

Account and Network Settings

Customizing Your Dashboard

Users

Notifications

Remittances (obligatory)



Customizing your dashboard



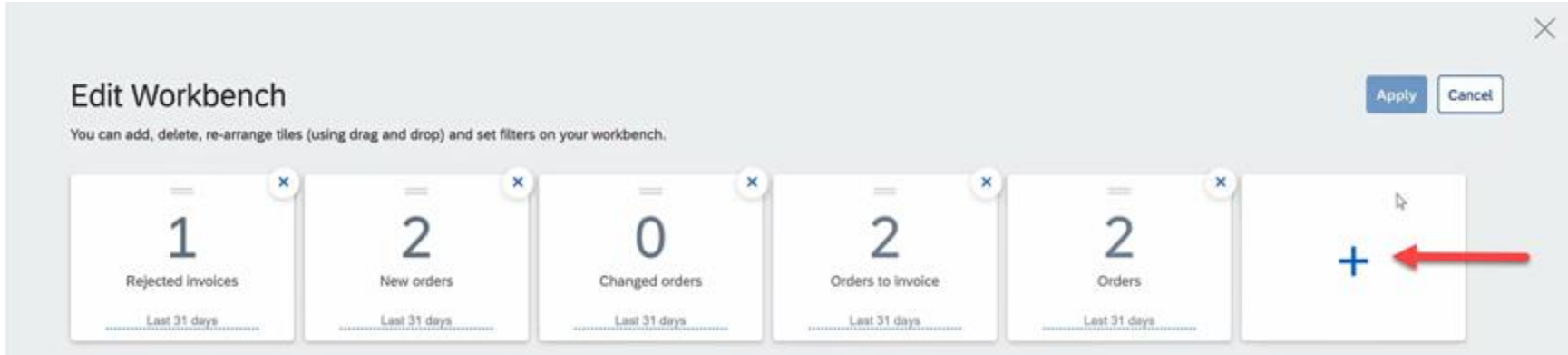
STEP 1. If you are a new user and you haven't customized your dashboard you might find it empty or missing a few tiles. To manage it please click **Customize** option in the top right corner.

The screenshot shows the SAP Business Network Workbench dashboard. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. Below this is a secondary navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. On the right side of this bar are 'Create' and '...' buttons. The main content area is titled 'Workbench' and features five summary tiles: 'Rejected invoices' (1), 'New orders' (2), 'Changed orders' (0), 'Orders to invoice' (2), and 'Orders' (2), all for the 'Last 31 days'. Below these tiles is a section for 'Rejected invoices (1)' with an 'Edit filter' link and filter buttons for 'Last 31 days' and 'Rejected'. A table below shows one entry: a 'Standard Invoice' with invoice number '501867633INV', customer 'Test Buyer', reference '04_05_2021_02', submission method 'Online', origin 'supplier', date 'May 18, 2021', and amount '€440.00 EUR'. A red arrow points to a 'Customize' button in the top right corner of the dashboard area.

