

Questionnaire Visibility Management in SAP Business Network

May 2026



1. Introduction

2. Step by step access enablement

1. Introduction

INTRODUCTION

In this document, we explain how the administrator user of the supplier account in SAP Business Network can grant visibility and permissions for SAP Ariba questionnaires to other contacts associated with the account.

By default, the registration invitation and modular questionnaires are sent to the main contact, which is identified with a star.

When the supplier has several contacts and needs more users to be able to access the questionnaires, the administrator can enable those permissions from each questionnaire.

It is important to note that, when the invitation email is sent to the contact person to complete the registration, two scenarios may occur:

- The supplier does not have an account in SAP Business Network. In this case, the invited person complete the registration and becomes the administration of the supplier account.
- The supplier already has an account in SAP Business Network, because they have previously worked with other costumers. In this case, there may already be an account administrator who is different from the person initially invited.

In both cases, the contact person is the one who can view the modular questionnaires.

The step-by-step procedure is described below.

2. Step by step access enablement

Step 1: Access the questionnaire

Access the questionnaire tab from the Home Page (supplier.ariba.com).

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'Proposals & Contracts'. The 'Proposals & Contracts' tab is highlighted with a green dashed box and a green dot. A green callout box with the text 'Click Proposals & Contracts' has a line pointing to this tab. Below the navigation bar is a blue header with 'Welcome to SAP Business Network' and a search bar containing 'Leads' and 'By Product'. The main content area is divided into sections: 'Overview' with four cards for 'Open postings', 'Enablement Tasks', 'Matched Leads', and 'Invited Leads', all showing a count of 0; 'Setup Actions' with buttons for 'Confirm email for orders', 'Configure payment preferences', 'Configure notifications', 'Add roles and users', 'Add product and service categories', and 'Add ship-to or service locations'; and 'Highlights' with a card for 'Application gateway'.

Step 1: Access the questionnaire (cont.)

In Proposals and Questionnaires, select the questionnaire you want to manage access to.

The screenshot shows the SAP Business Network interface for 'Proposals and Contracts'. The main content area is divided into several sections:

- Customers (1):** A search bar with 'IBERDROLA GROUP' listed below it.
- Proposals and Questionnaires:** A sub-section header highlighted with a dashed green box.
- Events:** A table with columns: Title, ID, End Time, Event Type, Participated. It shows 'No items'.
- Registration Questionnaires:** A table with columns: Title, ID, End Time, Status. It shows one entry:

Title	ID	End Time	Status
▼ Status: Abierto (1)			
Supplier registration questionnaire	Doc3090132602	4/24/2027 11:36 AM	Invited
- Qualification Questionnaires:** A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows 'No items'.
- Questionnaires:** A table with columns: Title, ID, End Time, Commodity, Regions, Status. It shows 'No items'.

Step 2: Enable access

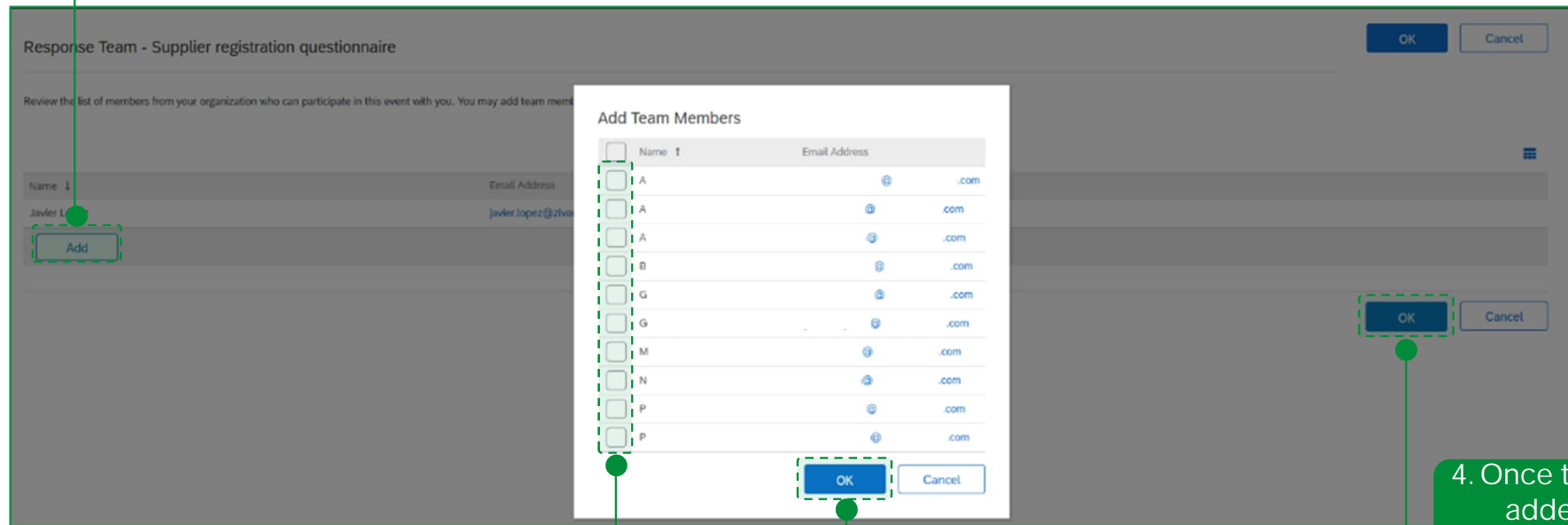
Within the questionnaire, in the Console section, click the Response Team button. This option allows you to manage which users can access and participate in the questionnaire.

The screenshot shows the Ariba Sourcing interface for a 'Supplier registration questionnaire'. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'CF', 'Feedback', 'Help', and 'Messages'. The main header shows 'Console' and 'Doc3090132602 - Supplier registration questionnaire' with a 'Time remaining' of 362 days 00:15:21. The left sidebar contains a 'Response Team' button, which is highlighted with a green dashed box and a green callout bubble that says 'Click here'. Below this, the 'Event Contents' section is visible, listing various questionnaire sections like 'Introduction', 'Questionnaire status and communication', and 'Company Information'. The main content area shows the 'Introduction' section with a welcome message and instructions. Below this, there are sections for 'Questionnaire status and communication' and 'Company Information' with input fields for 'Indicate mail to send the result of the questionnaire' and 'Name'. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

Step 2: Enable Access (cont.)

In the new tab, you can select the people you need to give access to.

1. Clic Add



Response Team - Supplier registration questionnaire

Review the list of members from your organization who can participate in this event with you. You may add team members.

Name	Email Address
Javier L.	javier.lopez@ziva

Add

Add Team Members

Name	Email Address
<input checked="" type="checkbox"/> A	.com
<input checked="" type="checkbox"/> A	.com
<input checked="" type="checkbox"/> A	.com
<input type="checkbox"/> B	.com
<input type="checkbox"/> G	.com
<input type="checkbox"/> G	.com
<input type="checkbox"/> M	.com
<input type="checkbox"/> N	.com
<input type="checkbox"/> P	.com
<input type="checkbox"/> P	.com

OK Cancel

2. Select people by clicking on the boxes

3. Click OK to confirm your selection

4. Once the users are added, confirm again to apply the changes by clicking OK

Thank
you

April 2026

