

Permissions are assigned by the System Administrator based on the Role responsibilities, refer to Permissions.

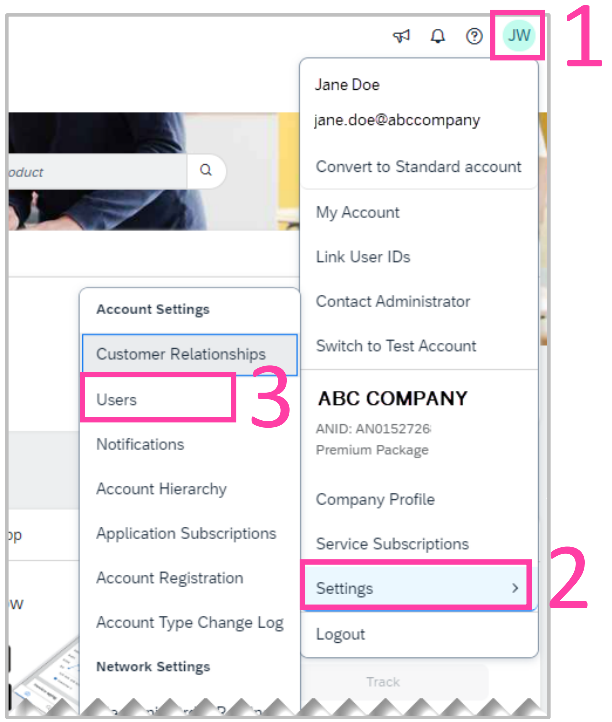
A new role does not need to be created if adjusting permissions, refer to editing permissions.

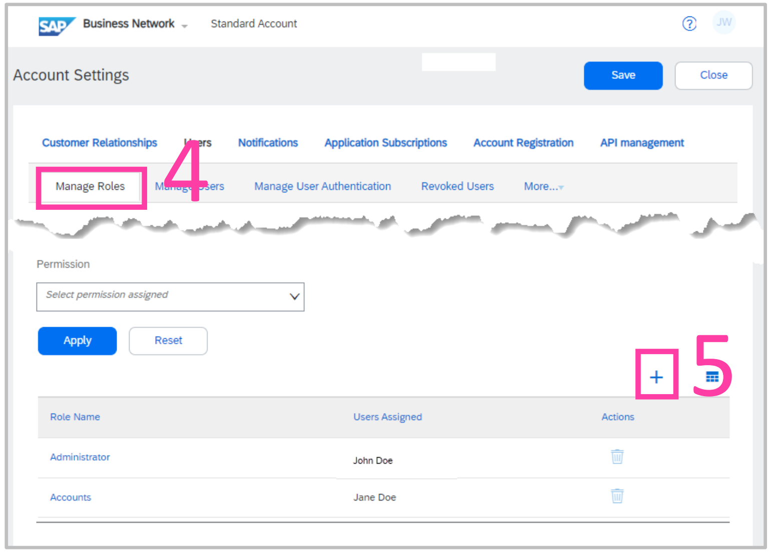
1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Roles** tab
5. Click on the **+**
6. Add the name of the **role**
7. Scroll down to see available permissions, and select all applicable permissions, use **Page** to review more permissions
8. To select all permissions select **Permission**
9. Once completed, click on **Save**

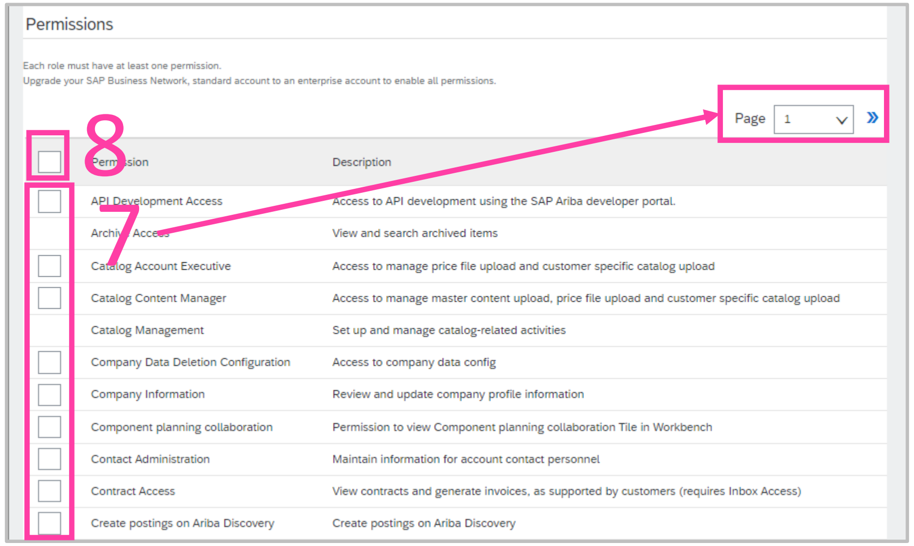
The screen will return to the Manage Roles Tab