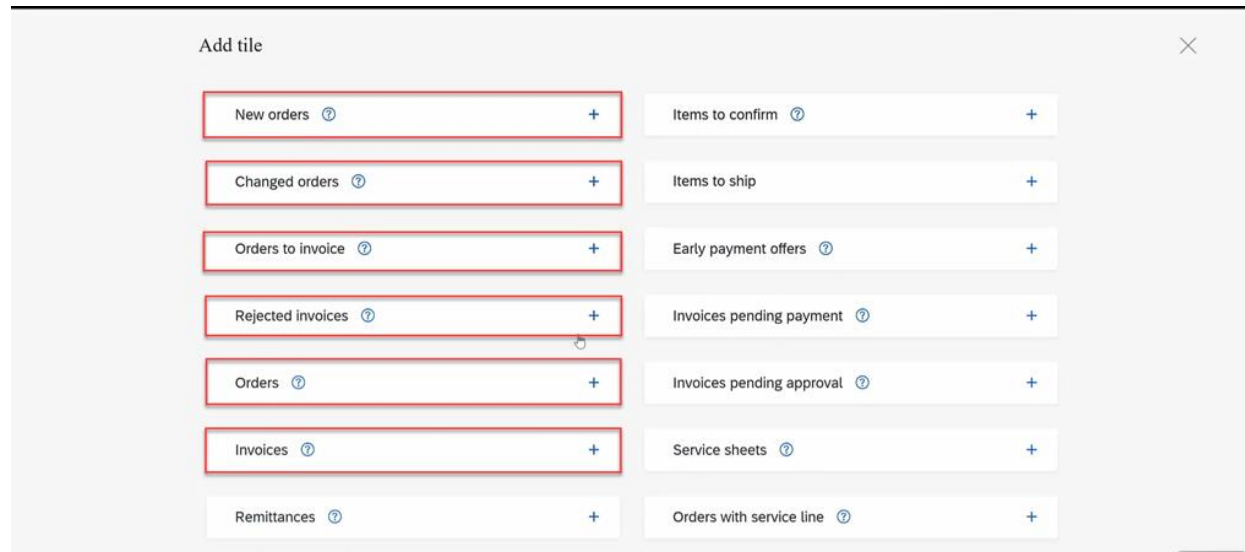
Customizing your dashboard



STEP 2. Select „+” symbol to add tiles:



Select tiles which you want to include. We recommend to have the ones highlighted below:



Account and Network settings



Users, Notifications, Remittances

After you register your Business Network Standard account, please review and update all the following areas of your account: **Users, Notifications and Remittances** to make sure your company is ready to transact with Takeda.

The image shows a screenshot of the Takeda account settings interface. On the left, a dark blue header bar contains a question mark icon and a teal circle with the letters 'AX'. A red arrow points from the text 'SETTINGSICON' to this 'AX' icon. Below the header, a white dropdown menu is open, listing various account management options. A red box highlights the 'Settings' option at the bottom of this menu, with a red arrow pointing from the text 'Account settings' to it. On the right side of the image, a larger, detailed view of the settings menu is shown. This menu is divided into sections: 'ACCOUNT SETTINGS' (with a red box around the header), 'Users' (with a red box around the header), 'Notifications' (with a red box around the header), and 'Remittances' (with a red box around the header). Other items in the menu include 'Contact Administrator', 'Switch To Test ID', 'XXXTakedaTest' (with ANID: AN01476081391 and 'Standard account' below it), 'Company Profile', 'Service Subscriptions', 'Settings' (with a right-pointing arrow), and 'Logout'. The 'Settings' option in this detailed view is also highlighted with a red box.

