

Account settings in SAP Business Network

December 2025



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1. Introduction

INTRODUCTION

This guide aims to help you correctly configure your SAP Business Network account to ensure efficient management in line with Iberdrola Group's requirements. In the following sections, we will review the key elements you need to know and adjust in your profile, from basic account information to notification and user settings.

The topics we will cover include:

1. Access to SAP Business Network
2. Home page
3. Settings in 'My Account'
4. Company profile
5. Verification of business relationships and approval or rejection
6. Routing of orders and electronic invoices
7. General platform notifications
8. User management

We recommend that you follow each section step by step to ensure that your account is fully operational and ready to interact with Iberdrola Group smoothly.

2. Access to SAP Business Network

Access to SAP Business Network

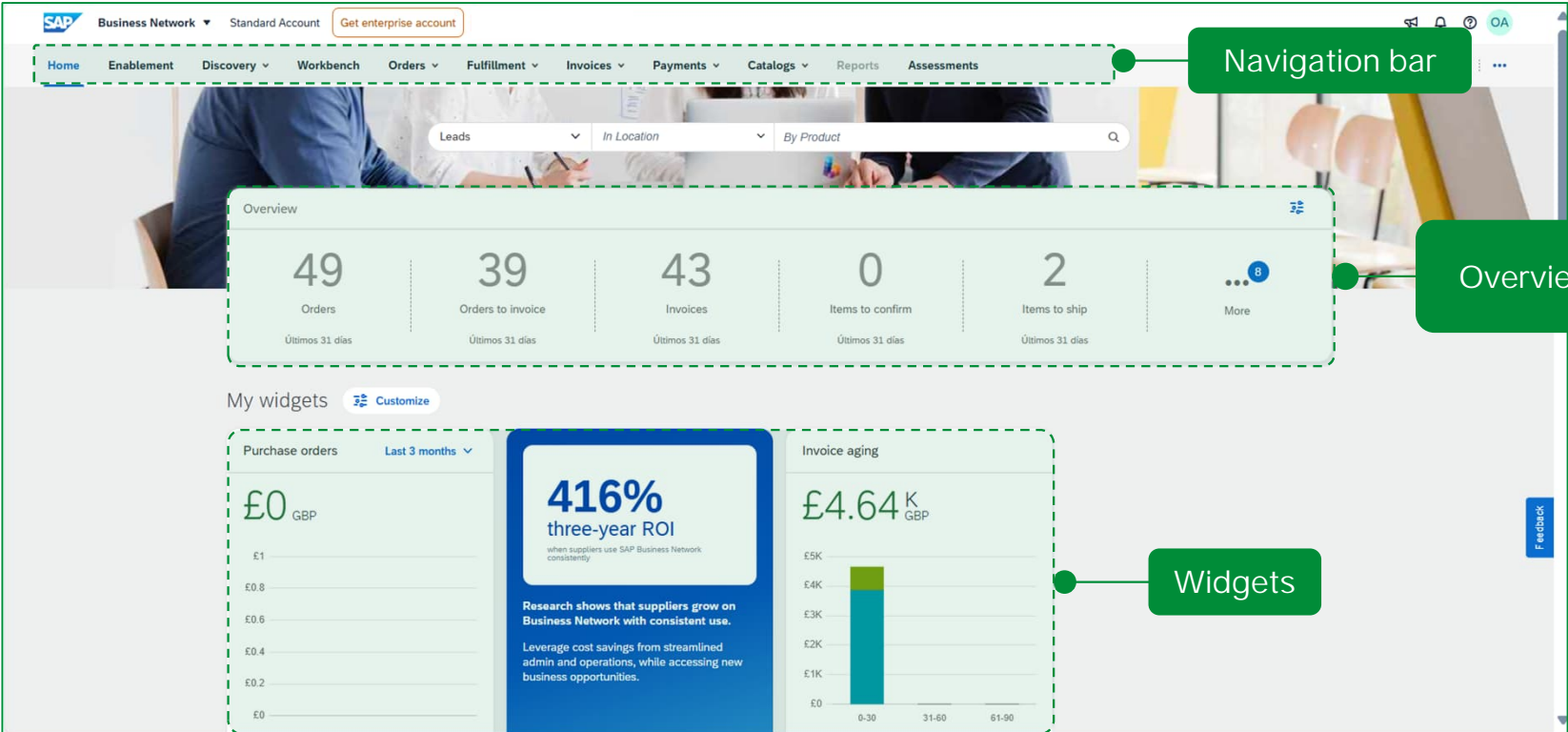
Log in to supplier.ariba.com with your username and password.

The screenshot shows the 'Supplier sign-in' page. It features a text input field for 'Username' which is highlighted with a dashed green border. A green callout box with the text 'Log in with your credentials' is connected to this field by a line. Below the input field is a blue 'Next' button, a link for 'Forgot username', and a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. To the right of the sign-in form is a promotional banner for 'Maximize your growth potential with B2B Commerce'. The banner includes a photo of a woman at a computer, a 'Learn More' button, and descriptive text about adding SAP B2B Commerce capabilities. At the bottom of the banner are four small blue dots.

3. Home Page

Home Page

On the SAP Business Network home page, you will find the navigation bar, overview, and widgets. Let us review each of these components.



The screenshot shows the SAP Business Network home page interface. The navigation bar at the top includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation bar is a search bar with filters for Leads, In Location, and By Product. The Overview section displays key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. The Widgets section includes a Purchase orders chart showing £0 GBP, a central ROI widget showing 416% three-year ROI, and an Invoice aging chart showing £4.64 K GBP.

Navigation bar

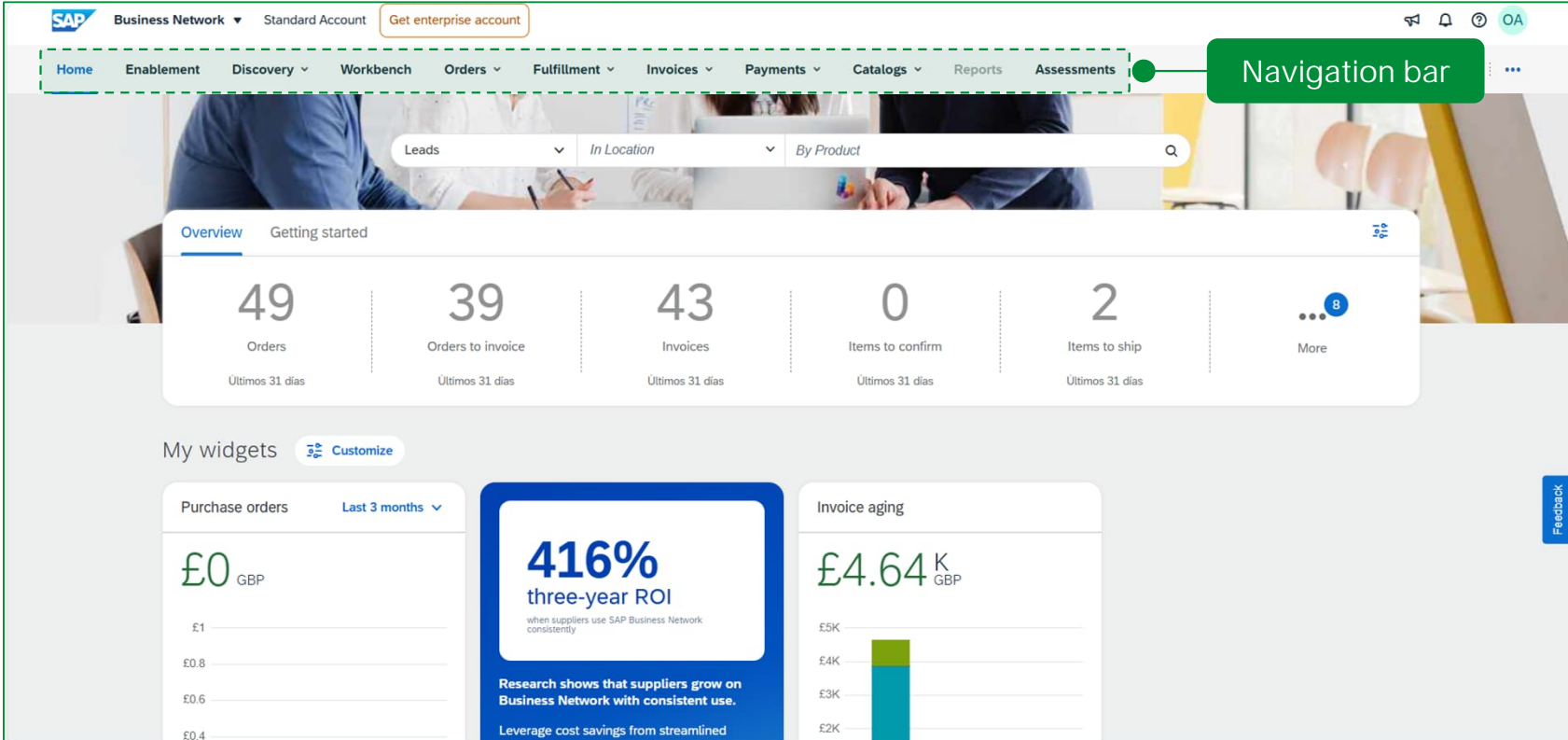
Overview

Widgets

Navigation bar

Home page – Navigation bar

The navigation bar allows you to quickly access the main sections of the portal.

