

Supplier account overview

Supplier training

P2 What's in my account? What can I manage?

Index

4	Access to my account	11	Notifications
5	Access to environments	13	Manage users
6	Proposals & Questionnaires	15	Create functions
7	Business Network	16	Create users
9	My account	20	Help center (requests)

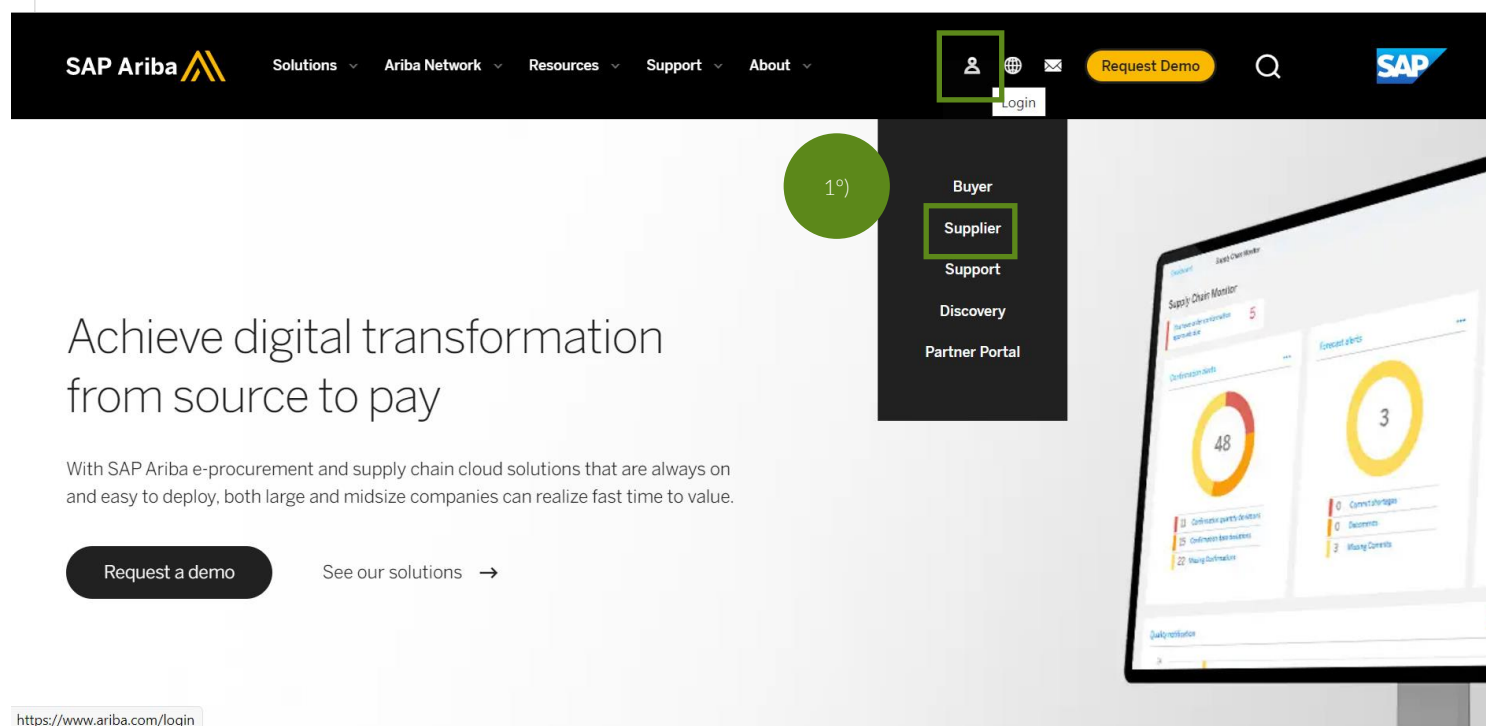
Glossary of terms

- **Ariba Network**: It is the SAP Ariba platform that allows us to establish commercial relationships with the Iberdrola group.
- **ANID (Ariba Network ID)**: It is the unique identification code that represents our company in the global Ariba Network.
- **IBuy**: It is the Iberdrola group's environment within Ariba Network. Through the sections 'Business Network' and 'Proposals and questionnaires' we will be able to manage the offer requests received from the Iberdrola group.
- **Administrador**: The person responsible for managing the supplier account on the Ariba Network.
- **SR (Service Request)**: Issue number registered in Ariba Network.

Supplier account overview

Access to my Ariba Network account

From any browser we access the Ariba home page. From the "Login" button we select "Supplier", enter our credentials and click on the "Login" button.



Supplier Login

2°) Supplier credentials

Login

[Forgot Username or Password](#)

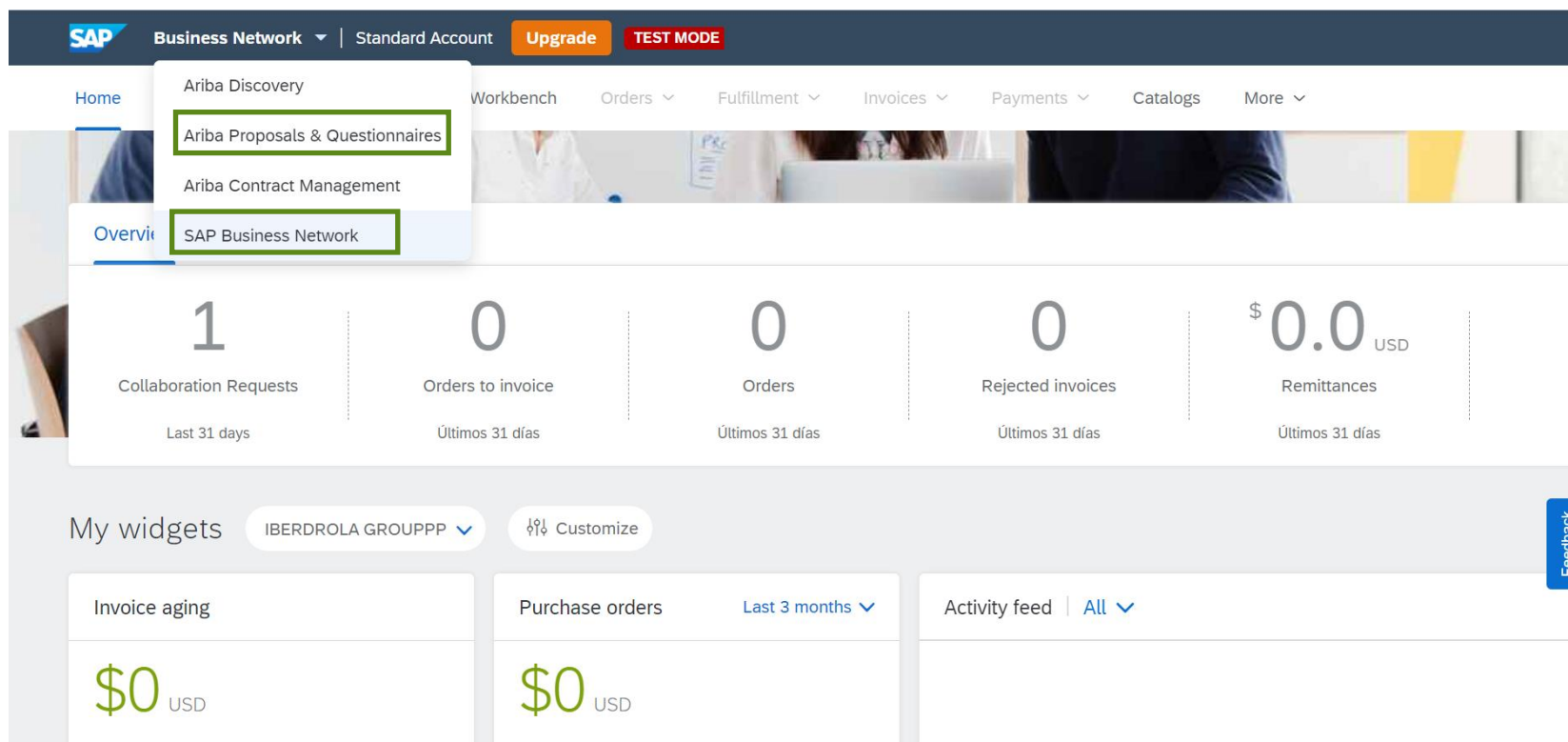
<https://www.ariba.com/login>

Supplier account overview

Access to environments

We will have access to 2 environments within the Ariba Network:

- Proposals and Questionnaires: Allows to manage the offer requests received by the Iberdrola group for higher amounts (events, tenders).
- Business Network: Allows to manage the offer requests received by the Iberdrola group for smaller amounts (collaboration requests).