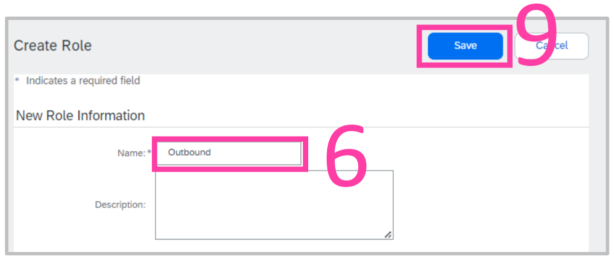
10. Click on **Save**

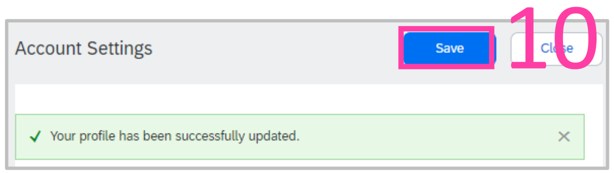
A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save











ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

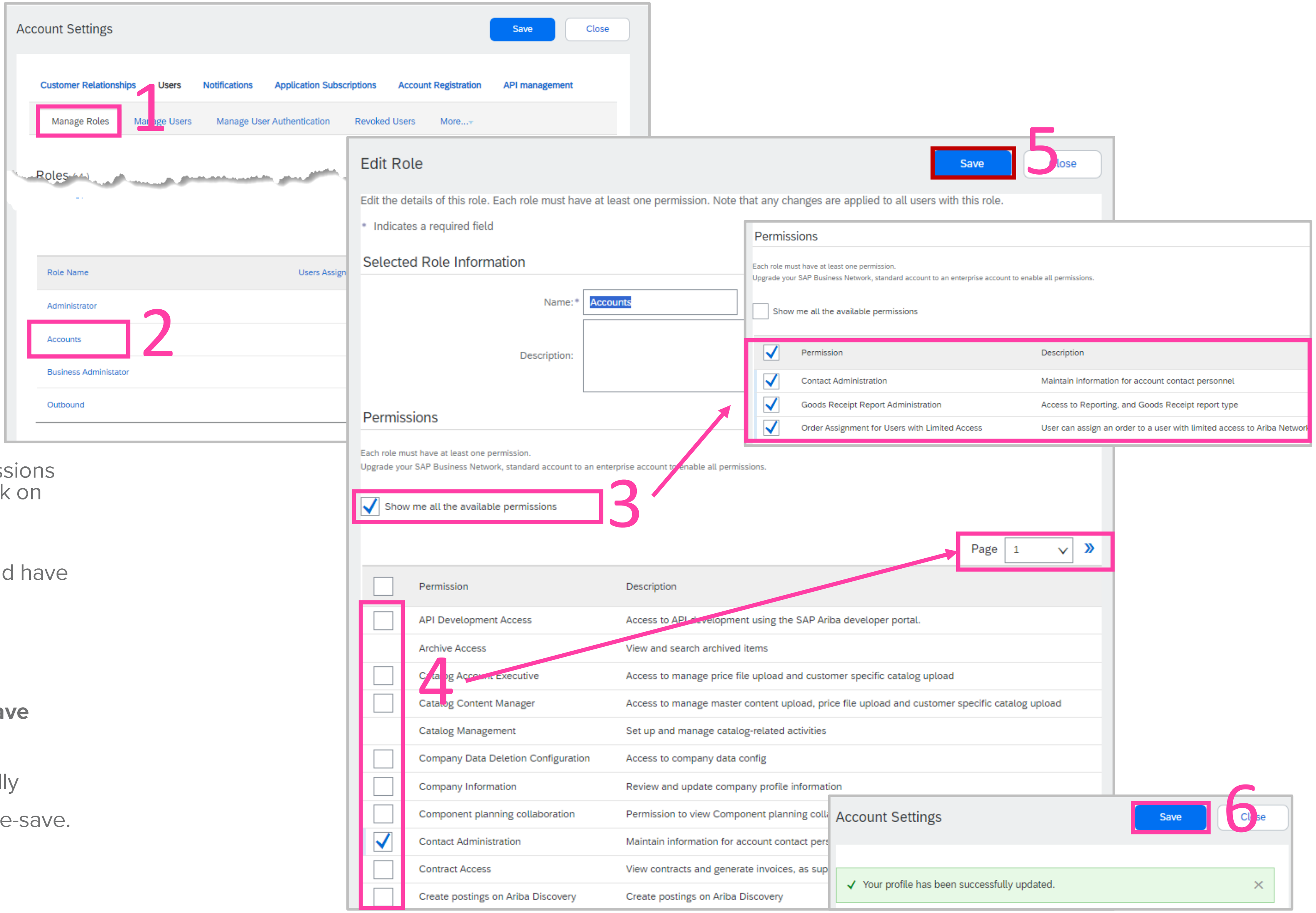
MANAGE ROLES

Existing Roles can be edited, including:

- Changing the name of the Role
- Removing permissions
- Adding Permissions
- Identifying Assigned Users
- Moving Assigned Users to another role

1. Display the **Manage Roles** Tab
2. Click on the name of the role you need to modify
3. The Edit Role screen is displayed, the active permissions are shown, to view other available permissions, click on **Show me all the available permissions**
4. Review and select other permissions this role should have (review other pages)
5. Click on **Save**
6. Screen returns to the Manage Roles tab, click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save.



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

MANAGE ROLES

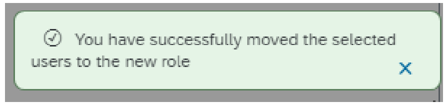
Only the System Administrator can manage roles, add users and control permissions. Even selecting all.

1. Display the **Manage Roles** Tab
2. Scroll down to **Assigned Users**
3. The **Users** assigned to this **Role** will be displayed
4. To Move a User to a different Role, select the affected **user**
5. Click on **Move to another role**
6. The Move Users to Another Role pop-up box is displayed, click on the **Select Role** down arrow

Note: The System Administrator role is not available, to change the System Administrator refer to Change Administrator.