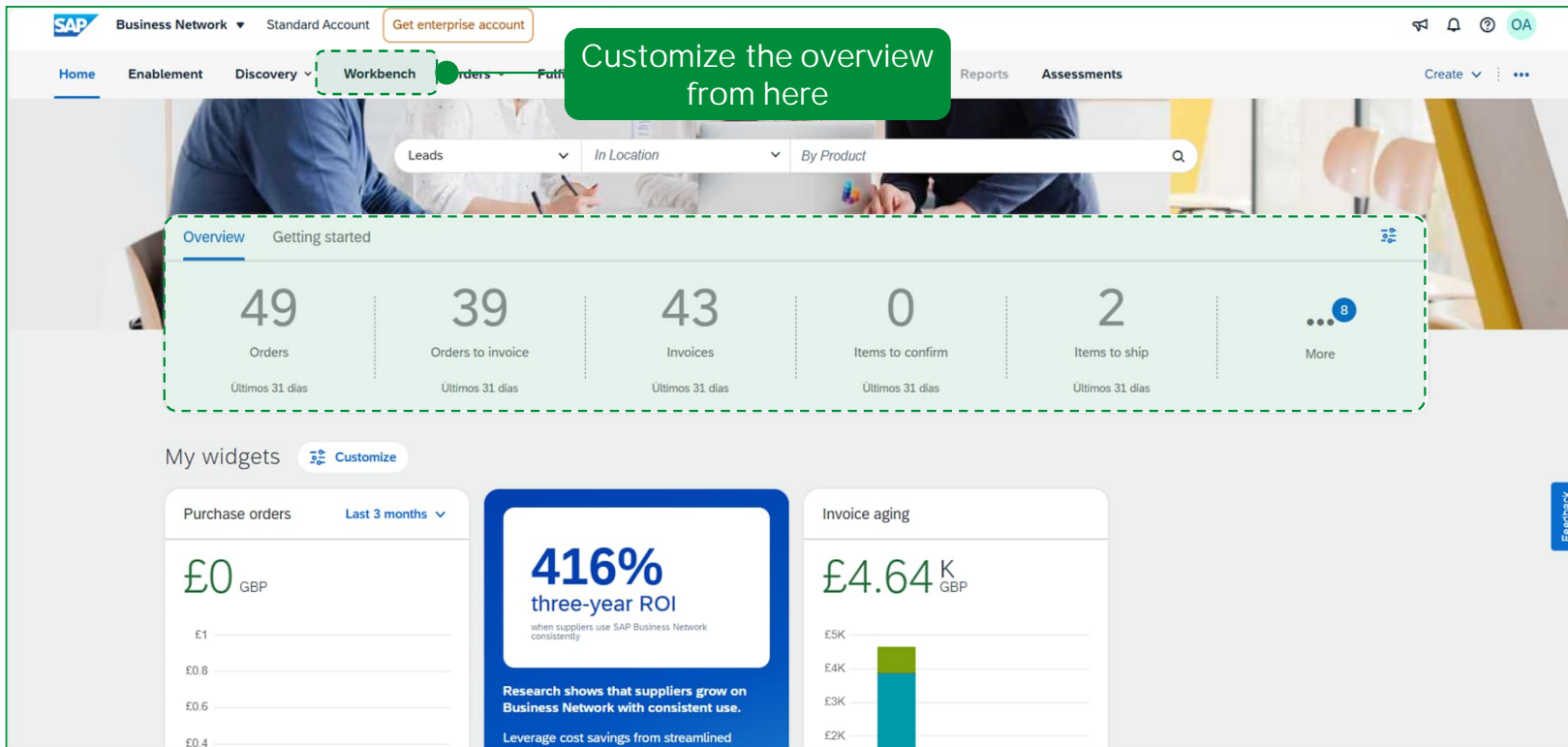


The screenshot shows the SAP Business Network home page. At the top, the navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A green callout box labeled "Navigation bar" points to this menu. Below the navigation bar is a search bar with filters for Leads, In Location, and By Product. The main dashboard features a "Getting started" section with six cards showing key metrics for the last 31 days: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. Below this is a "My widgets" section with three widgets: "Purchase orders" (showing £0 GBP), a "416% three-year ROI" card with a research note, and "Invoice aging" (showing £4.64K GBP with a bar chart). A "Feedback" button is visible on the right side.

Overview

Home page – Overview

The overview is the main section of the portal where a summary of the status of the supplier's account is displayed. Here you can see aggregated information about all your customers. Let's review how to customize it.



Customize the overview from here

SAP Business Network Standard Account [Get enterprise account](#)

Home Enablement Discovery **Workbench** Orders Fulfillment Reports Assessments Create

Leads In Location By Product

Overview Getting started

49	39	43	0	2	8
Orders	Orders to invoice	Invoices	Items to confirm	Items to ship	More
Últimos 31 días	Últimos 31 días	Últimos 31 días	Últimos 31 días	Últimos 31 días	

My widgets [Customize](#)

Purchase orders Last 3 months

£0 GBP

£1
 £0.8
 £0.6
 £0.4

416%
 three-year ROI
when suppliers use SAP Business Network consistently
 Research shows that suppliers grow on Business Network with consistent use.
 Leverage cost savings from streamlined

Invoice aging

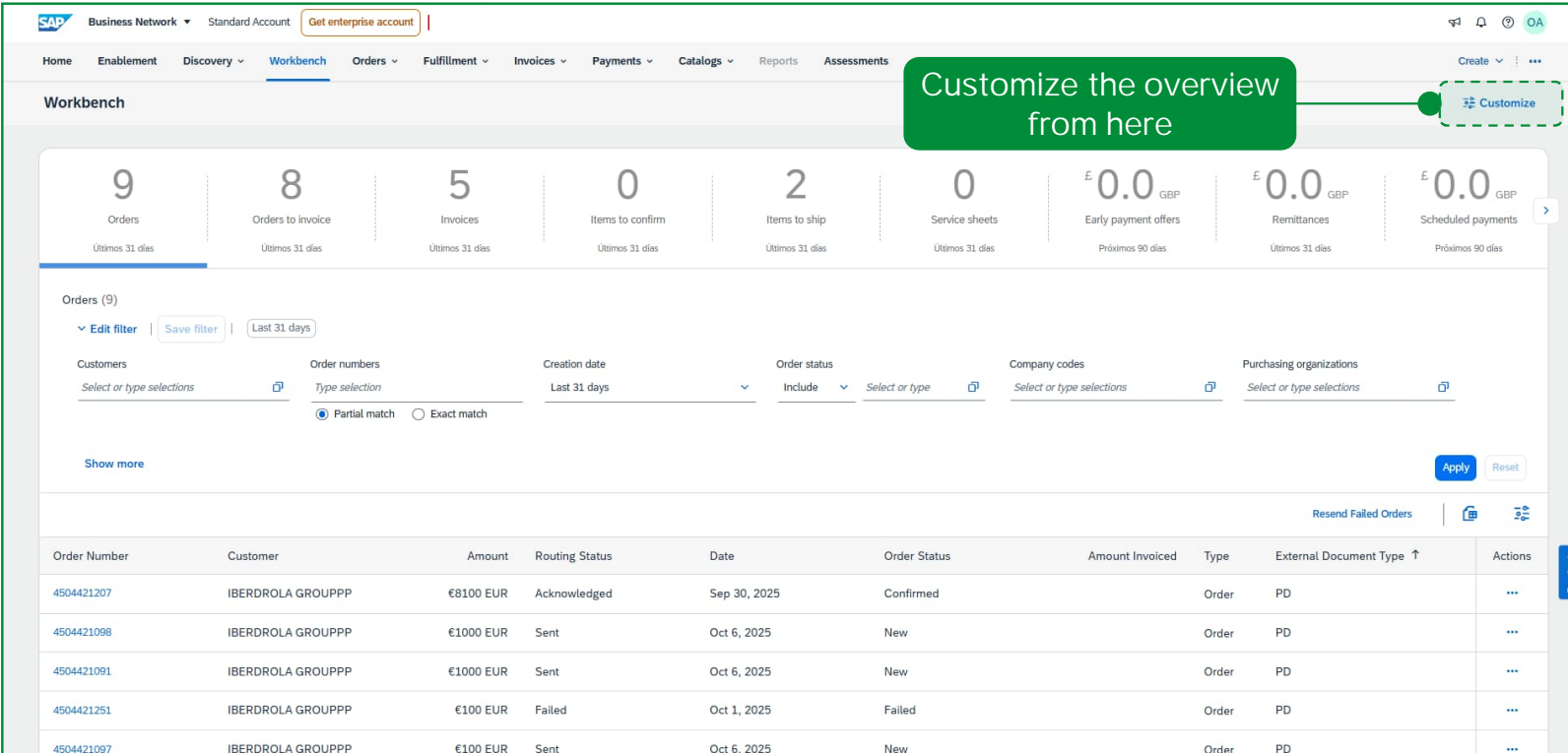
£4.64K GBP

£5K
 £4K
 £3K
 £2K

Feedback

Home page – Overview (cont.)

In Workbench, click the settings icon next to Customize.



The screenshot shows the SAP Business Network Workbench overview page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A green callout box with the text "Customize the overview from here" points to a "Customize" button in the top right corner of the dashboard area.

The dashboard displays several key metrics for the last 31 days:

- 9 Orders
- 8 Orders to invoice
- 5 Invoices
- 0 Items to confirm
- 2 Items to ship
- 0 Service sheets
- £ 0.0 GBP Early payment offers
- £ 0.0 GBP Remittances
- £ 0.0 GBP Scheduled payments

Below the metrics, there is a section for "Orders (9)" with filter options: Edit filter, Save filter, and Last 31 days. The filters include Customers, Order numbers, Creation date, Order status, Company codes, and Purchasing organizations. The "Order status" filter is set to "Include".

At the bottom, there is a table of orders with the following columns: Order Number, Customer, Amount, Routing Status, Date, Order Status, Amount Invoiced, Type, External Document Type, and Actions.