The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' badge. Below the header, a navigation bar lists various modules: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A dropdown menu is open, showing options: Ariba Discovery, Ariba Proposals & Questionnaires (highlighted with a green box), Ariba Contract Management, and SAP Business Network (also highlighted with a green box). The main dashboard area features five key metrics for the last 31 days: 1 Collaboration Requests, 0 Orders to invoice, 0 Orders, 0 Rejected invoices, and \$0.0 USD Remittances. Below this, the 'My widgets' section is visible, showing 'IBERDROLA GROUPPP' and a 'Customize' button. The widgets include 'Invoice aging' showing \$0 USD, 'Purchase orders' showing \$0 USD, and an 'Activity feed' set to 'All'.

Supplier account overview

Proposals and Questionnaires

The 'Proposals and Questionnaires' tab is used to manage the events and registration questionnaires in IBuy. The events section includes the offer requests received by the Iberdrola group for higher amounts.

IBERDROLA GROUP

There are no matched postings.

Welcome to the Iberdrola Group IBuy site. IBuy is the cloud collaborative tool of Iberdrola Group for sourcing processes that at all times guarantees the security and confidentiality of the transactions. SAP Ariba administers this site in an effort to ensure market integrity

IBERDROLA | IBuy

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Finalizado (1)				
Ronda 1	Doc891602979	2/10/2022 12:51 PM	RFP	Yes
▼ Status: Selección pendiente (8)				
Ronda 1	Doc911448393	2/24/2022 4:27 PM	RFP	No
Formación proveedores	Doc880154748	2/7/2022 12:30 PM	RFP	Yes
Ronda 1	Doc869254030	1/23/2022 11:36 AM	RFP	No
Ronda 1	Doc868957057	1/23/2022 9:54 AM	RFP	No
Ronda 1	Doc844702150	1/18/2022 11:02 AM	RFP	Yes
Formación Petición de oferta de importe relevante	Doc850639873	1/12/2022 4:07 PM	RFP	Yes
Training Sourcing Events	Doc844875356	12/30/2021 1:15 PM	RFP	Yes
Prueba Formación Proveedores Iberdrola	Doc844807447	12/30/2021 12:30 PM	RFP	Yes

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc815824228	12/19/6104 4:20 PM	Registered

Events received by Iberdrola and all its information

Questionnaire sent to us by Iberdrola to establish a relationship with them.

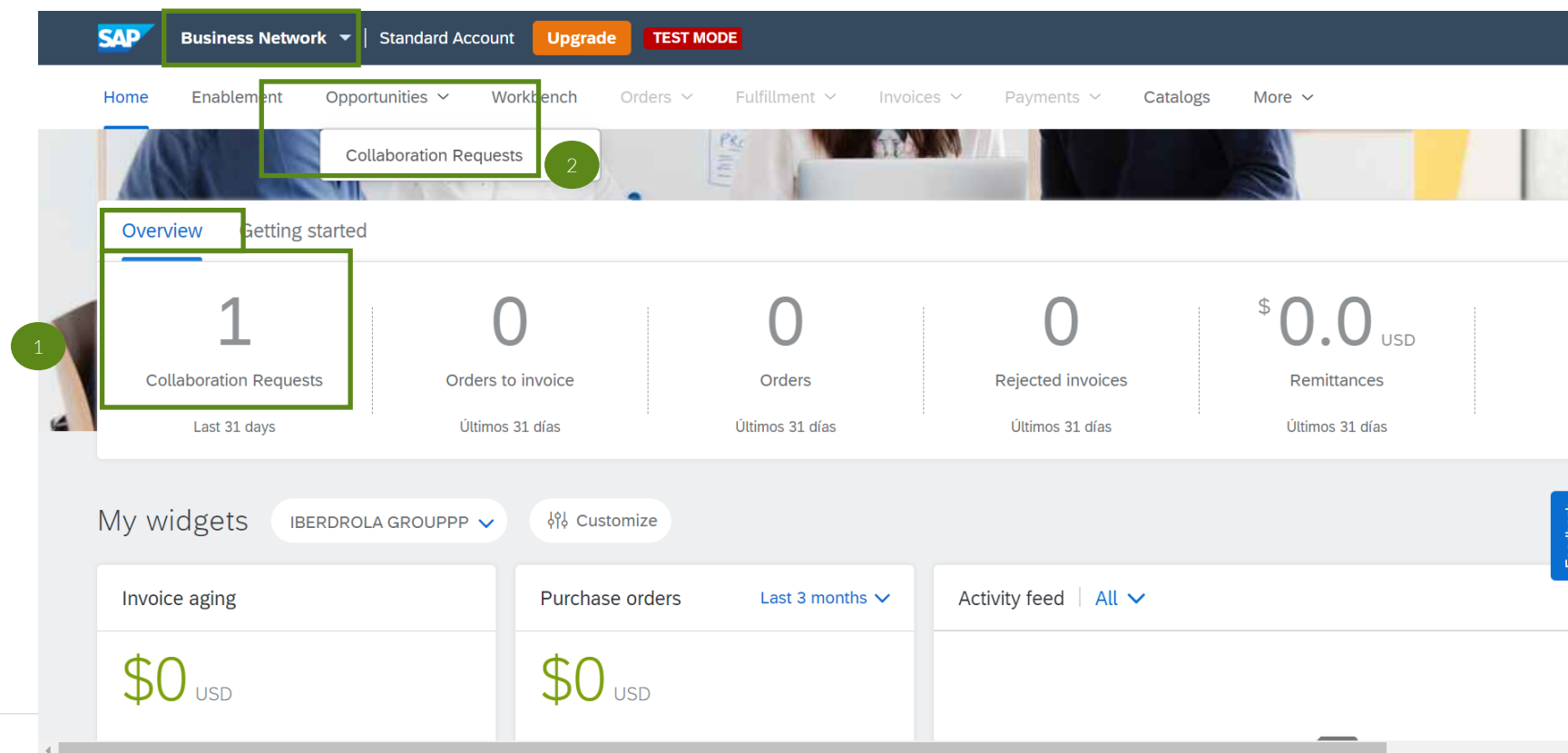
Supplier account overview

Business Network

The 'Business Network' tab is used to manage the offer request for smaller amounts. There are 2 ways to access them although both will take us to the same screen:

1- From the section 'Overview' - 'Collaboration requests'.

2- From 'Opportunities' - 'Collaboration Requests'.




The screenshot displays the SAP Business Network interface. At the top, the 'Business Network' tab is highlighted with a green box and a green circle labeled '2'. Below the navigation bar, the 'Overview' section is visible, featuring a large green box with a green circle labeled '1' around the '1 Collaboration Requests' card. The card indicates 'Last 31 days'. Other cards show '0 Orders to invoice', '0 Orders', '0 Rejected invoices', and '\$ 0.0 USD Remittances', all for the 'Últimos 31 días' period. The 'My widgets' section at the bottom includes 'Invoice aging' showing '\$0 USD', 'Purchase orders' showing '\$0 USD', and an 'Activity feed' set to 'All'.

Supplier account overview

Business Network

By clicking on any of the two links above, we can see the collaboration requests we have received from the Iberdrola group with their corresponding information: request number, title, customer, date, amount (if the proposal has been sent) and their current status.

To answer the request, click on the number of the request and we will access it.