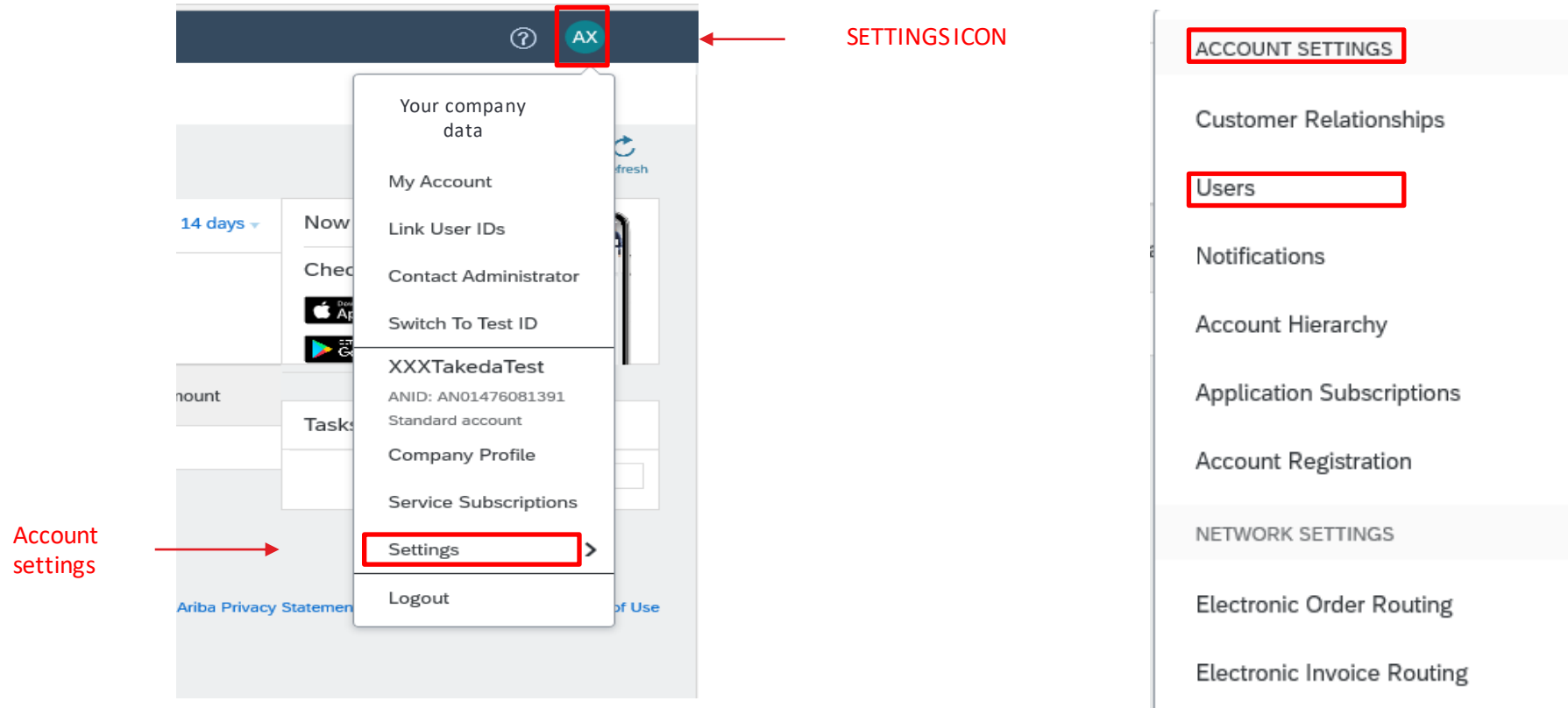
Account and Network settings



Users

You can add new users and roles for employees who need to sign in to your company's Business Network account. By creating new roles multiple users can log in into the account accordingly to the required actions.

STEP 1. Select „Settings” under the **Settings icon** and then choose “Users” from the drop-down list:



Account and Network settings



Users

STEP 2. Here you can manage users for your Business Network account. Firstly, please create the role you would like to assign to the user by selecting „+” symbol in the „**Manage Roles**” Tab.

The screenshot shows the 'Manage Roles' interface. At the top, there are two tabs: 'Manage Roles' (highlighted with a red box) and 'Manage Users'. Below the tabs, the text reads 'Roles (3)' and '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.' Under the 'Filters' section, there is a 'Permission' dropdown menu with the text 'Select permission assigned' and a downward arrow. Below the dropdown are two buttons: 'Apply' (blue) and 'Reset' (white). The main content area is a table with three columns: 'Role Name', 'Users Assigned', and 'Actions'. The 'Administrator' role is listed in the 'Role Name' column, and a trash icon is in the 'Actions' column. A red arrow points to a '+' icon in the 'Actions' column, which is also highlighted with a red box. At the bottom right, there are two buttons: 'Save' (blue) and 'Close' (white).

Account and Network settings



Users

STEP 3. Fill in the „Name” of the role. Then add **Users’ Permissions** and press „Save”.

NOTE: Each role must have at least one permission. Please review the permissions list carefully and choose the proper one in order to guarantee smooth account management by an added user.

Create Role

* Indicates a required field

New Role Information

Name: * test

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

Account and Network settings



Users

STEP 4. Go to the „Manage Users” tab and select the „+” symbol to add a new user.

Manage Roles **Manage Users**

Users (2)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ
 Require two-factor authentication (applies for all users of your organization)

Filter
Users (You can only search on one attribute at a time)

Username +

Apply Reset

+ ⓘ ⌵

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
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↳ Add to Contact List Remove from Contact List

Account and Network settings



Users

STEP 5. Fill all the necessary fields in “**New User Information**” and assign previously created role/roles that will appear in the “**Role Assignment**” section. Then press „**Done**”. New users will receive two e-mails - the first message contains the new username, the second a temporary password. When they log in for the first time, they must change their password.