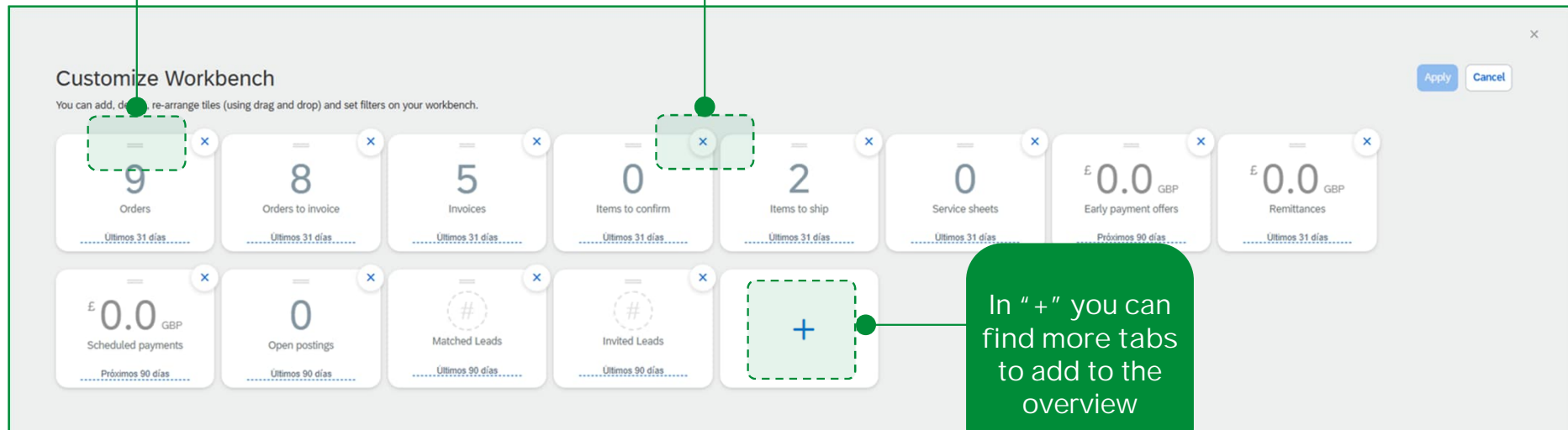
Order Number	Customer	Amount	Routing Status	Date	Order Status	Amount Invoiced	Type	External Document Type	Actions
4504421207	IBERDROLA GROUPPP	€8100 EUR	Acknowledged	Sep 30, 2025	Confirmed		Order	PD	...
4504421098	IBERDROLA GROUPPP	€1000 EUR	Sent	Oct 6, 2025	New		Order	PD	...
4504421091	IBERDROLA GROUPPP	€1000 EUR	Sent	Oct 6, 2025	New		Order	PD	...
4504421251	IBERDROLA GROUPPP	€100 EUR	Failed	Oct 1, 2025	Failed		Order	PD	...
4504421097	IBERDROLA GROUPPP	€100 EUR	Sent	Oct 6, 2025	New		Order	PD	...

Home page – Overview (cont.)

Add, remove, or reorder tiles to have only what you need on your overview dashboard. You can also define the filters you want to use in the panel.

Holding both lines, drag the tiles to change their order in the overview

Click on the "x" to remove a tab from the overview



Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

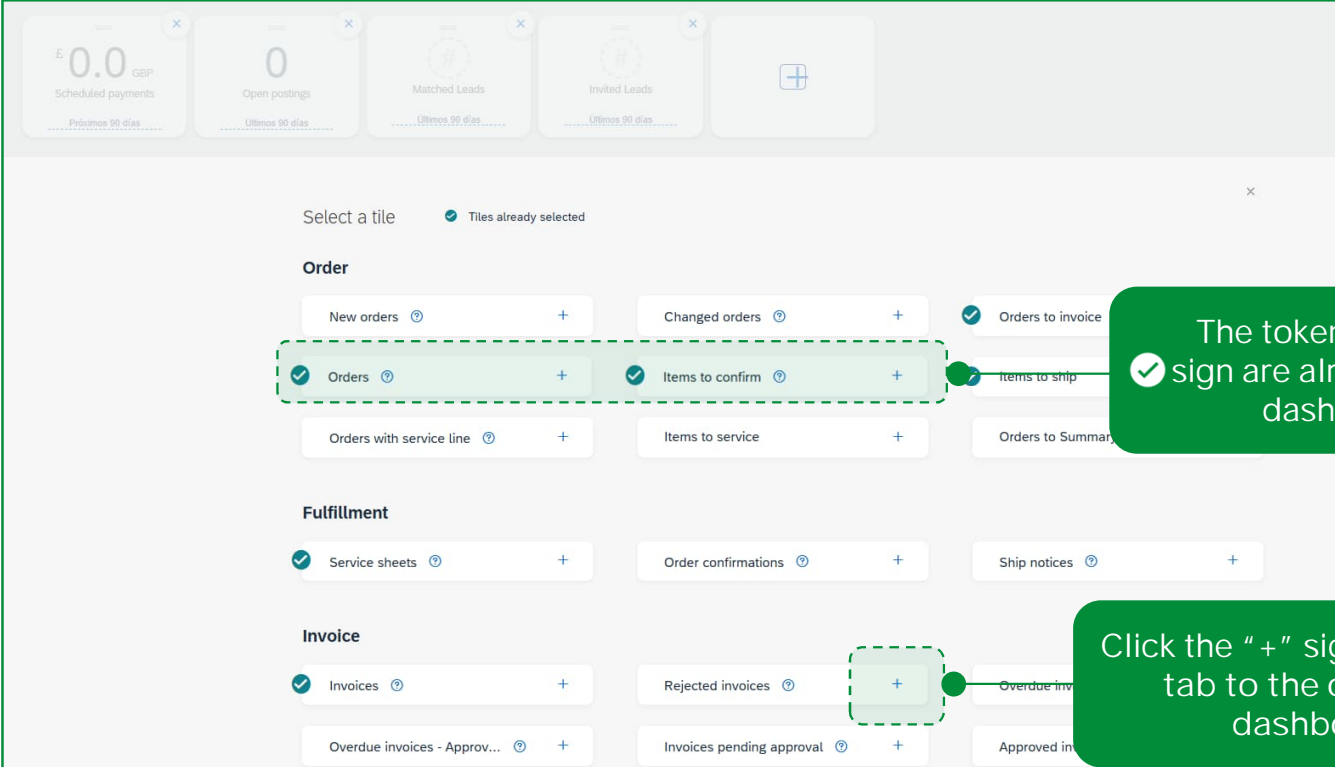
Apply Cancel

9 Orders Últimos 31 días	8 Orders to invoice Últimos 31 días	5 Invoices Últimos 31 días	0 Items to confirm Últimos 31 días	2 Items to ship Últimos 31 días	0 Service sheets Últimos 31 días	£ 0.0 GBP Early payment offers Próximos 90 días	£ 0.0 GBP Remittances Últimos 31 días
£ 0.0 GBP Scheduled payments Próximos 90 días	0 Open postings Últimos 90 días	# Matched Leads Últimos 90 días	# Invited Leads Últimos 90 días	+			

In "+" you can find more tabs to add to the overview

Home page – Overview (cont.)

The “+” button allows you to choose more Order, Fulfillment, Invoice, Payment, Prospect, Communication, and Other tabs.



The screenshot shows a dashboard overview page. At the top, there are five summary tiles: 'Scheduled payments' (£ 0.0 GBP), 'Open postings' (0), 'Matched Leads', 'Invited Leads', and a plus sign button. Below these is a 'Select a tile' menu with a 'Tiles already selected' indicator. The menu is organized into three sections: 'Order', 'Fulfillment', and 'Invoice'. In the 'Order' section, 'Orders' and 'Items to confirm' are highlighted with a dashed green box and have checkmarks. In the 'Invoice' section, 'Invoices' has a checkmark, and the plus sign button next to 'Rejected invoices' is highlighted with a dashed green box. Two callout boxes provide instructions: one points to the checkmarks in the 'Order' section, and another points to the plus sign button in the 'Invoice' section.

The tokens with the ✓ sign are already on the dashboard

Click the “+” sign to add the tab to the overview dashboard



In the fulfillment section you will find details of the order confirmations and shipping notices you have made

Home page – Overview (cont.)

The tabs you add using the “+” button will remain on the initial screen for customizing the work panel. You can change their order as indicated above.