Business Network
Standard Account
Upgrade
TEST MODE
Back to classic view

Home
Enablement
Opportunities
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
More
Create

Collaboration Requests

Search Filters

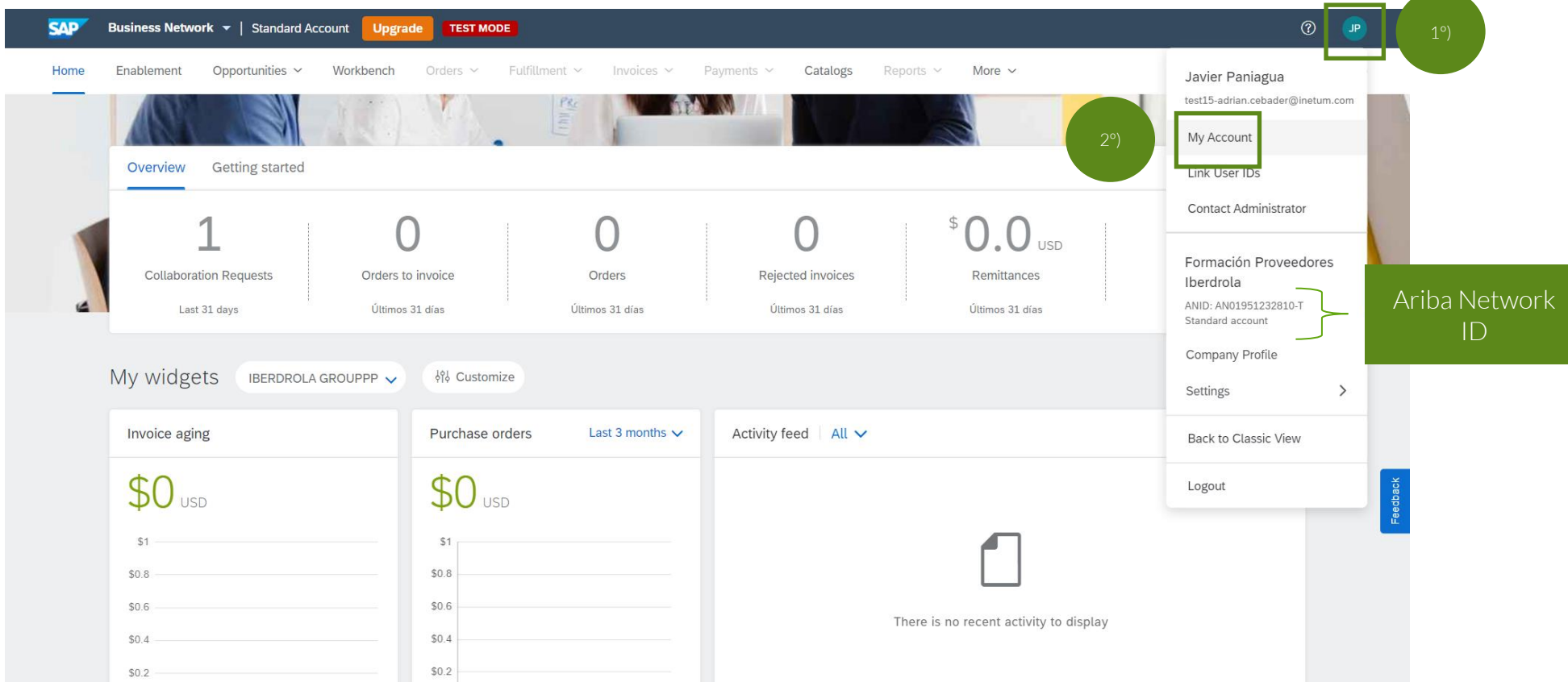
	Request #	Title	Customer	Received Date	Purchase Order	Amount	Status	Assigned To
<input type="checkbox"/>	PR8872-R1000	SN-U344400-	IBERDROLA GROUPPP	24 Feb 2022 2:16:30 PM		10,000.00 EUR	Awaiting Response from Buyer	
<input type="checkbox"/>	PR8393-R1076	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	21 Feb 2022 2:22:48 PM		98.31 EUR	Request Cancelled by Buyer	
<input type="checkbox"/>	PR8878-R1084	SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing	IBERDROLA GROUPPP	14 Feb 2022 6:01:48 PM		170.00 EUR	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR8877-R1083	SN-U344400-Confirmar Compra Centralizada/Transaccional y no subir a Sourcing	IBERDROLA GROUPPP	14 Feb 2022 3:47:12 PM		180.00 EUR	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR8870-R1082	SN-U344400-	IBERDROLA GROUPPP	11 Feb 2022 1:49:46 PM		100.00 EUR	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR8869-R1081	SN-U344400-	IBERDROLA GROUPPP	11 Feb 2022 1:40:46 PM		16,000.00 EUR	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR8391-R1066	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	7 Jan 2022 10:01:48 AM		98.31 EUR	Awaiting Response from Buyer	
<input type="checkbox"/>	PR8390-R1065	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	28 Dec 2021 10:50:01 AM		196.63 EUR	Awaiting Response from Buyer	
<input type="checkbox"/>	PR8388-R1064	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	28 Dec 2021 10:27:45 AM		196.63 EUR	Awaiting Response from Buyer	
<input type="checkbox"/>	PR8368-R1063	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	23 Dec 2021 2:11:56 PM		178.75 EUR	Proposal Accepted by Buyer	
<input type="checkbox"/>	PR8278-R1055	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	15 Dec 2021 12:59:32 PM		2,681.32 EUR	Proposal Accepted and Request Closed	
<input type="checkbox"/>	PR8280-R1053	SN-U344400-Prueba modificaciones ARIBA	IBERDROLA GROUPPP	15 Dec 2021 10:53:06 AM		759.71 EUR	Proposal Accepted and Request Closed	

Supplier account overview

My account

From this section (icon with our initials) we can see information such as our company name and our ANID or Ariba Network ID.

We also have access to the 'My account' section.



The screenshot shows the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Upgrade' and 'TEST MODE'. A user profile icon with initials 'JP' is highlighted with a green box and labeled '1°'. Below the header, a navigation bar contains links like Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. The main content area displays a dashboard with five key metrics: Collaboration Requests (1), Orders to invoice (0), Orders (0), Rejected invoices (0), and Remittances (\$0.0 USD). Below this, there are sections for 'My widgets' (including Invoice aging and Purchase orders) and an 'Activity feed'. On the right, a dropdown menu is open, showing the user's name 'Javier Paniagua', email 'test15-adrian.cebader@inetum.com', and a 'My Account' link highlighted with a green box and labeled '2°'. The dropdown also lists options like 'Link User IDs', 'Contact Administrator', 'Formación Proveedores Iberdrola', 'ANID: AN01951232810-T Standard account', 'Company Profile', 'Settings', 'Back to Classic View', and 'Logout'. A green box labeled 'Ariba Network ID' points to the ANID information in the dropdown.

Supplier account overview

My account

From the 'My Account' section we can change our contact information (user name, email address, first name, last name...).

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: * [Select Currency](#) ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

