Supplier Manual

Questionnaire Visibility Management in SAP Business Network

May 2026

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 Busienss 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.

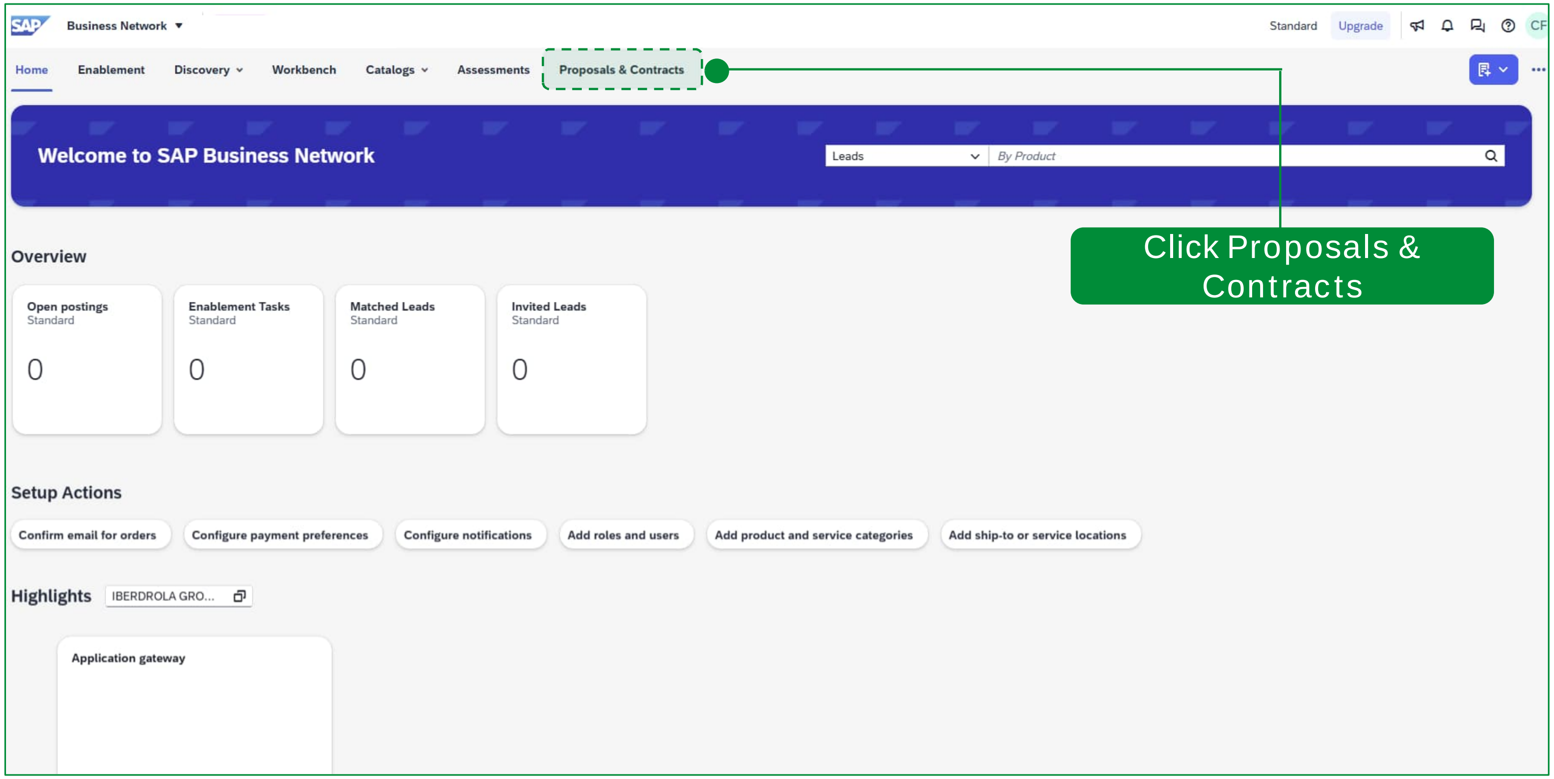
In both cases, the contact person is the one who can view the modular questionnaires.

The step-by-step procedure is described below.