Click Apply to finish customizing

Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

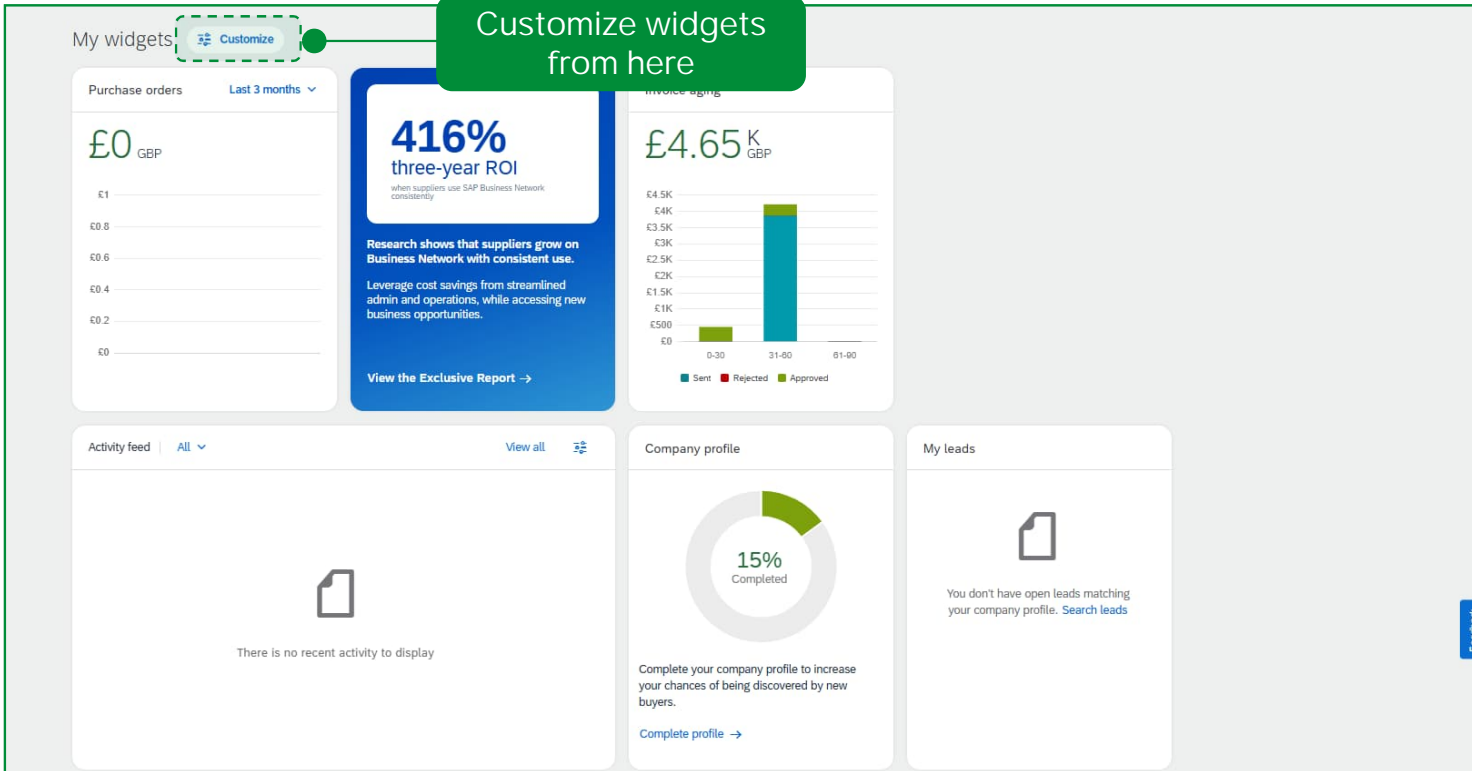
9 Orders Últimos 31 días	8 Orders to invoice Últimos 31 días	5 Invoices Últimos 31 días	0 Items to confirm Últimos 31 días	2 Items to ship Últimos 31 días	0 Service sheets Últimos 31 días	£ 0.0 GBP Early payment offers Próximos 90 días	£ 0.0 GBP Scheduled payments Próximos 90 días
0 Open postings Últimos 90 días	# Matched Leads Últimos 90 días	# Invited Leads Últimos 90 días	+				

Apply Cancel

Widgets

Home page – Widgets

Widgets are visual components on the home page that display specific, up-to-date information. They provide quick access to critical information and facilitate decision-making. Let's review how to customize them.



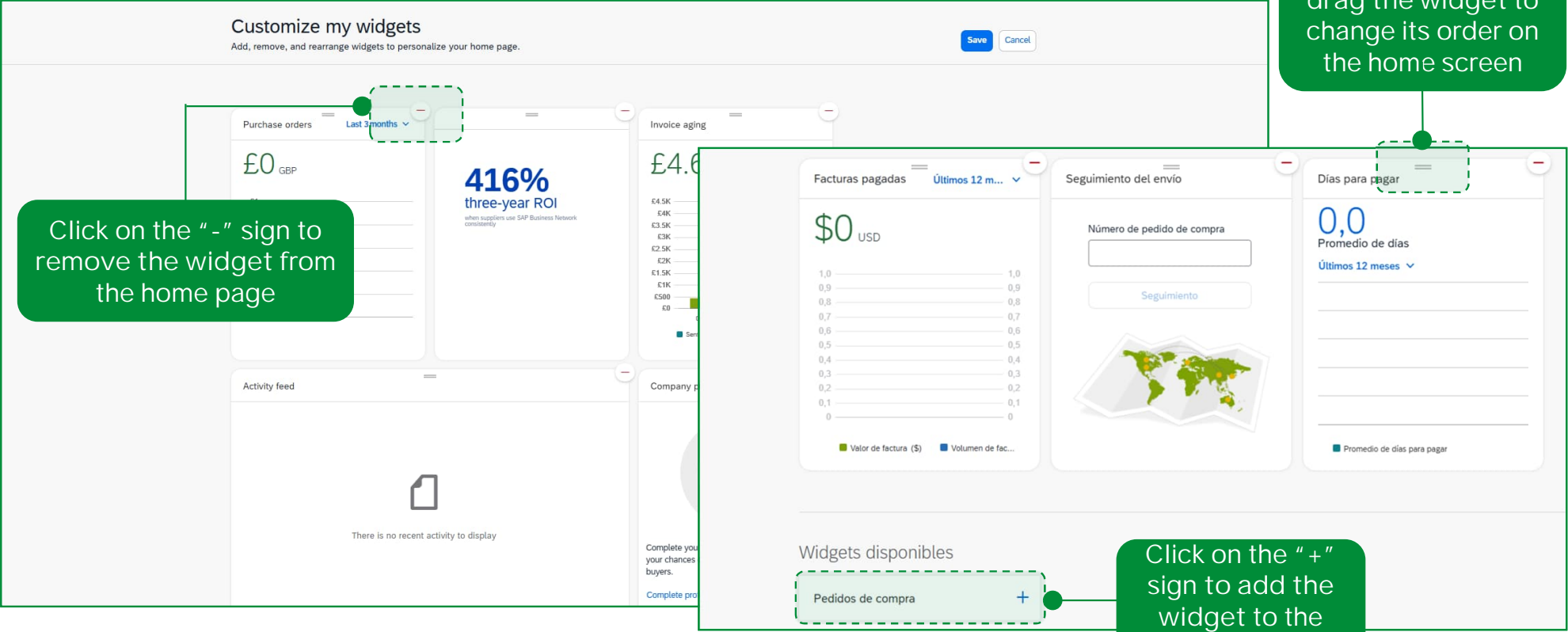
The screenshot shows a dashboard with several widgets:

- My widgets:** A header with a 'Customize' button (indicated by a callout box).
- Purchase orders:** A widget showing '£0 GBP' and a line chart with a y-axis from £0 to £1.
- 416% three-year ROI:** A blue widget with text: 'Research shows that suppliers grow on Business Network with consistent use. Leverage cost savings from streamlined admin and operations, while accessing new business opportunities. View the Exclusive Report →'.
- Invoice aging:** A widget showing '£4.65 K GBP' and a bar chart with categories '0-30', '31-90', and '91-90'. The legend includes 'Sent', 'Rejected', and 'Approved'.
- Activity feed:** A widget with 'All' filter and 'View all' button, showing 'There is no recent activity to display'.
- Company profile:** A widget with a donut chart showing '15% Completed' and text: 'Complete your company profile to increase your chances of being discovered by new buyers. Complete profile →'.
- My leads:** A widget showing 'You don't have open leads matching your company profile. Search leads'.

A 'Feedback' button is visible in the bottom right corner of the dashboard area.

Home page – Widgets (cont.)

Within the customization page, you can remove or add widgets to the home screen:



Customize my widgets
Add, remove, and rearrange widgets to personalize your home page. Save Cancel

Purchase orders Last 3 months

Invoice aging

Facturas pagadas Últimos 12 m...

Seguimiento del envío

Días para pagar

Activity feed

Company p...

Widgets disponibles

Pedidos de compra +

Click on the "-" sign to remove the widget from the home page

Hold both lines and drag the widget to change its order on the home screen

Click on the "+" sign to add the widget to the home page

Home page – Widgets (cont.)

The widgets you add using the “+” button will be added alongside the widgets already on the home page, and from here you can change their order as described above.

Customize my widgets

Add, remove, and rearrange widgets to personalize your home page.