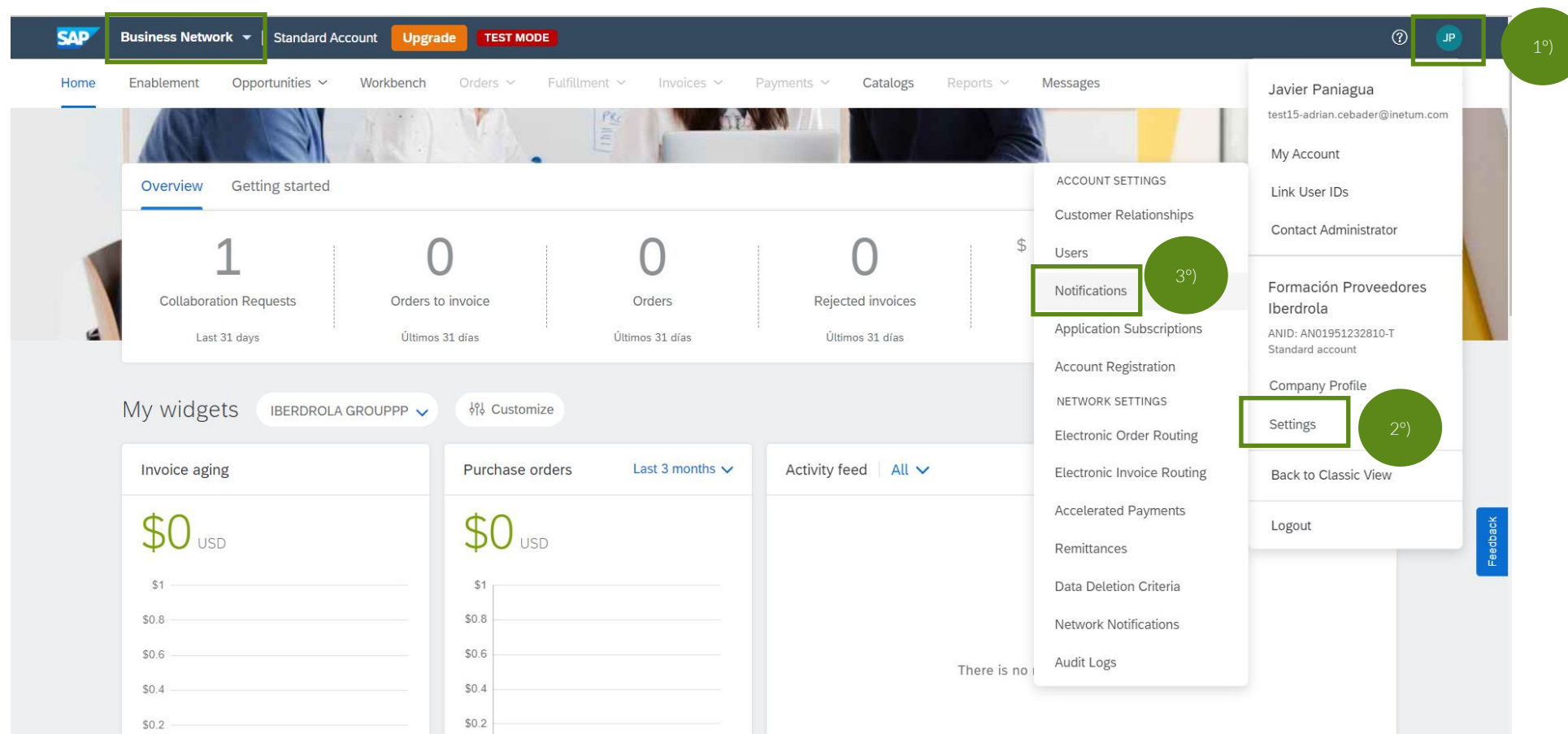
Contact Information

	Country	Area	Number	Extension
Phone: *	<input type="text" value="ESP 34"/> ▾	<input type="text"/>	<input type="text" value="000000"/>	<input type="text"/>

Supplier account overview

Notifications

In the 'Notifications' section we can change the e-mail address for receiving collaboration requests (Business Network).




The screenshot displays the SAP Business Network interface. The top navigation bar includes the SAP logo, 'Business Network' (highlighted with a green box), 'Standard Account', 'Upgrade', and 'TEST MODE'. A user profile dropdown for 'Javier Paniagua' is visible on the right, with a green circle labeled '1°' next to it. The main content area shows a dashboard with four cards: 'Collaboration Requests' (1), 'Orders to invoice' (0), 'Orders' (0), and 'Rejected invoices' (0). Below this is a 'My widgets' section with 'IBERDROLA GROUPPP' and a 'Customize' button. A dropdown menu is open, showing 'Notifications' (highlighted with a green box and labeled '3°') and 'Settings' (highlighted with a green box and labeled '2°'). The 'Settings' option is further highlighted with a green circle labeled '2°'. The 'Notifications' option is also highlighted with a green circle labeled '3°'. The 'Settings' option is further highlighted with a green circle labeled '2°'.

Supplier account overview

Notifications

In this screen we select the 'Network' tab. From here we can choose which notifications we want to receive and to which e-mails they will be sent, for the Business Network part. From the 'Collaboration Request' section we can choose if we want to receive the offer requests and the e-mail address where they will be sent. To finish we click on "Save".


Business Network

Standard Account
Upgrade
TEST MODE

? JP

Account Settings

Save

Close

Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration
API management

General

Network

Discovery
Sourcing & Contracts
Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

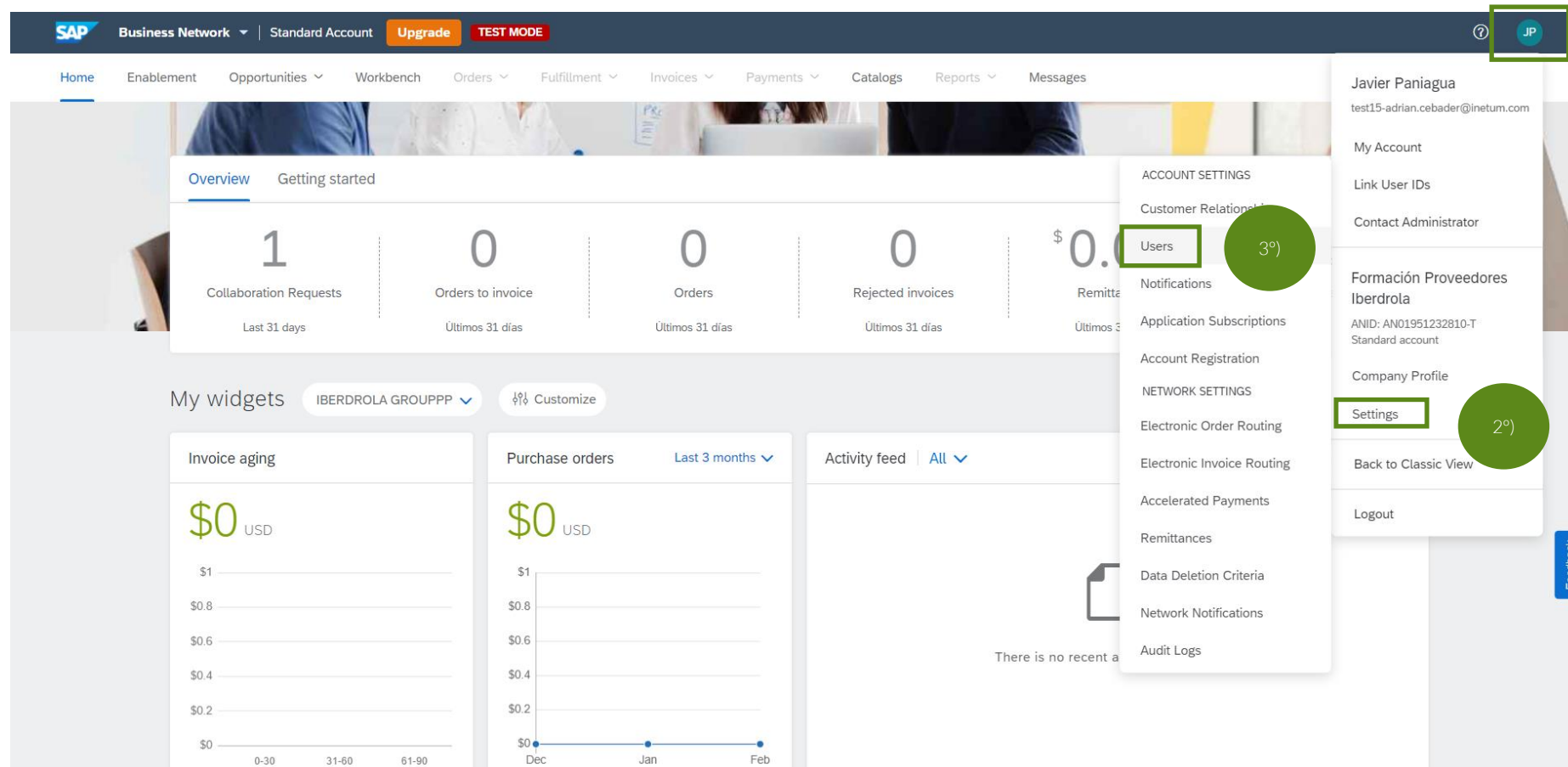
Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text" value="adrian.cebader@inetum.com"/>
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text" value="adrian.cebader@inetum.com"/>
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	* <input type="text" value="javier.paniagua@inetum.com,adrian.cebader@inetum.com"/>

Supplier account overview

Manage users


In the "Users" section we can see the users of our organization and their functions, as well as which user is the administrator and if we have this role.



Supplier account overview

Manage users

The administrator role will always exist and will always be associated with a user. Only the administrator can create users and assign functions through the roles. These roles can be assigned from the 'Permission' section if they have been previously assigned or from the '+' icon if they have to be created manually (next slide).