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

Done **Cancel**

New User Information

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: USA 1 Area: Number:

Role Assignment

Name	Description
<input type="checkbox"/> TestRole	

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 [SAP Ariba 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**

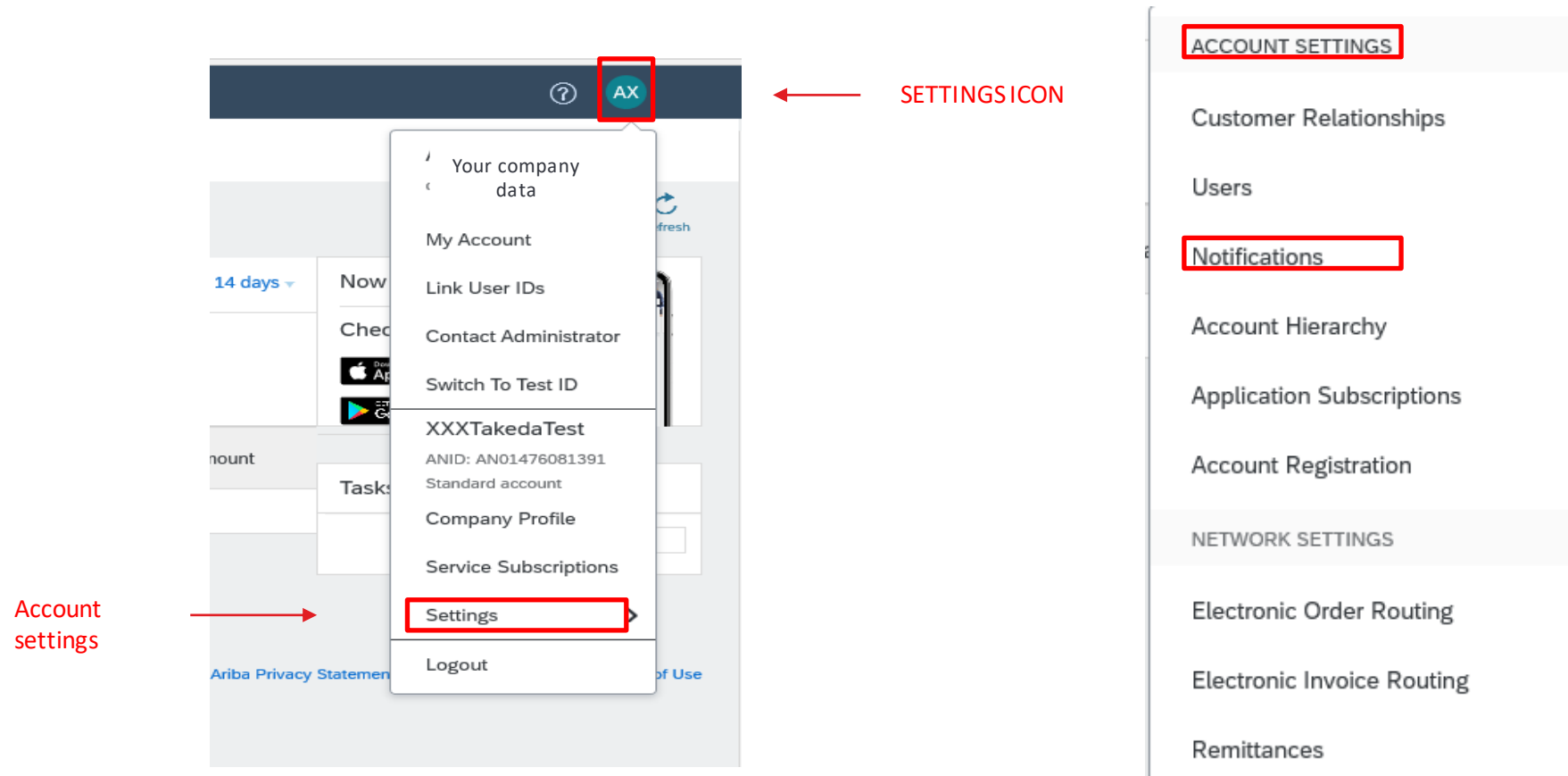
Account and Network settings



Notifications

The **network notifications** section indicates which system notifications you would like to receive and allows you to designate which e-mail addresses you would like to send them to.

STEP 1. Click on „Settings” under the **Settings icon** and then choose “Notifications” from the drop-down list:



Account and Network settings



Notifications

STEP 2. Choose **Network Tab**. You can set up different e-mails for notifications such as „**Electronic Order Routing**” and „**Electronic Invoice Routing**”. Please review the notifications list carefully and choose the proper one in order to guarantee that you will receive only desirable notifications.