Save
Cancel

Purchase orders Last 3 months ▾

£0 GBP

£1
£0.8
£0.6
£0.4
£0.2
£0

416%
three-year ROI

when suppliers use SAP Business Network consistently

Invoice aging

£4.65^K GBP

£4.5K
£4K
£3.5K
£3K
£2.5K
£2K
£1.5K
£1K
£500
£0

0-30 31-60 61-90

■ Sent ■ Rejected ■ Approved

Activity feed

Company profile

15%

My leads

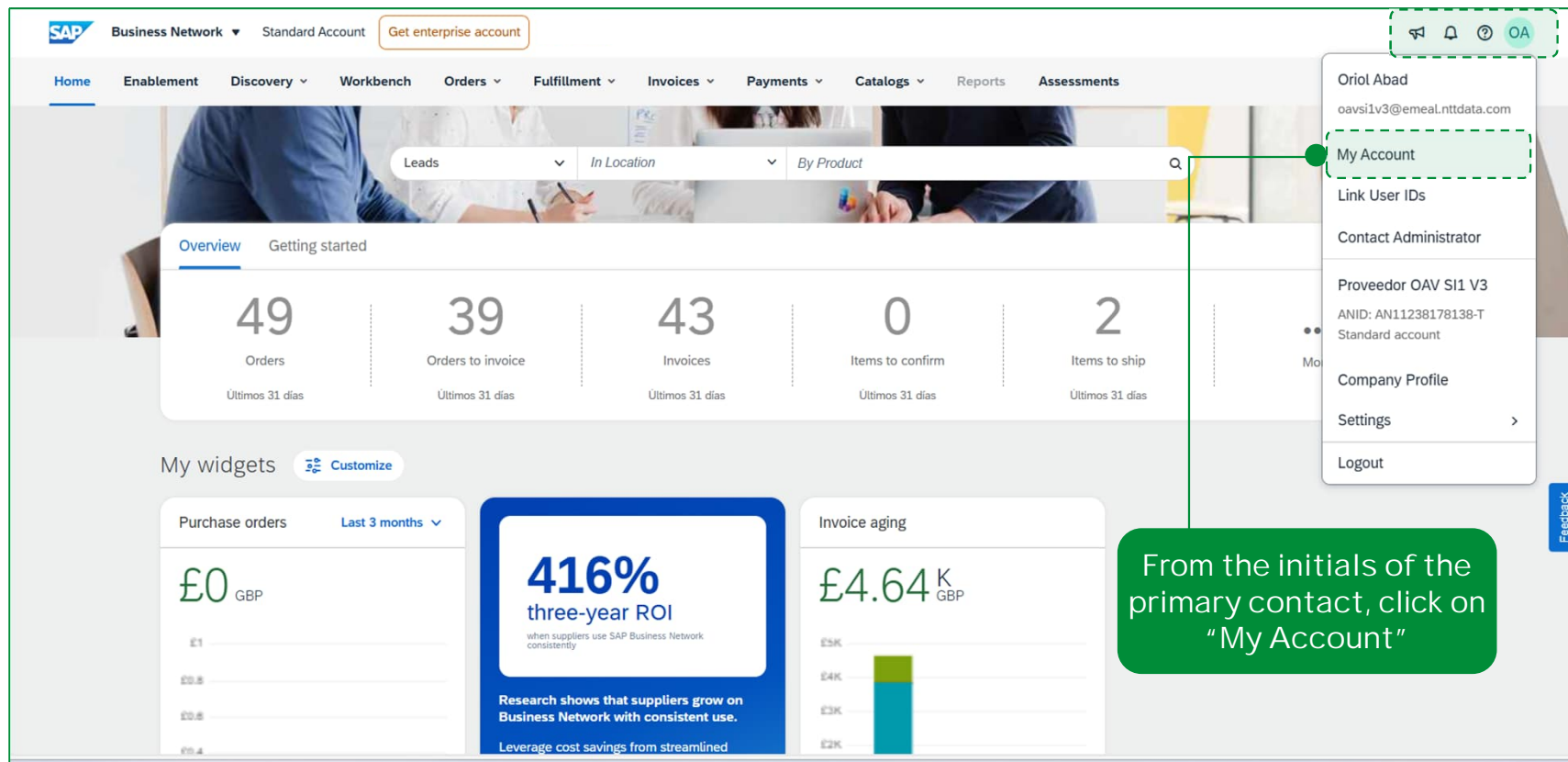
Click Save to finish customizing

20

4. My account settings

My Account

In this section, you can manage your profile information on SAP Business Network. Setting up this section correctly will ensure a personalized and secure experience on the platform.

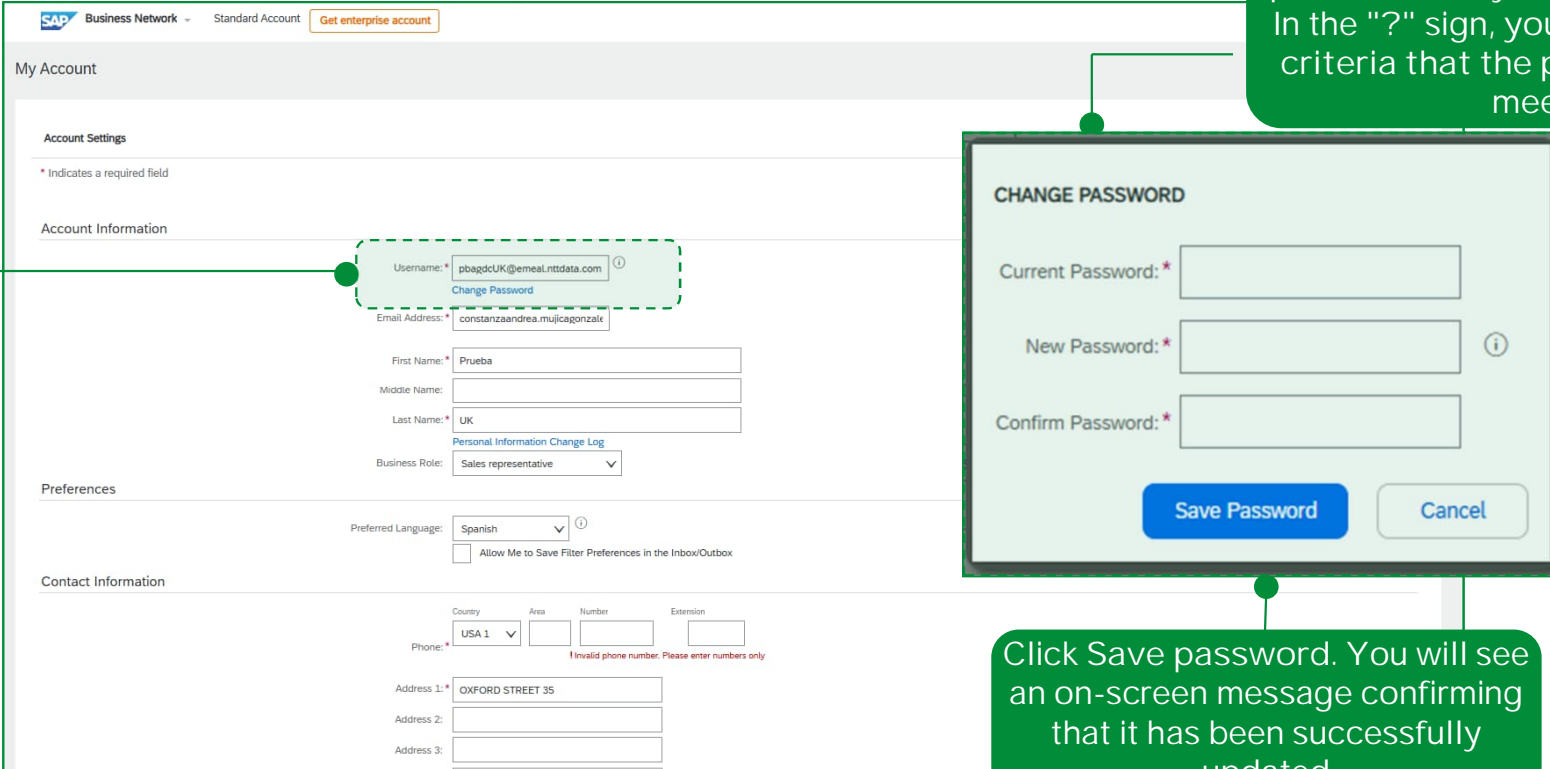


The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. Below this is a main navigation menu with options like 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is present with filters for 'Leads', 'In Location', and 'By Product'. The main content area displays a dashboard with five key metrics: Orders (49), Orders to invoice (39), Invoices (43), Items to confirm (0), and Items to ship (2). Below the dashboard are 'My widgets' including 'Purchase orders' (showing £0 GBP), 'Invoice aging' (showing £4.64K GBP), and a '416% three-year ROI' widget. On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad', email 'oavsi1v3@emea.lnttdata.com', and a 'My Account' link highlighted with a green dashed box. Other menu items include 'Link User IDs', 'Contact Administrator', 'Proveedor OAV SI1 V3', 'Company Profile', 'Settings', and 'Logout'. A green callout box with a white border and a green dot points to the 'My Account' link, containing the text: 'From the initials of the primary contact, click on "My Account"'. A 'Feedback' button is visible at the bottom right of the interface.

My Account (cont.)

One of the main settings you can make from My Account, is changing the account password.

Click Change password



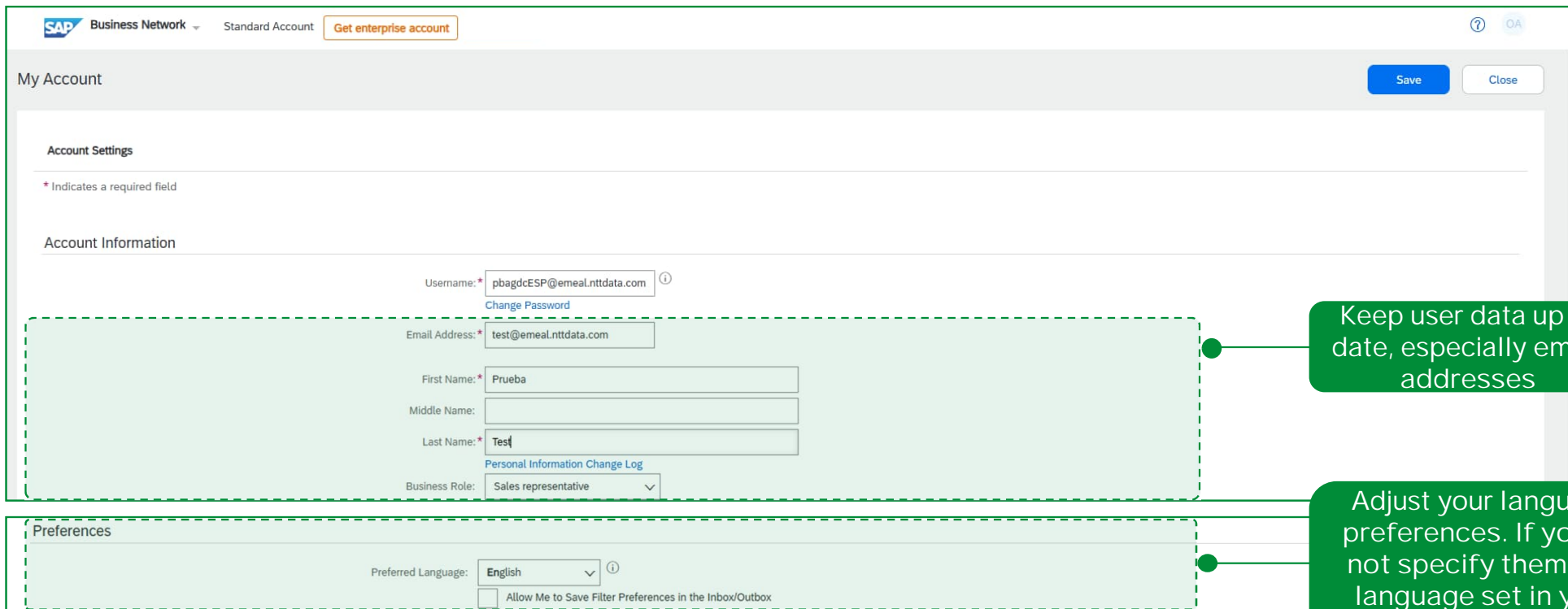
The screenshot shows the 'My Account' page in SAP Business Network. The 'Account Information' section is highlighted with a dashed green box, and a 'Change Password' link is visible below the 'Username' field. A 'CHANGE PASSWORD' pop-up dialog is overlaid on the right side of the page. The dialog contains three input fields: 'Current Password: *', 'New Password: *', and 'Confirm Password: *'. A question mark icon is next to the 'New Password' field. At the bottom of the dialog are 'Save Password' and 'Cancel' buttons. A green callout box points to the 'Change Password' link, and another points to the 'Save Password' button.