7. Click on **Move and Save**

Note: A screen pop up confirms the move



8. Screen returns to the Manage Roles tab, click on **Save**

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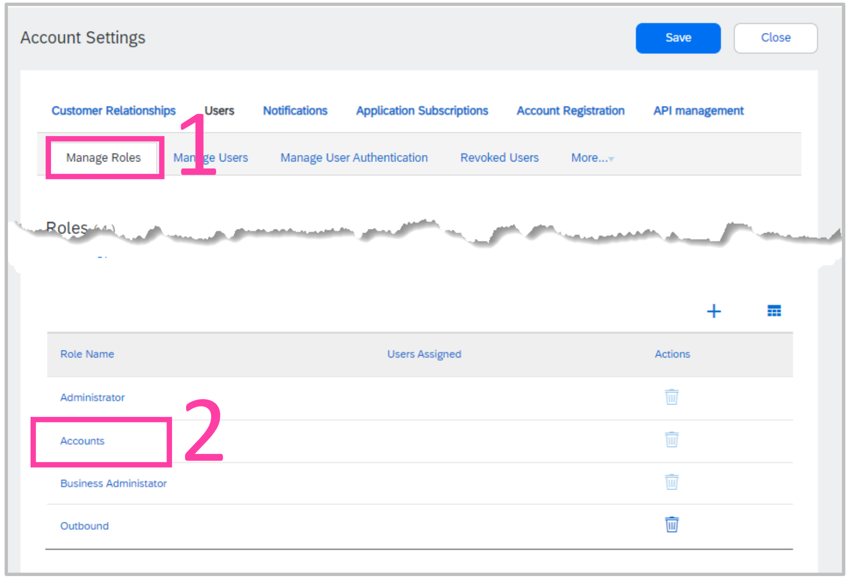
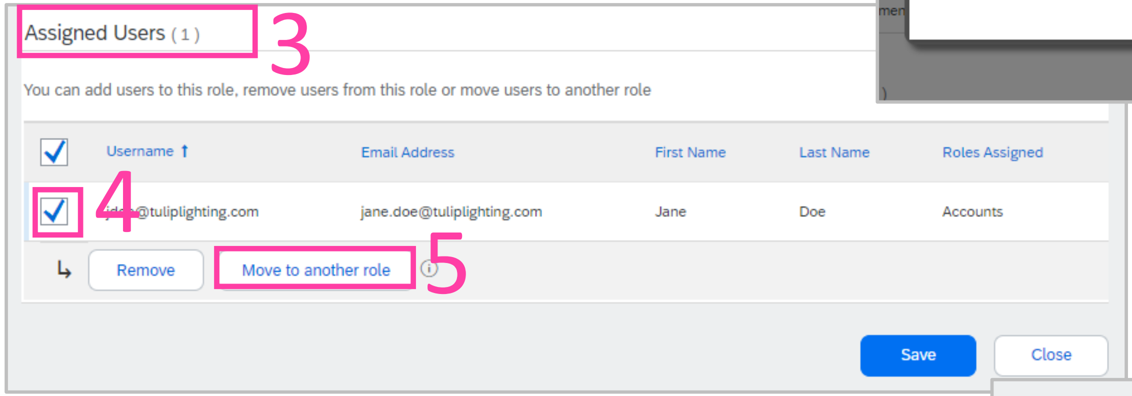
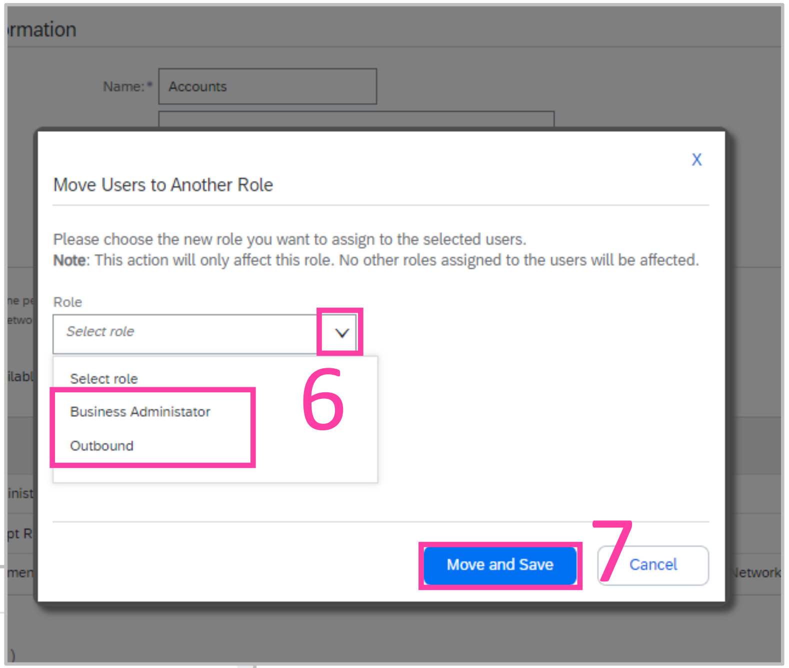
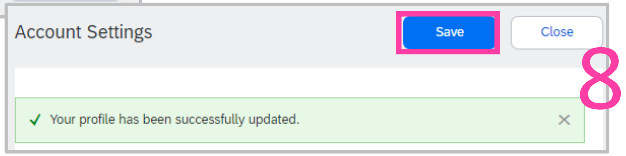