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#)

[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 type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input 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.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>

Account and Network settings



Notifications

NOTE: You can enter up to 3 e-mail addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

Example: takeda@takeda.com,takeda1@takeda.com,takeda2@takeda.com

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Ship Notice

FYI – Whenever one of e-mails included in notifications has the OoO message it may result as failed. Make sure one of these phrases is included in your automatic response – out of office, OOTO, on vacation, on holiday, out of town, away from the office, away until, out of the country, at an off site meeting. This will prevent the order from being shown as **Failed** on Takeda’s end.

[Email order routing | SAP Help Portal](#)

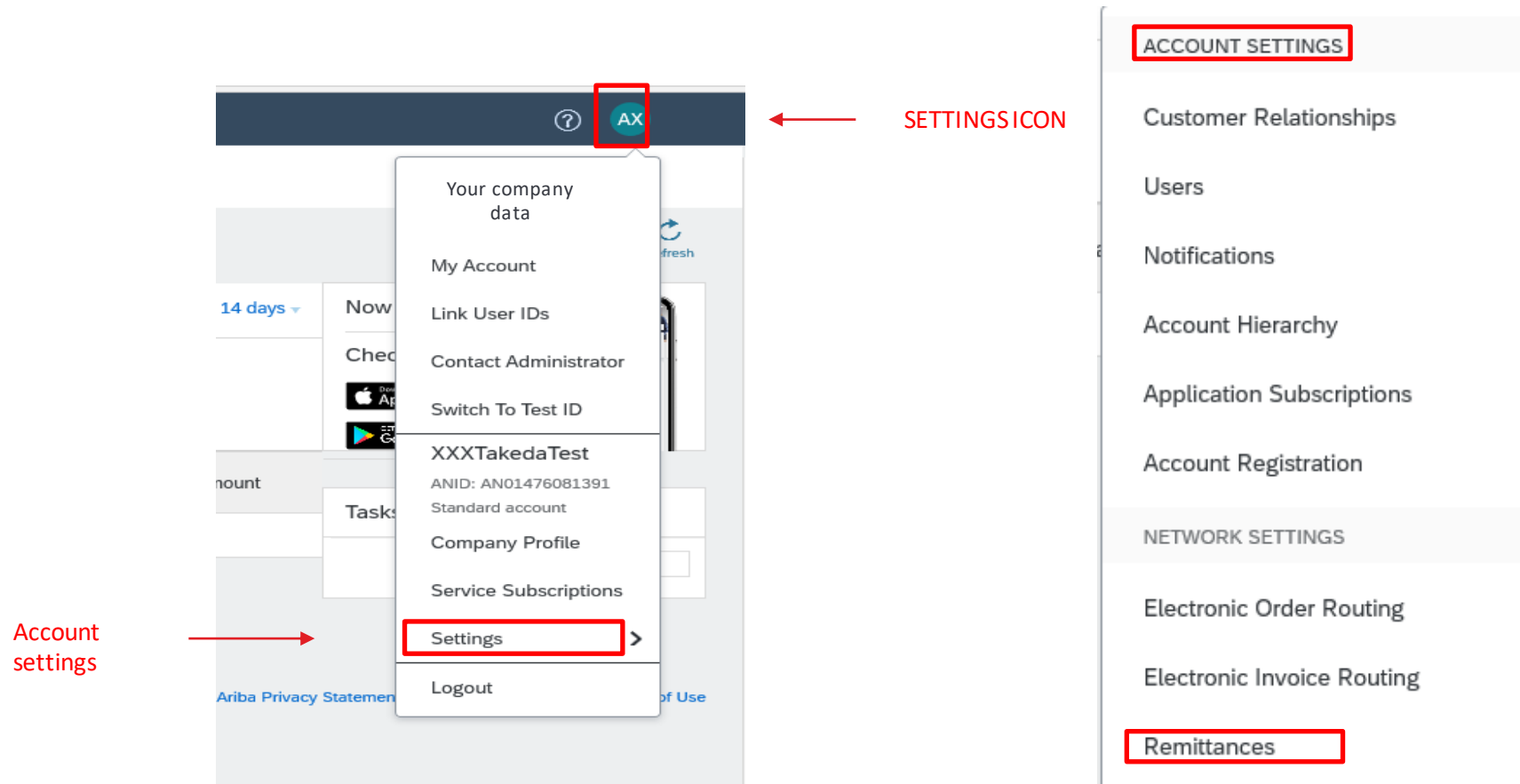
Account and Network settings



Remittances

In the following steps, we will configure your **Remittance** information.