SAP Business Network
Standard Account
Upgrade
TEST MODE
JP

Account Settings
Save
Close

Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration
API management

Manage Roles
Manage Users
Manage User Authentication
Revoked Users
More...

Roles (2)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission
Select permission assigned

Apply
Reset

Role Name	Users Assigned	Actions
Administrator	Javier Paniagua	
Gestionar peticiones de oferta	Javi Paniagua	

Create function groups

+

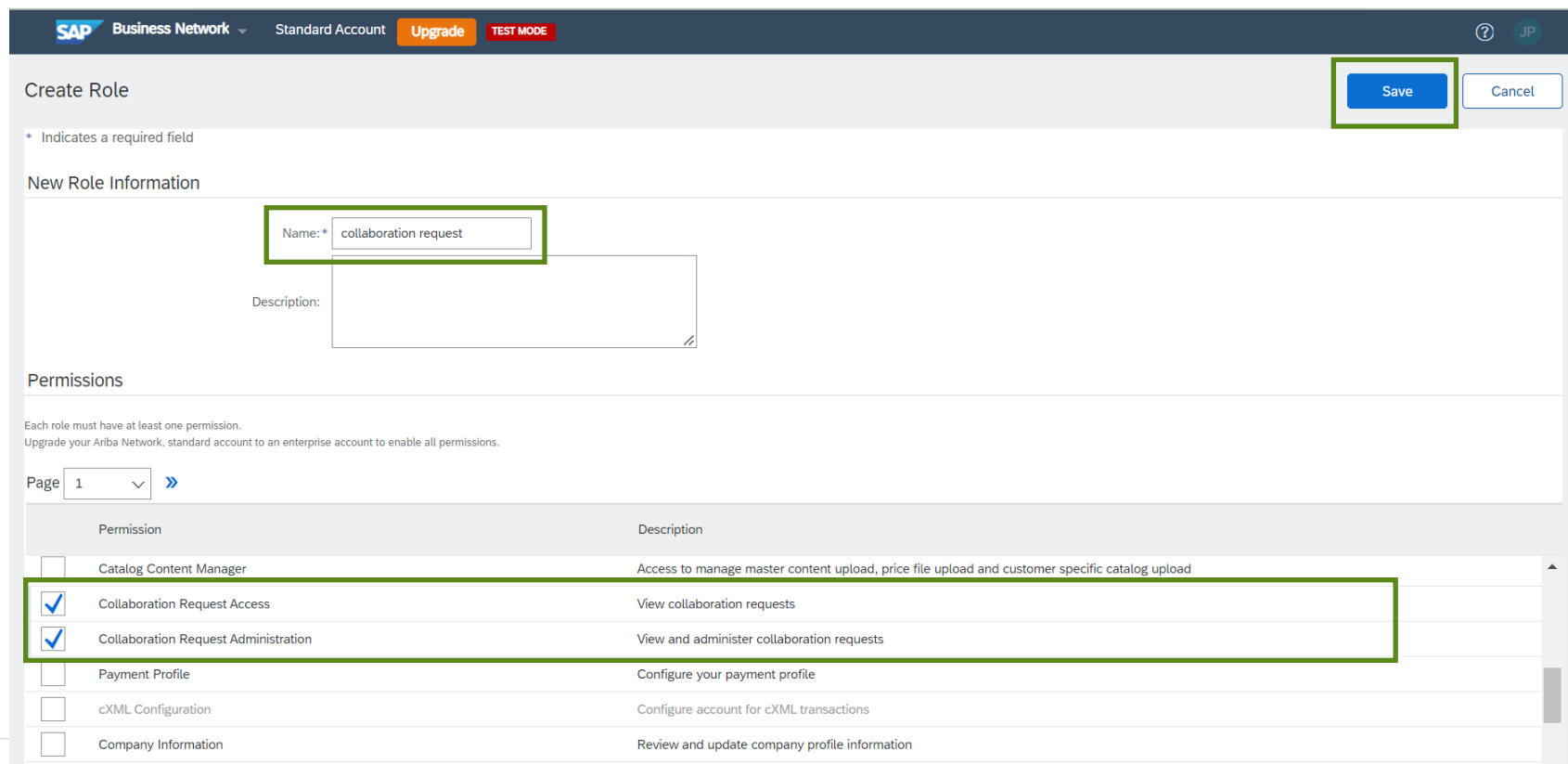
Supplier account overview

Create functions

Users must have permissions to view and manage offer requests. It is important to remember that only the administrator can create users and roles.

To create this group of functions, fill in the 'Name' field and select the permissions "Collaboration request access" and "Collaboration request administration".

Once done, click on "Save".



Create Role

Standard Account Upgrade TEST MODE

Save Cancel

* Indicates a required field

New Role Information

Name: * collaboration request

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

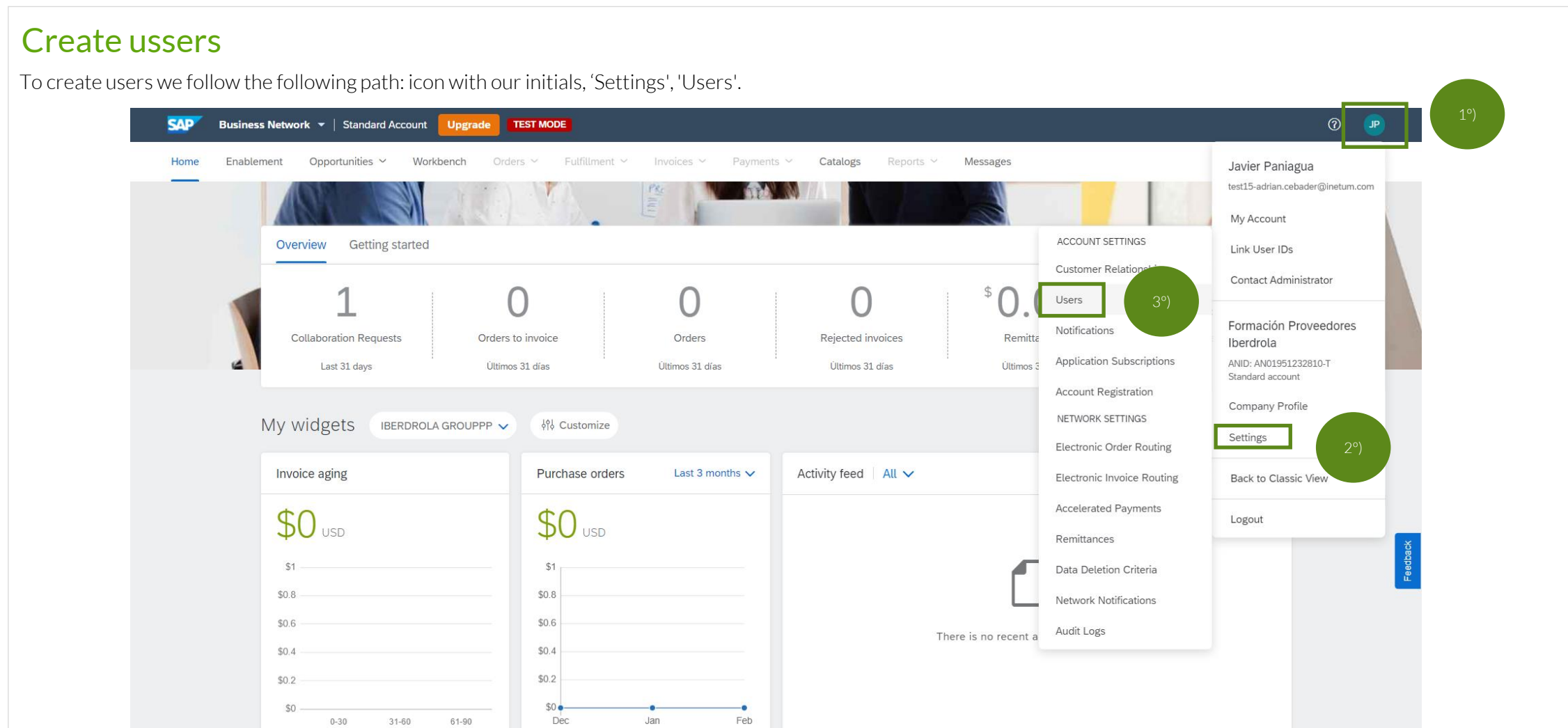
Page 1 »

Permission	Description
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input checked="" type="checkbox"/> Collaboration Request Access	View collaboration requests
<input checked="" type="checkbox"/> Collaboration Request Administration	View and administer collaboration requests
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information

Supplier account overview

Create users

To create users we follow the following path: icon with our initials, 'Settings', 'Users'.