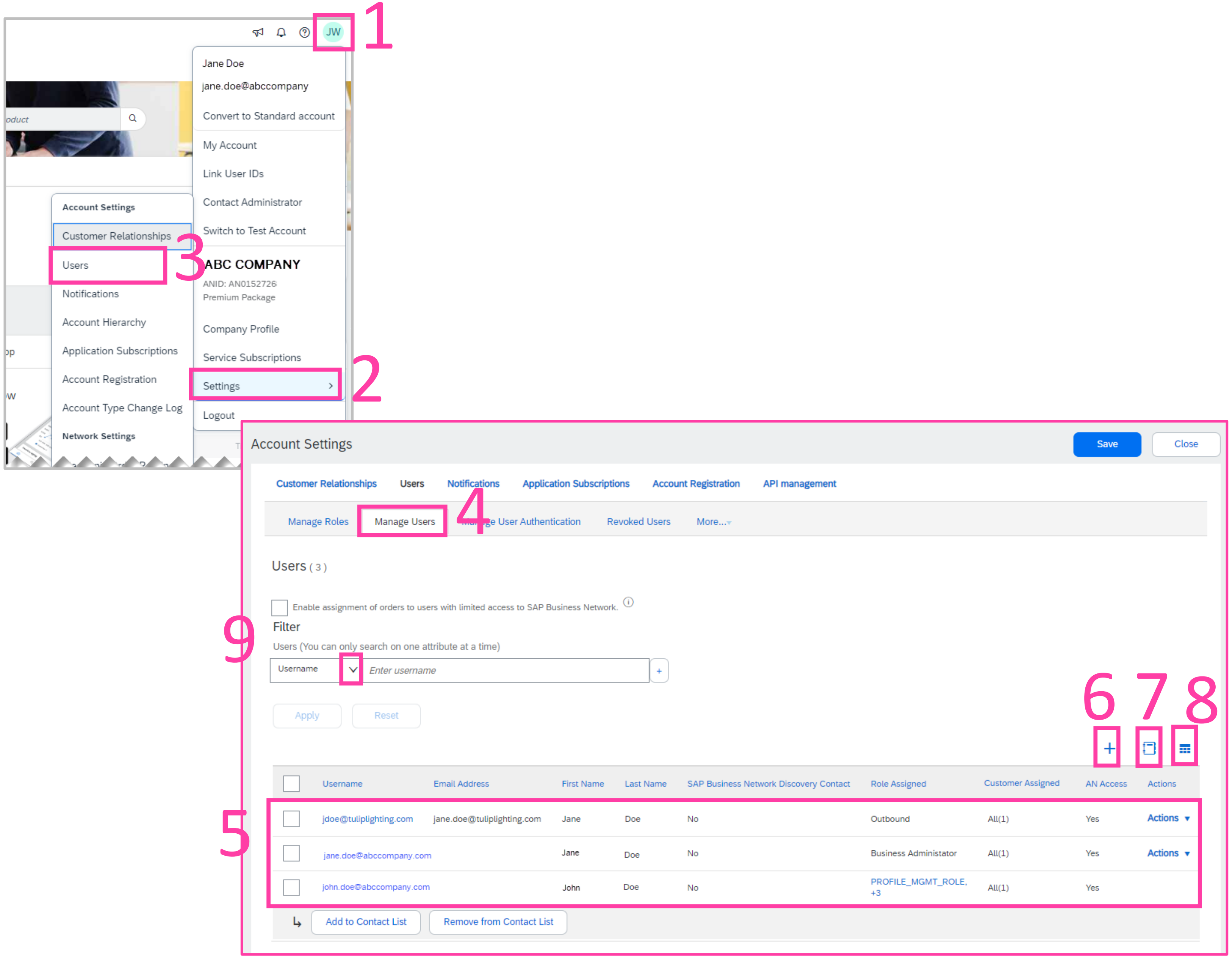
ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

MANAGE ROLES

Only the System Administrator can manage sub-users, assign a new System Administrator and control permissions.

Accessing the Manage Users Tab

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Users** tab
5. The list of users is displayed
6. Click on + to add users
7. Click on to export contacts list
8. Click on for the Table Options Menu
9. The Filter allows for a search based on the criteria selected, use the drop down to select the criteria, enter the information, click on the + then click on Apply. The info will be displayed



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

MANAGE ROLES

After Roles have been created or added as required, **Users** can be created.

To Create a User:

1. Click on the **Manage Users** tab
2. Click on the **PLUS** button
3. The Create User Screen is displayed, enter a **User name**