In the pop-up, enter your current password and your new password. In the "?" sign, you can check the criteria that the password must meet

Click Save password. You will see an on-screen message confirming that it has been successfully updated

My Account (cont.)

In this section, you can manage your profile in SAP Business Network, including account information and language preferences.



SAP Business Network Standard Account [Get enterprise account](#)

My Account Save Close

Account Settings

* Indicates a required field

Account Information

Username: * pbagdcESP@emealnttdata.com ⓘ
[Change Password](#)

Email Address: * test@emealnttdata.com

First Name: * Prueba

Middle Name:

Last Name: * Test

[Personal Information Change Log](#)

Business Role: Sales representative

Preferences

Preferred Language: English ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Keep user data up to date, especially email addresses

Adjust your language preferences. If you do not specify them, the language set in your browser will be used



All fields marked with a red asterisk are mandatory

My Account (cont.)

You must keep your contact information and associated preferences up to date. This is for the exclusive use of SAP Business Network, this information is not used by the Iberdrola Group.

Keep your telephone number and account address up to date

Contact Information

Country: USA 1 | Area: | Number: | Extension:
 Phone: * ! Invalid phone number. Please enter numbers only

Address 1: *
 Address 2:
 Address 3:
 Address 4:

City: *
 State: * London, City of [GB-LND] |
 Postal Code: *
 Country/Region: * United Kingdom [GBR] |

Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

Hide my personal contact information.

You expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the [Privacy Statement](#), the [Terms of Use](#), and applicable law. You have the right to access and modify your personal data from within the application or by contacting the Ariba administrator within your organization. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

In this section, you can decide whether your personal contact information will be visible to other organizations in the network



All fields marked with a red asterisk are mandatory

My Account (cont.)

To complete the data update, click Save. You will receive an email informing you of the user profile update with details of the modified field.

SAP Business Network Standard Account [Get enterprise account](#)

My Account Save Close

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: ⓘ
 Allow Me to Save Filter Preferences in the Inbox/Outbox

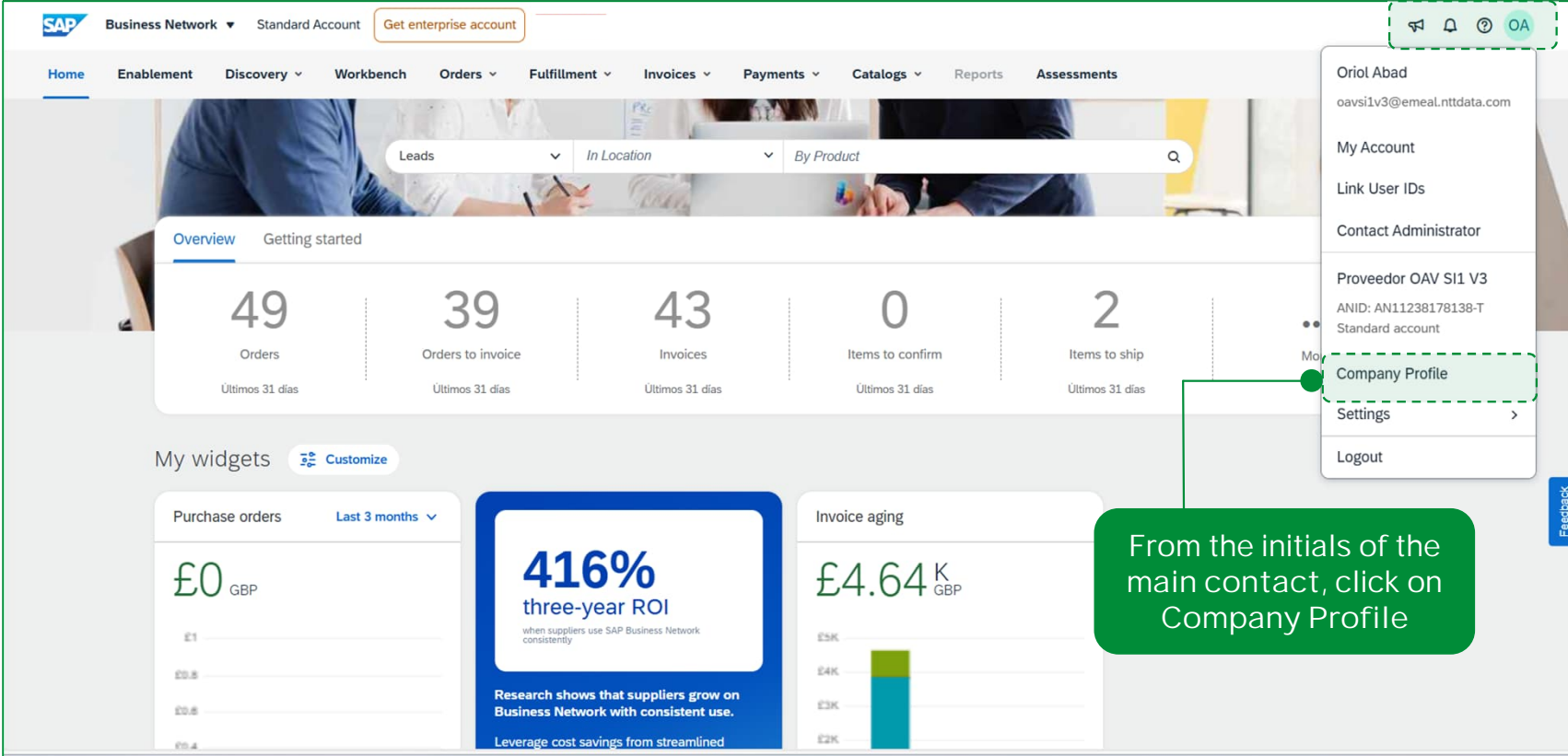


All fields marked with a red asterisk are mandatory

5. Company profile

Company profile

In this section, you can complete your company profile to provide a clear overview to your business partners. Filling in this information is optional and depends on the level of information you want to share with your customers.

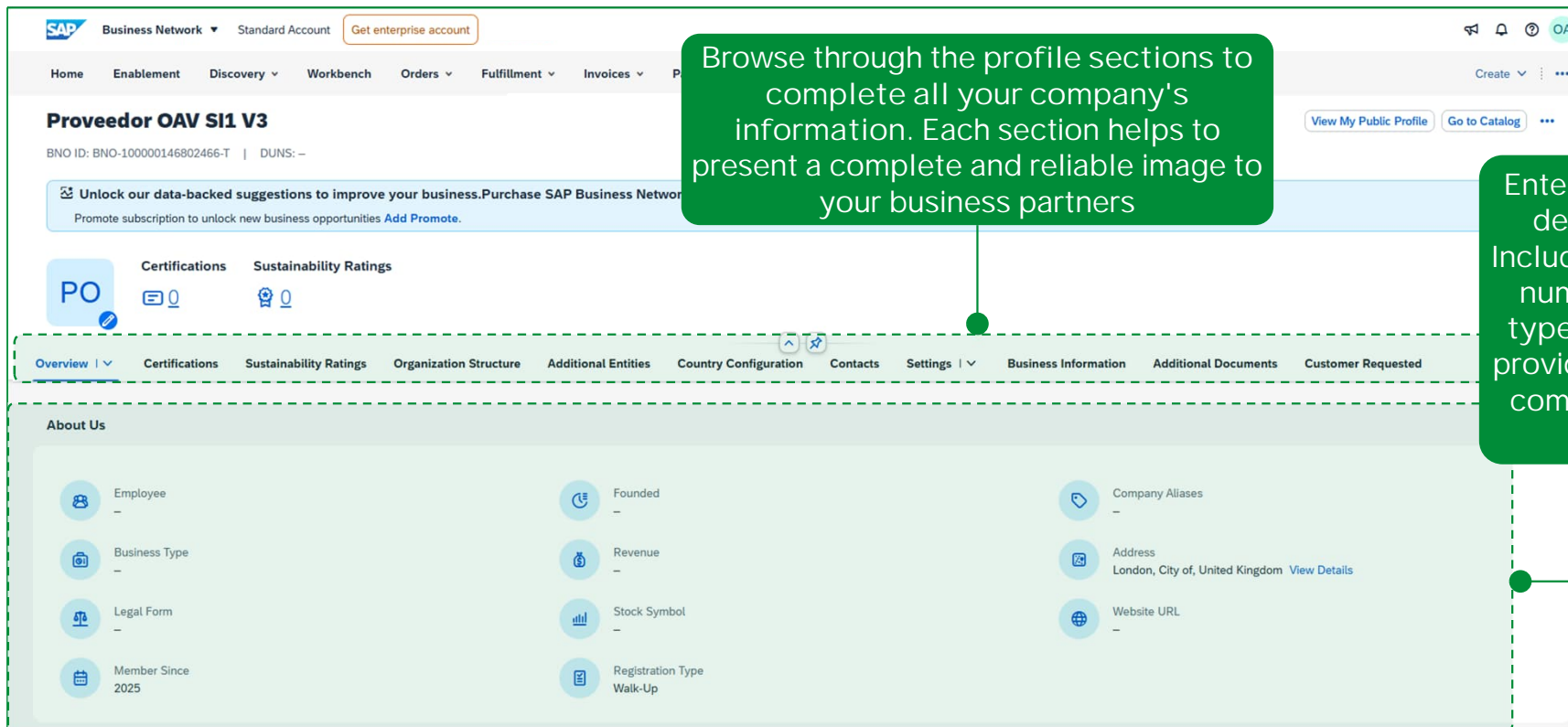


The screenshot displays the SAP Business Network user interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. Below this is a main navigation menu with options like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for 'Leads', 'In Location', and 'By Product'. The main dashboard area features a 'Getting started' section with five key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. Below this is a 'My widgets' section with three widgets: 'Purchase orders' showing £0 GBP, '416% three-year ROI' with a research note, and 'Invoice aging' showing £4.64K GBP. On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad', email 'oavsi1v3@emea.lnttdata.com', and various account management options. The 'Company Profile' option is highlighted with a green dashed box and a green callout bubble.