2. Step by step access enablement

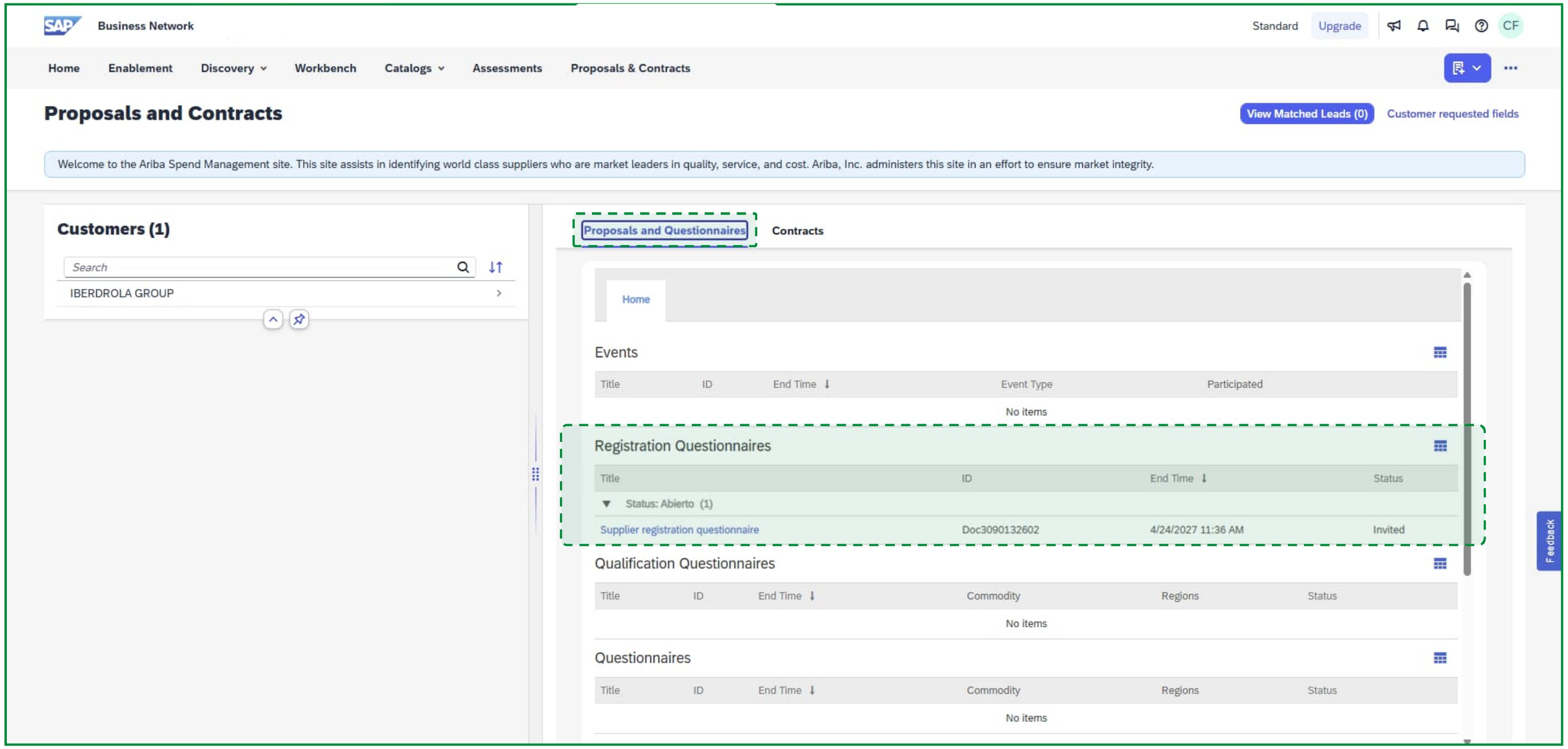
Step 1: Access the questionnaire

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



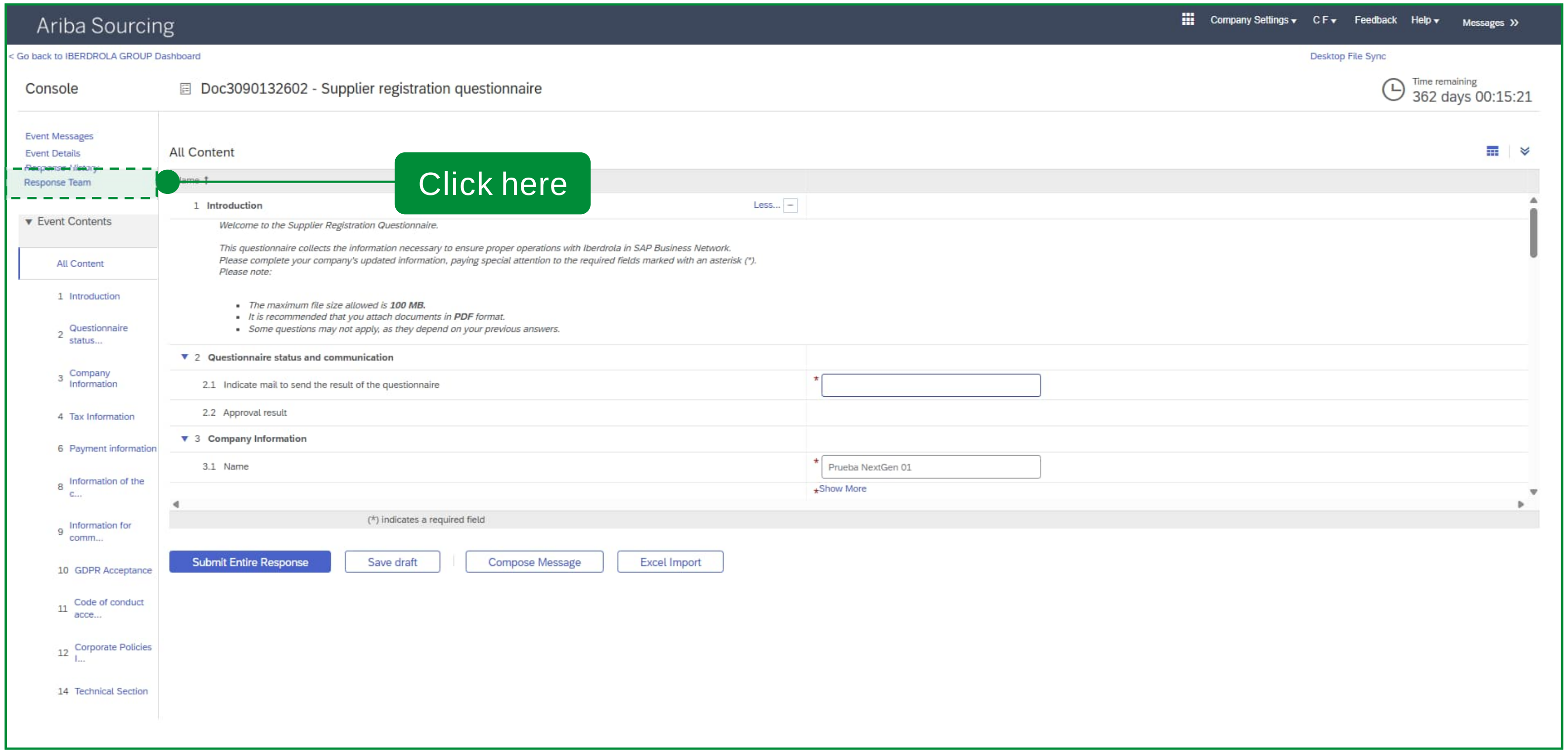
Step 1: Access the questionnaire (cont.)

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



Step 2: Enable access

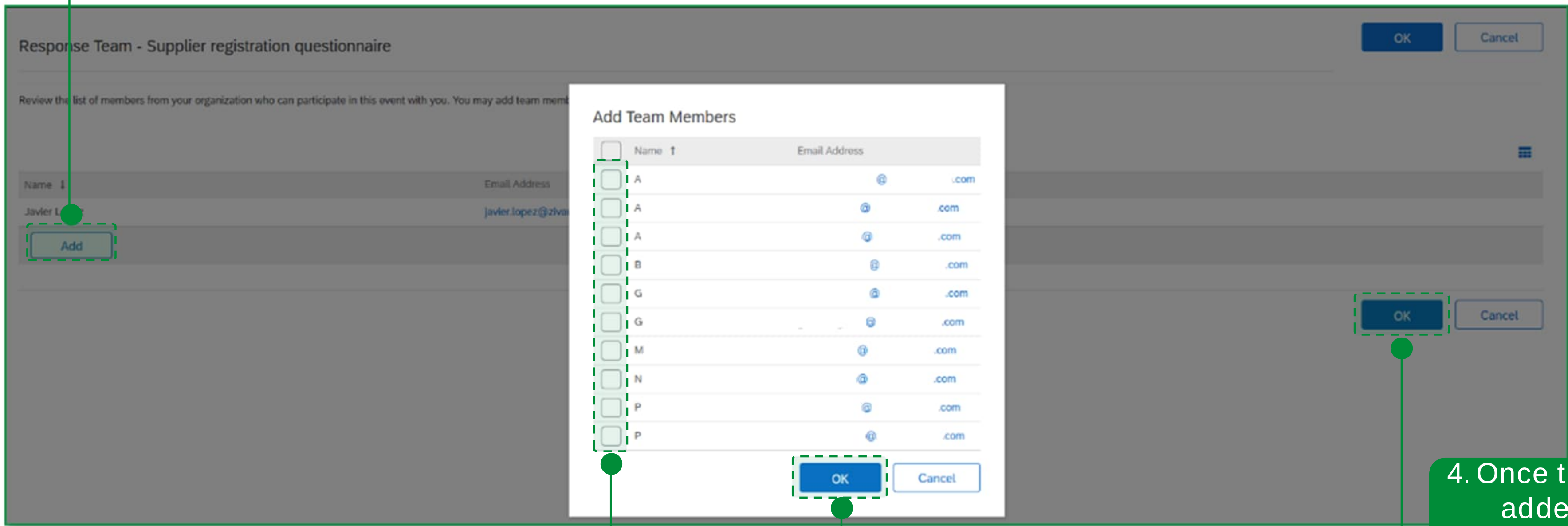
Within the questionnaire, in the Console section, click the Response Team button. This option allows you to manage which users can access and participate in the questionnaire.



Step 2: Enable Access (cont.)

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

1. Clic Add



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

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Thank you

April 2026