Note: The User name must be the email address of the User

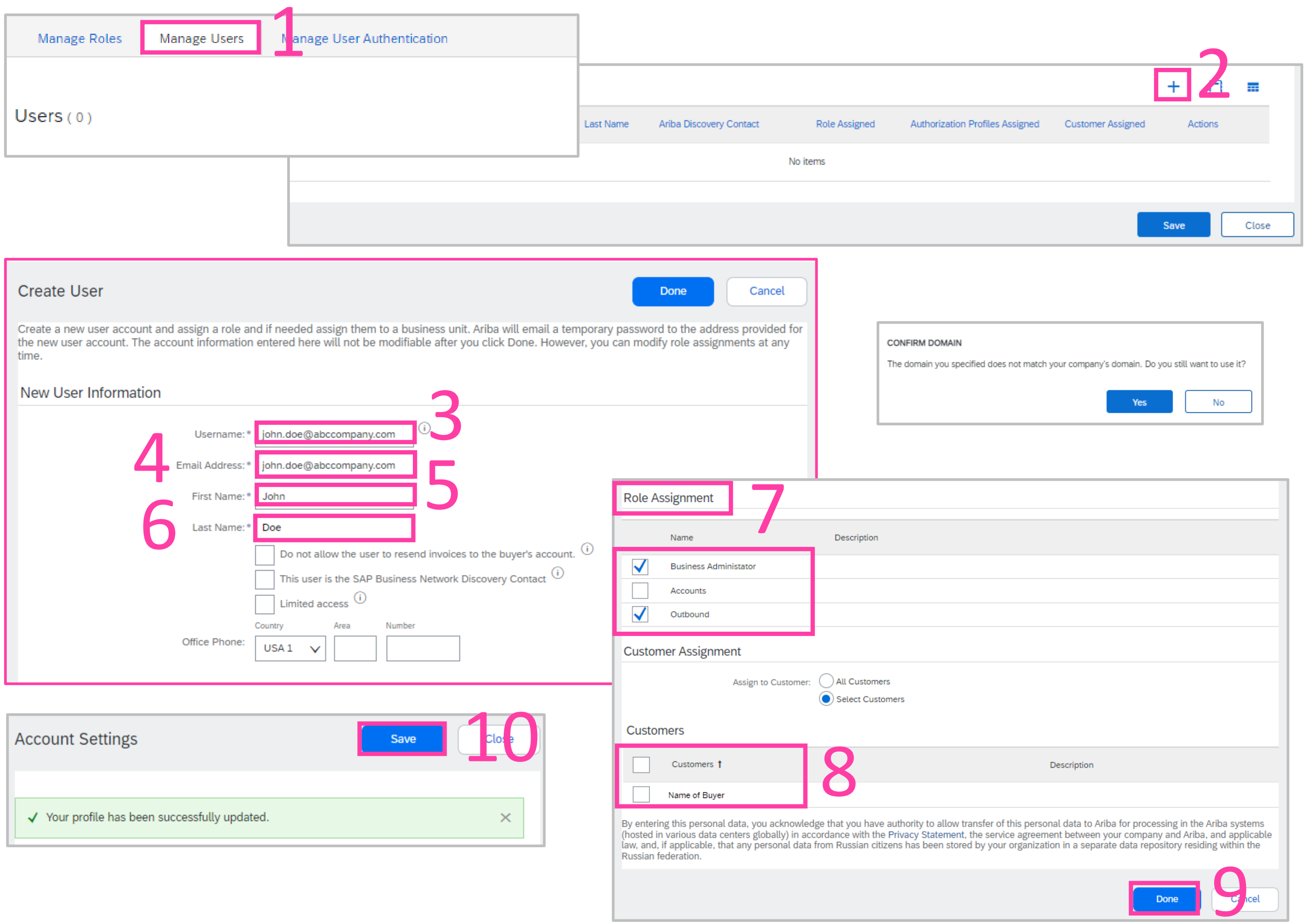
4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name**

There is no requirement to add information without an Asterisk.

7. Scroll down to **Role Assignment**, select the **Role/s** that suits the needs of the Sub-user

Note: Users can be assigned more than one Role.

8. Scroll down to **Customer Assignment**, and identify whether the user works specifically on one or more Customers (only customers with a relationship will appear)
9. Click on **Done** (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**)
10. Click on **Save**



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

MANAGE ROLES

Only the System Administrator can manage roles, add users and control permissions. Even selecting all available permissions will not provide access to the Users section of the SAP Business Network.

Prior to deleting Users from accessing the SAP Business Network, confirm that a retention period has been entered. Retention periods are done in “months”.

To access the Deletion Retention period:

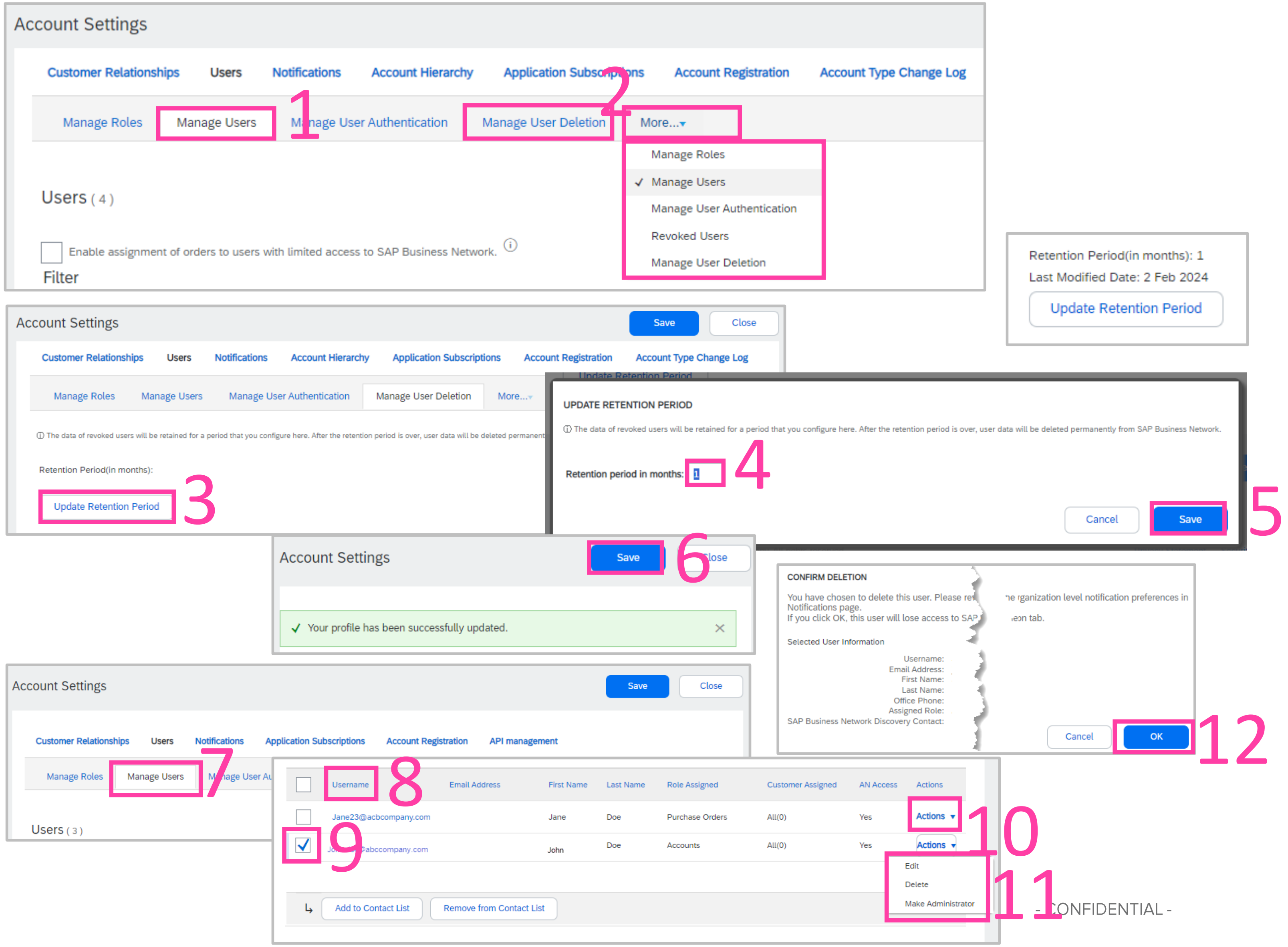
1. Display the Account Settings screen with the Manage Users tab selected
2. **EITHER** – Click on the **Manage User Deletion** tab

   Or Click on **More** and select the **Manage User Deletion** from the drop-down list
3. To add or change the retention period, click on **Update Retention Period**
4. Enter a number between 1 and 12
5. Click on **Save**
6. The Retention Period is shown with the date the retention period was modified

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save.

To Delete a User: (numbers in orange)

7. Display the **Manage Users Tab**
8. Scroll down to the **list of users**
9. Select the **User** you need to delete
10. Click on **Actions**
11. Select **Delete** from the drop-down list
12. The details of the user are shown, click on **OK**