From the initials of the main contact, click on Company Profile

Company profile (cont.)

In this section, you can complete your company profile to provide a clear overview to your business partners.



The screenshot shows the SAP Business Network interface for a company profile. The main header includes the SAP logo, 'Business Network', and account information. A navigation bar at the top lists various business processes like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, and Invoices. The profile title is 'Proveedor OAV SI1 V3' with BNO and DUNS IDs. A promotional banner for SAP Business Network is visible. Below this, there are sections for 'Certifications' and 'Sustainability Ratings'. A horizontal menu allows navigation between different profile sections: Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities, Country Configuration, Contacts, Settings, Business Information, Additional Documents, and Customer Requested. The 'About Us' section is expanded, showing a grid of fields with icons and values: Employee, Business Type, Legal Form, Member Since (2025), Founded, Revenue, Stock Symbol, Registration Type (Walk-Up), Company Aliases, Address (London, City of, United Kingdom), and Website URL.

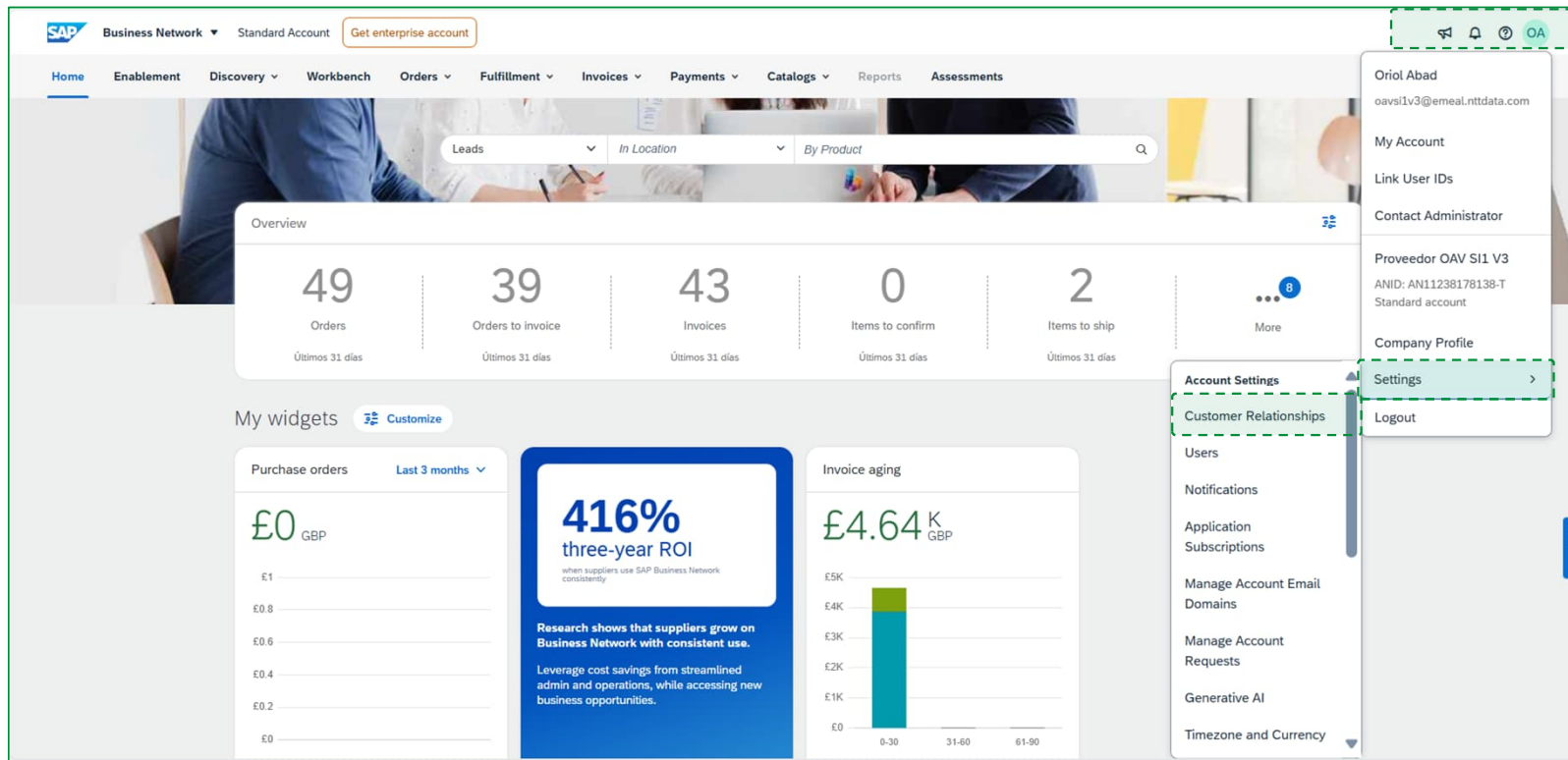
Browse through the profile sections to complete all your company's information. Each section helps to present a complete and reliable image to your business partners

Enter your company's key details in this section. Include information such as number of employees, type of business, etc. to provide context about your company's structure and scope

6. Customer relationships

Customer relationships

In this section, you can manage your customer relationships within the network, both with the Iberdrola Group and with other clients (if applicable). Set up the necessary connections to exchange orders, invoices, payments and other documents.

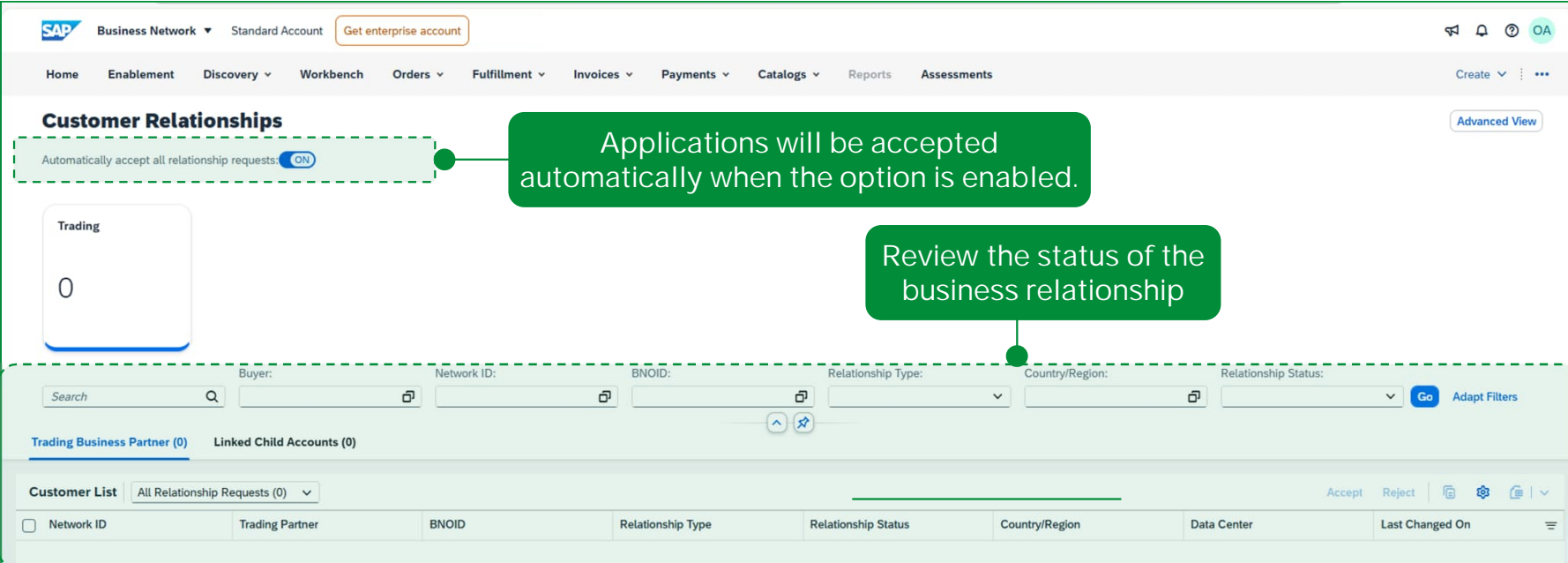


The screenshot displays the SAP Business Network interface. At the top, there is a navigation bar with tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below this is a search bar with filters for Leads, In Location, and By Product. The main dashboard features an 'Overview' section with five key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. Below the overview are three widgets: 'Purchase orders' showing £0 GBP, a '416% three-year ROI' card with explanatory text, and 'Invoice aging' showing £4.64K GBP. On the right side, a user profile dropdown menu is open, listing user information and various settings. The 'Settings' option is highlighted with a dashed green box, and a callout line points from it to a separate green box on the right.

From the initials of the main contact, click on Settings and then on Customer relationships

Customer relationships (cont.)

Here you can review the status of the business relationship. If the Automatically accept all relationship requests button is enabled (ON), the request will be automatically approved, and the customer will appear in the Customer List.