Supplier account overview

Create users

From the 'Manage Users' tab we can see all the users created and assigned to our company's Ariba Network account.

To create users, scroll to the right and click on the "+" button.

SAP Business Network

Standard Account

Upgrade

TEST MODE

Account Settings

Save

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Users (2)

☐ 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

Enter username

+

Apply

Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	
<input type="checkbox"/>	2javier.paniagua@inetum.com	2javier.paniagua@inetum.com	Javi	Paniagua	No	Gestionar peticiones de oferta		All(1)	Yes	A
<input type="checkbox"/>	test15-adrian.cebader@inetum.com	javier.paniagua@inetum.com	Javier	Paniagua	No	SOURCING_SUPPLIER_BASE, +6		All(1)	Yes	

Create users

+

Supplier account overview

Create users

To create a new user we must fill in the following data and in the 'Role Assignment' section select the group of roles we want to assign to the user.

To finish the process, click on the “Done” button.

Username: *

Email Address: *

First Name: *

Last Name: *

☐ 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

Area

Number

USA 1

This field must have e-mail structure

Role Assignment

Name	Description
<input type="checkbox"/>	Gestionar peticiones de oferta
<input checked="" type="checkbox"/>	collaboration request

Customer Assignment

Assign to Customer:

☒ All Customers
 ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Done

Cancel

Supplier account overview

Create users

Once the process is finished, the system will return us to the previous screen where we will be able to see the new user created with its group of functions. If we scroll to the right, from the 'Actions' section we have the possibility to edit the information, delete the user or make him/her an administrator.

Business Network
Standard Account
Upgrade
TEST MODE

?
JP

Account Settings
Save
Close

Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration
API management

Manage Roles
Manage Users
Manage User Authentication
Revoked Users
More...

Users (3)

☐ 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
Enter username
+

Apply
Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	2javier.paniagua@inetum.com	2javier.paniagua@inetum.com	Javi	Paniagua	No	Gestionar peticiones de oferta		All(1)	Yes	
<input type="checkbox"/>	test15-adrian.cebader@inetum.com	javier.paniagua@inetum.com	Javier	Paniagua	No	SOURCING_SUPPLIER_BASE, +6		All(1)	Yes	
<input type="checkbox"/>	javierpaniagua@inetum.com	javierpaniagua@inetum.com	javier	paniagua	No	collaboration request		All(1)	Yes	

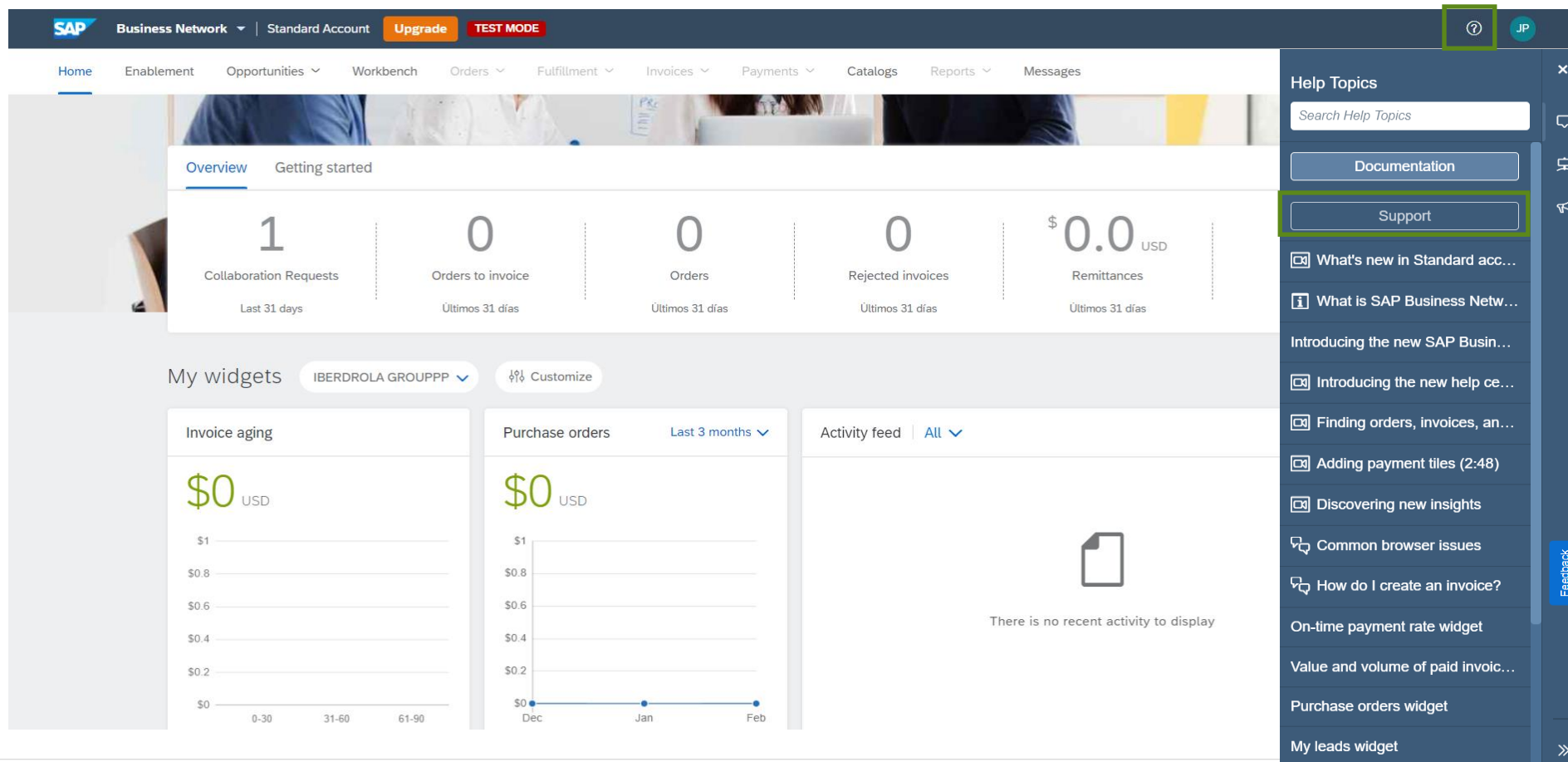
+

Edit
Delete
Make Administrator
Actions

Supplier account overview

Help center (requests)

From the main screen, at the top right, select the question mark icon (Help Center). A drop-down menu with different options appears and we select 'Support'.





The screenshot shows the SAP Business Network interface for a Standard Account. The top navigation bar includes links for Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A question mark icon in the top right corner is highlighted with a green box, indicating the Help Center. A dropdown menu is open, showing 'Help Topics' with a search bar and buttons for 'Documentation' and 'Support'. The 'Support' button is highlighted with a green box. Below the navigation bar, the 'Overview' section displays key metrics: 1 Collaboration Request, 0 Orders to invoice, 0 Orders, 0 Rejected invoices, and \$0.0 USD Remittances. The 'My widgets' section includes 'Invoice aging', 'Purchase orders', and 'Activity feed'. The 'Activity feed' widget shows 'There is no recent activity to display'.

Supplier account overview


Help center (requests)

The Ariba support window opens automatically. From the 'Home' tab we can search for articles and documentation related to our issue.


Help Center Home


Home
Learning
Contact us

How can we help you?



Try "cancel order", "email notifications", "user authorization"

Topics we recommend for you



How to access a sourcing event?

Question. How to access a sourcing event? Answer. You can access a sourcing event to which you have been invited in following two different ways: See How do I register on SAP Ariba Sourcing? By going to the Ariba Proposals & Questionnaires page (click the app dropdown menu in the...