STEP 1. Select „**Settings**” under the **Setting icons** and then choose “**Remittances**” from the drop-down list:



Account and Network settings



Remittances

STEP 2. Select „Create” in the EFT/Check Remittances section to fill in all required bank details.

This is mandatory in order to issue an invoice later on.

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> Different ennties	paris		United Kingdom	No
<input type="radio"/> hjjih	Lodz		Poland	No
<input type="radio"/> xx	Prague		Czech Republic	Yes

↳



Account and Network settings



Remittances

STEP 3. Complete all required fields marked by an asterisk - all other fields can be left blank.

Please remember to tick „**Include Bank Account Information in invoices**” – provided data will be included on your invoices automatically.

If you want to make that address default, please tick the appropriate field.

The screenshot shows a 'Remittance Address' form with the following fields:

- Address 1:*
- Address 2:
- Address 3:
- City:*
- State: Alabama (dropdown)
- Zip:*
- Country: United States [USA] (dropdown)
- Contact: Select contact (dropdown)
- Make this address default
- Factoring Service ⓘ

Below the form is a 'Remittance ID Assignment' table:

Customer ↑	Remittance ID
Takeda - TEST	

At the bottom of the page, there is a checkbox labeled 'Include Bank Account Information in invoices.' which is highlighted with a red box and an arrow pointing to it from the left.

Account and Network settings



Remittances

STEP 4. Select „Preferred Payment Method” and from a dropdown list choose:

Wire – usual payment method used by suppliers based in EMEA/APAC

ACH – recommended payment method for suppliers based in US

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: Bank Only

Confirm ABA: Bank Only

Bank Name:

Branch Name:

Select method

- ACH
- Check
- Credit Card
- Wire
- Cash
- Other
- Supply Chain Financing
- AribaPay
- Credit Transfer
- Direct Deposit

Account and Network settings



Remittances

STEP 5. Complete all necessary data in the „Wire transfer” section. Then press „OK” to finish.

WIRE TRANSFER		
Beneficiary Bank		
Account Name:	<input type="text" value="2008400000"/>	
Account #:	<input type="text" value="2008400000"/>	
Confirm Account #:	<input type="text" value="2008400000"/>	
Account Type:	Checking <input type="button" value="v"/>	
SWIFT Code <input type="button" value="v"/>	<input type="text" value="2008400000"/>	
Confirm SWIFT Code:	<input type="text" value="2008400000"/>	
IBAN:	<input type="text" value="DE06508700050020084000"/>	
Bank Name:	<input type="text" value="Darmstadt"/>	
Branch Name:	<input type="text" value="Darmstadt"/>	
Address 1:*	<input type="text" value="Frankfurter Str. 250"/>	
Address 2:	<input type="text"/>	
Postal Code:*	<input type="text" value="64293"/>	
City:*	<input type="text" value="Darmstadt"/>	
State:	<input type="text"/>	
Country:*	Germany [DEU] <input type="button" value="v"/>	
	Country	Area
Bank Phone:	USA 1 <input type="button" value="v"/>	<input type="text"/>
	Number	<input type="text"/>
Corresponding Bank		
Account Name:	<input type="text"/>	
Account #:	<input type="text"/>	
Confirm Account #:	<input type="text"/>	
Account Type:	Select account type <input type="button" value="v"/>	
Select bank id <input type="button" value="v"/>	<input type="text"/>	
Confirm Bank Id:	<input type="text"/>	
Bank Name:	<input type="text"/>	
Branch Name:	<input type="text"/>	
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
Address 3:	<input type="text"/>	
City:	<input type="text"/>	
State:	(no value) <input type="button" value="v"/>	
Zip:	<input type="text"/>	
Country:	(no value) <input type="button" value="v"/>	
	Country	Area
Bank Phone:	USA 1 <input type="button" value="v"/>	<input type="text"/>
	Number	<input type="text"/>