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

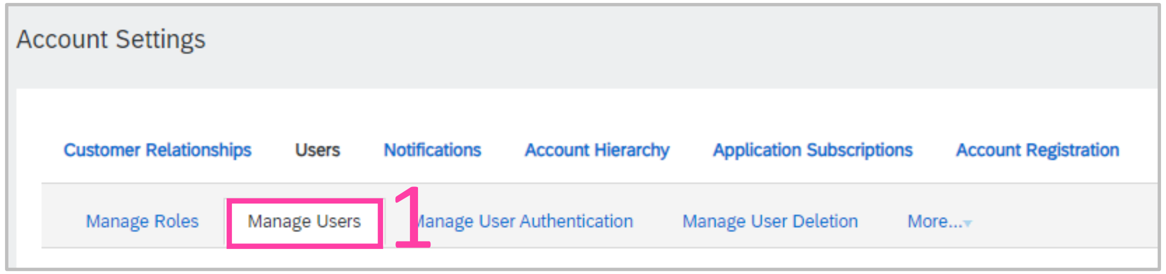
MANAGE ROLES

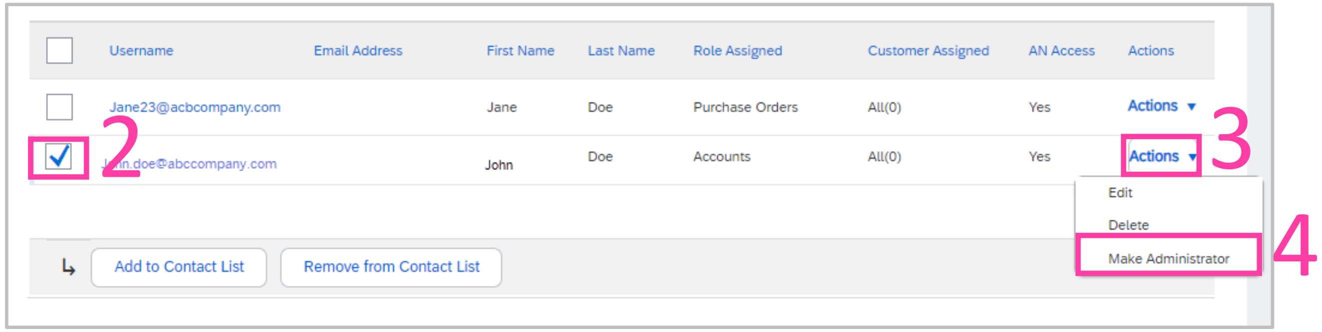
Updating the System Administrator

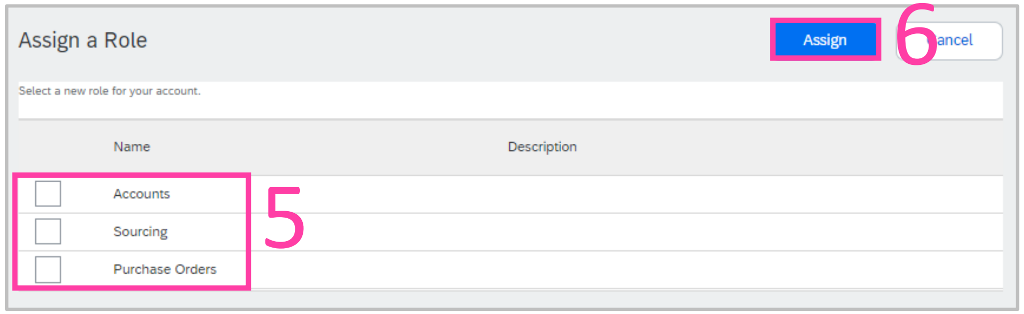
Where the Administrator is still working in the business but no longer is the designated SAP Business Network System Administrator. Ensure that the new administrator has a Username and Permissions already assigned to an existing role.

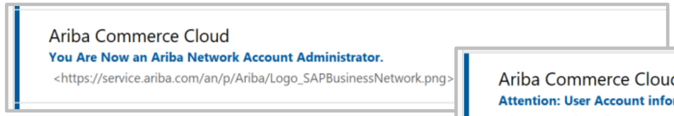
1. Display Account Settings and select the **Manage Users** tab
2. Scroll down to **Users or** use filters to search for a specific user, select the **User** that is the new designated administrator
3. Click on **Actions**
4. Select **Make Administrator**
5. Select the **role/s** being assigned to the existing administrator
6. Click on **Assign**
7. A screen message will confirm that the new administrator is being assigned

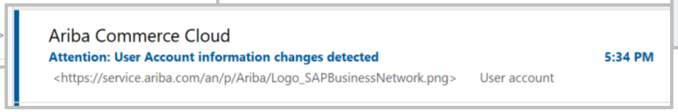
Note: The new system administrator will receive and email advising they are now the new administrator, and the previous system administrator will be logged out, the Username and password remain the same for both the old and new administrators

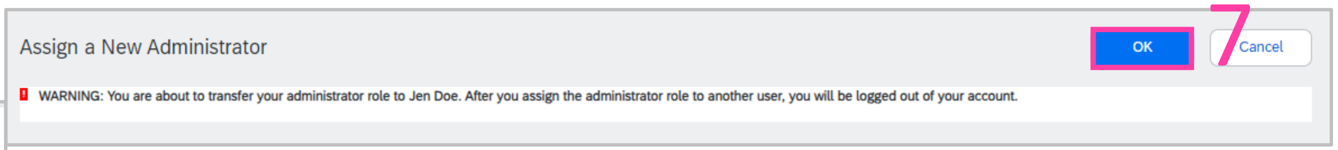










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