Event participation
View homepage
RFQ
Standard accounts

Aug 25, 2021

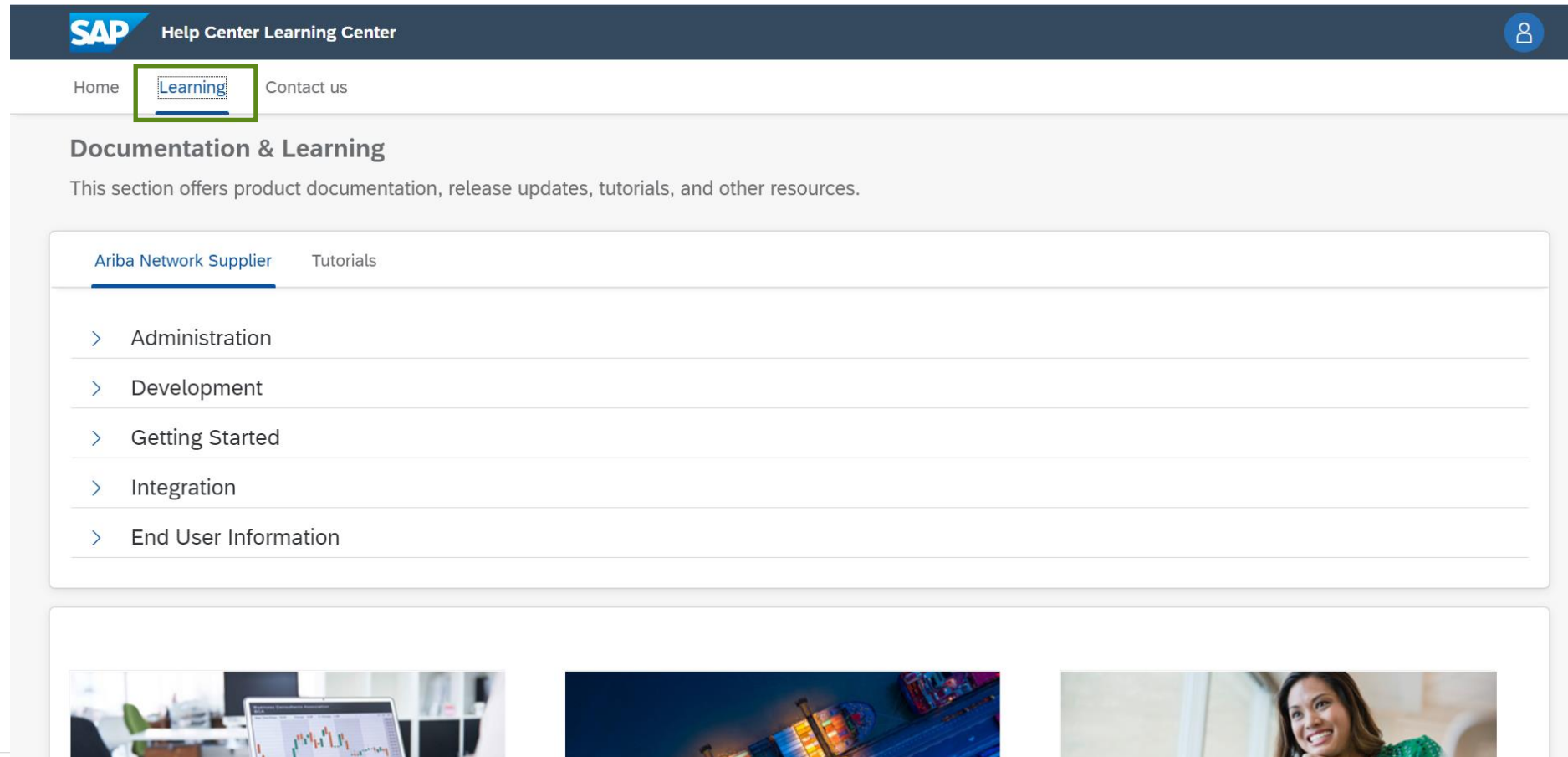
What does the "Back to classic view" button do?


FAQ


Supplier account overview

Help center (requests)

In the 'Learning' section we can see different tutorials that can help us to manage our Ariba Network account. We can also access to more material from the Iberdrola group website.

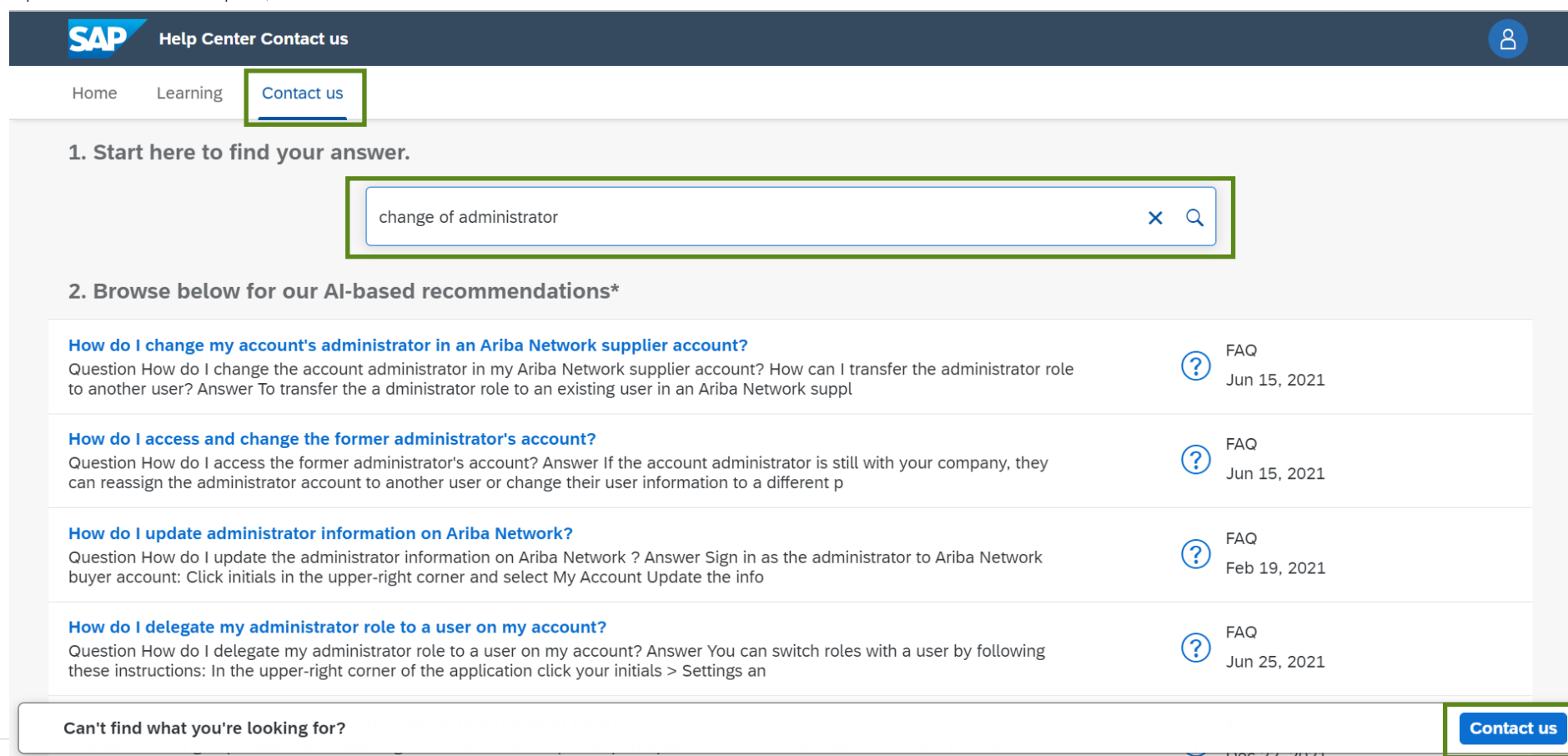


The screenshot displays the SAP Help Center Learning Center interface. At the top, a dark blue header bar contains the SAP logo, the text 'Help Center Learning Center', and a user profile icon. Below the header, a navigation bar features three links: 'Home', 'Learning' (which is highlighted with a green box), and 'Contact us'. The main content area is titled 'Documentation & Learning' and includes a subtitle: 'This section offers product documentation, release updates, tutorials, and other resources.' Underneath, there are two tabs: 'Ariba Network Supplier' (selected) and 'Tutorials'. A list of categories is shown with expandable arrows: 'Administration', 'Development', 'Getting Started', 'Integration', and 'End User Information'. At the bottom of the page, there are three horizontal image banners: the first shows a laptop with a line chart, the second shows a large cargo ship at night, and the third shows a smiling woman.

Supplier account overview

Help center (requests)

For a more specific problem, select the "Contact us" tab, type in the search engine our issue and press Enter. Several documents related to our issue will appear that can help us. If none of the proposed solutions help us, click on the "Contact us" button.



SAP Help Center Contact us

Home Learning **Contact us**

1. Start here to find your answer.

change of administrator

2. Browse below for our AI-based recommendations*

How do I change my account's administrator in an Ariba Network supplier account? Question How do I change the account administrator in my Ariba Network supplier account? How can I transfer the administrator role to another user? Answer To transfer the administrator role to an existing user in an Ariba Network supplier account	? FAQ Jun 15, 2021
How do I access and change the former administrator's account? Question How do I access the former administrator's account? Answer If the account administrator is still with your company, they can reassign the administrator account to another user or change their user information to a different user	? FAQ Jun 15, 2021
How do I update administrator information on Ariba Network? Question How do I update the administrator information on Ariba Network? Answer Sign in as the administrator to Ariba Network buyer account: Click initials in the upper-right corner and select My Account Update the info	? FAQ Feb 19, 2021
How do I delegate my administrator role to a user on my account? Question How do I delegate my administrator role to a user on my account? Answer You can switch roles with a user by following these instructions: In the upper-right corner of the application click your initials > Settings and	? FAQ Jun 25, 2021


Can't find what you're looking for?

Contact us

Supplier account overview

Help center (requests)

In this screen we fill in the fields with the requested information, both of the problem that we have and the personal data and we click on the button "One last step".



Help Center Contact us

[Home](#)
[Learning](#)
[Contact us](#)

1. Tell us what you need help with.

Subject:*

Full description:*

Attachment: 


Issue type:*

Issue area:*

PO/Invoice Number:

Top Recommendations:

- How do I change my account's administrator in an Ariba Network supplier account?
- How do I access and change the former administrator's account?


Help Center Contact us

[Home](#)
[Learning](#)
[Contact us](#)

2. How does this impact your normal business processes?

Business Impact:*

3. Please review your contact information for correctness:


First name:*

Last name:*

Username:

Company:*

Email:*

Phone:* 

Extension:

Confirm phone:*

☐ My phone number is correct.



Ariba Network ID:*

One last step

Supplier account overview


Help center (requests)

To finish the process we select the contact method through which we want Ariba to contact us and click on "Submit". In this way our request with Ariba will have been created.

 **Help Center Contact us** 

[Home](#) [Learning](#) [Contact us](#)

Choose this contact method for the fastest resolution of your issue:

☒  **Recommended**

Email

A support engineer will respond to your Service Request by email.



[Back](#) **Submit** [Cancel](#)

Supplier account overview

Help center (requests)

Obtaining the incidence number (SR)

After clicking on the "Submit" button we access a summary screen of the request we have just sent. From here we can see the number of our request.


Help Center Contact us


[Home](#)
[Learning](#)
[Contact us](#)

1. Following up on something?

Service Request 002028376500000207672022

Admin change

Number of our SR

Created on


Mar 11, 2022, 12:51 PM

Status

Open

2. New issue? Start here to find your answer.

How can we help you?

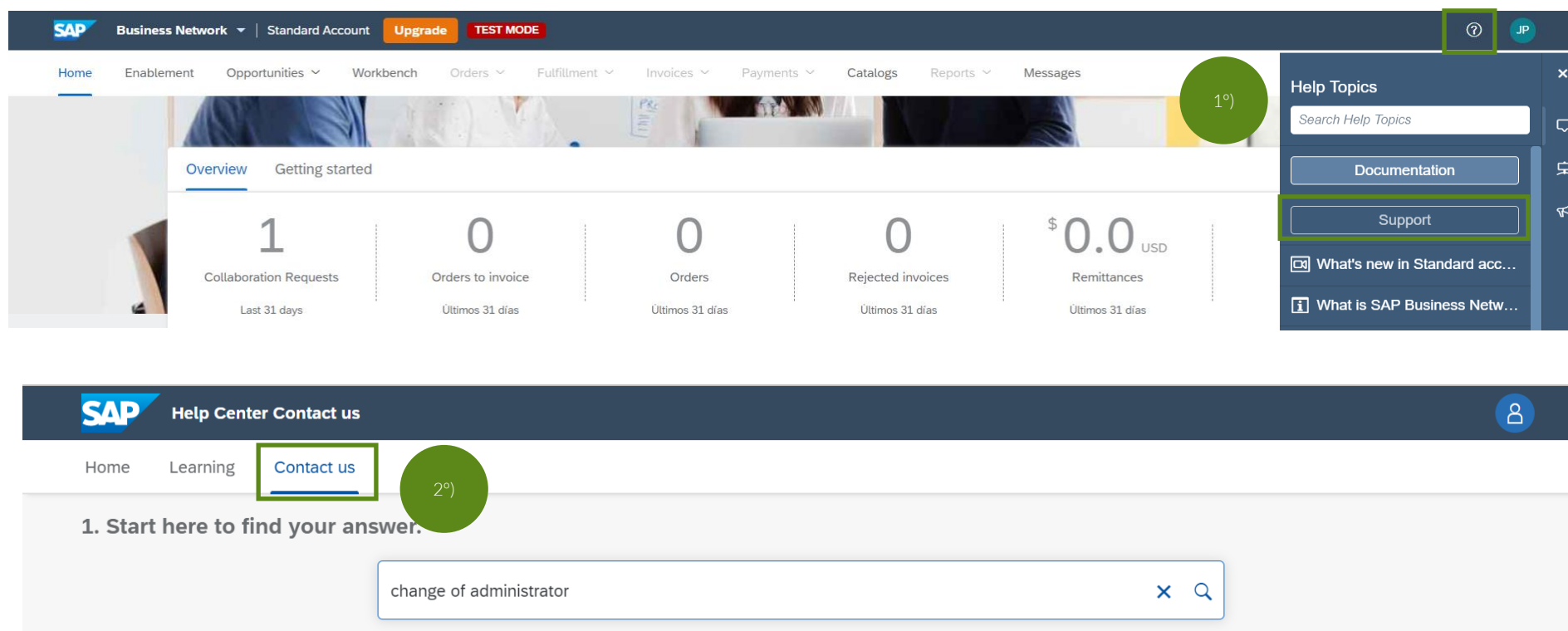


Supplier account overview

Help center (requests)

Request follow up (SR)

To see if Ariba has responded to our request, from the home page of our account we follow the following path: select the question mark icon (Help Center) and select 'Support'; check the "Contact us" tab.



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A question mark icon in the top right corner is highlighted with a green box and labeled '1°'. Below the navigation bar, the 'Help Topics' sidebar is open, showing 'Support' as the selected option, also highlighted with a green box. The main content area displays a dashboard with metrics: 1 Collaboration Request (Last 31 days), 0 Orders to invoice (Últimos 31 días), 0 Orders (Últimos 31 días), 0 Rejected invoices (Últimos 31 días), and \$0.0 USD Remittances (Últimos 31 días). Below this, the 'Help Center Contact us' section is shown, with the 'Contact us' tab highlighted by a green box and labeled '2°'. A search bar contains the text 'change of administrator'.


Supplier account overview

Help center (requests)

Request follow up (SR)

Finally we click on our request. From this screen in the section 'Follow-ups' we will be able to see if our request has been attended by Ariba.

3°)


[Help Center](#)
[Contact us](#)

[Home](#)
[Learning](#)
[Contact us](#)

1. Following up on something?

Service Request 002028376500000207672022	Created on	Status
Admin change	Mar 11, 2022, 12:51 PM	Open

[Home](#)
[Learning](#)
[Contact us](#)

Service Request 002028376500000207672022

Admin change

Ariba Network ID: AN01951232810-T

Email: javier.paniagua@inetum.com

Created on: Mar 11, 2022, 12:51 PM

[Follow up by email](#)

[Details](#)
[Follow Ups](#)

I want to change the administrator of my account.

Follow Ups



Thank you for your attention

Ariba Network and IBuy

February 2022

Internal Use