The screenshot shows the SAP Business Network interface for Customer Relationships. A green callout box points to the 'Automatically accept all relationship requests' toggle, which is currently set to 'ON'. Another green callout box points to the 'Trading' card, which displays '0'. A third green callout box points to the search filters at the bottom of the interface, which include fields for Buyer, Network ID, BNOID, Relationship Type, Country/Region, and Relationship Status. Below the filters, there are tabs for 'Trading Business Partner (0)' and 'Linked Child Accounts (0)'. At the bottom, there is a 'Customer List' table with columns for Network ID, Trading Partner, BNOID, Relationship Type, Relationship Status, Country/Region, Data Center, and Last Changed On. The table currently shows no data.



By default, the "Automatically accept all relationship requests" button is enabled (ON)

Customer relationships (cont.)

If the Automatically accept all relationship requests button is disabled (OFF), any request must be approved manually.

Customer Relationships Advanced View

Automatically accept all relationship requests: ON

On the Pending Requests tab, tick the box next to the customer's name and click Ok

Trading 0

Search Buyer: Network ID: BNOID: Relationship Type: Country/Region: Relationship Status: Go Adapt Filters

Trading Business Partner (0) Linked Child Accounts (0)

Customer List Accept Reject

Network ID	Trading Partner	BNOID	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
Pending Requests (0) <input type="checkbox"/>							

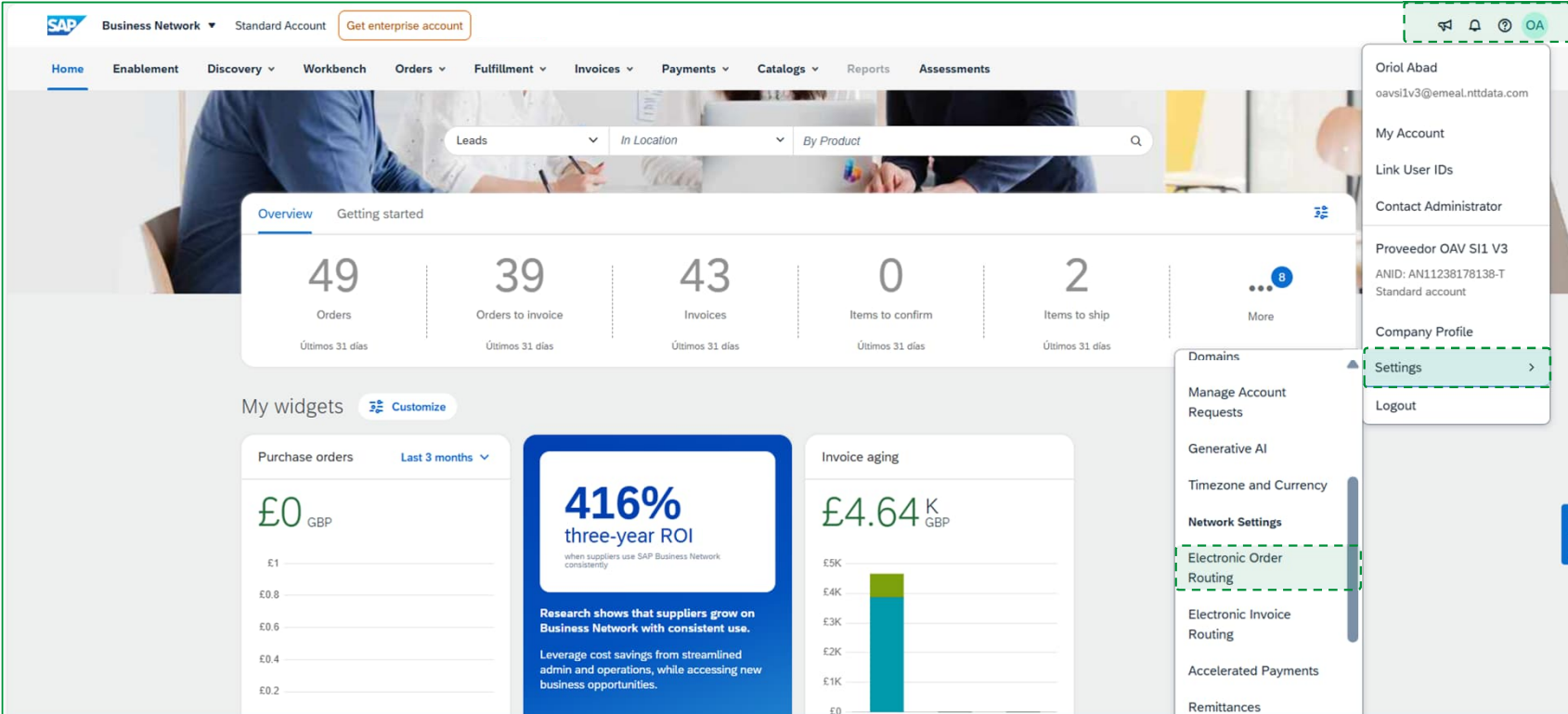


By default, the "Automatically accept all relationship requests" button is enabled (ON)

7. Electronic order routing

Electronic order routing

From this section, you can configure the routing of electronic orders to define how your company receives and processes orders within the network.



The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below these are filters for Leads, In Location, and By Product. The main dashboard area displays several key metrics:

- Overview: Getting started
- 49 Orders (Últimos 31 días)
- 39 Orders to invoice (Últimos 31 días)
- 43 Invoices (Últimos 31 días)
- 0 Items to confirm (Últimos 31 días)
- 2 Items to ship (Últimos 31 días)

Below the metrics are three widgets:

- Purchase orders:** Last 3 months, showing £0 GBP.
- 416% three-year ROI:** Research shows that suppliers grow on Business Network with consistent use. Leverage cost savings from streamlined admin and operations, while accessing new business opportunities.
- Invoice aging:** £4.64^K GBP, with a bar chart showing values from £0 to £5K.

On the right side, a user profile dropdown menu is open, showing the user's name (Oriol Abad), email (oavs1v3@emeal.nttdata.com), and various account management options. The 'Settings' option is highlighted with a dashed green box, and a sub-menu is visible below it, also with 'Electronic Order Routing' highlighted with a dashed green box.

From the initials of the main contact, click Settings and then Electronic Order Routing

Electronic order routing (cont.)

This configuration allows you to automate reception, ensure proper integration with your internal systems, and optimize the commercial flow with your customers.

Iberdrola recommends the routing shown on screen. If you need a different configuration because you work with other clients, you can contact The Supplier Assistance Center to ensure proper order routing.

Let us review the routings you can perform:

Here you can define how electronic orders will be integrated with your systems

Here you can configure how orders will be delivered and their modifications (by email or other channels) and set rules for including attachments, formats, and additional options. Add the email address before continuing to the other sections

Electronic order routing (cont.)

Review the routing options available to you:

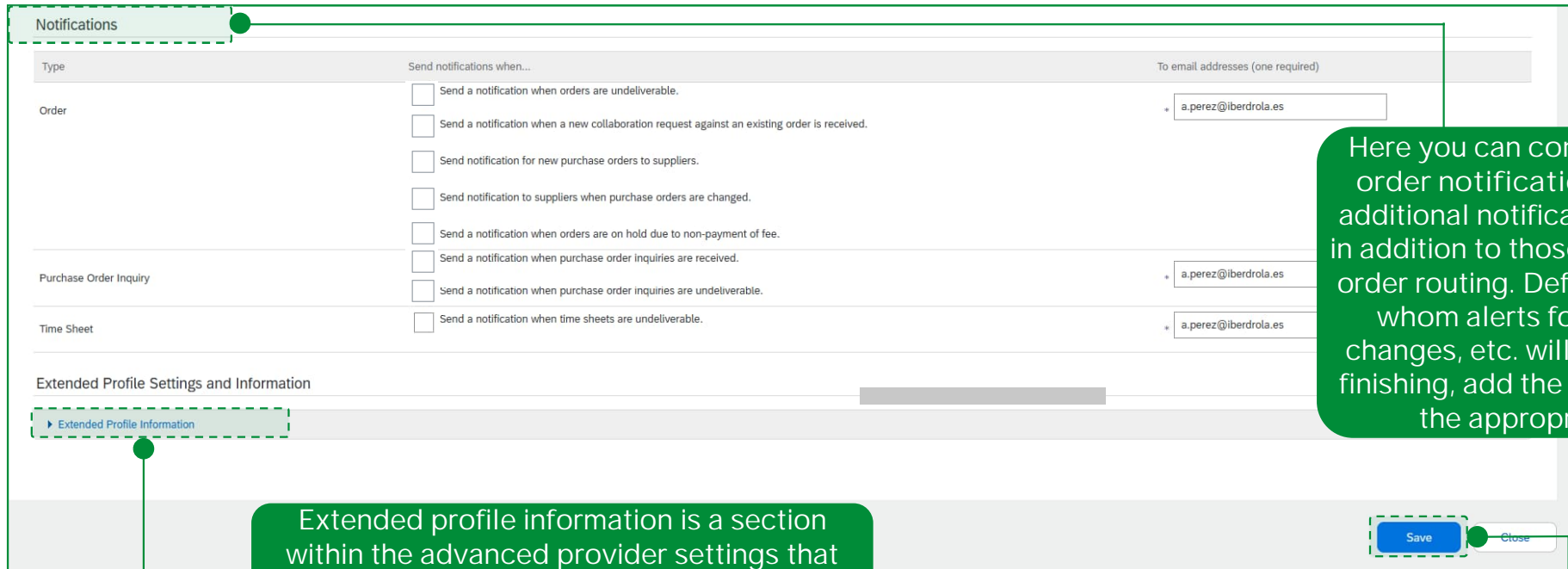
Here you can configure routing for modified or cancelled orders

Change/Cancel Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Electronic order routing (cont.)

Review the routing options available to you:

Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.



Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	a.perez@iberdrola.es
	<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.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	a.perez@iberdrola.es
	<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.	a.perez@iberdrola.es

Extended Profile Settings and Information

Extended Profile Information

Save Close

Here you can configure general order notifications and set up additional notifications to receive, in addition to those that result from order routing. Define when and to whom alerts for new orders, changes, etc. will be sent. Before finishing, add the email address in the appropriate fields

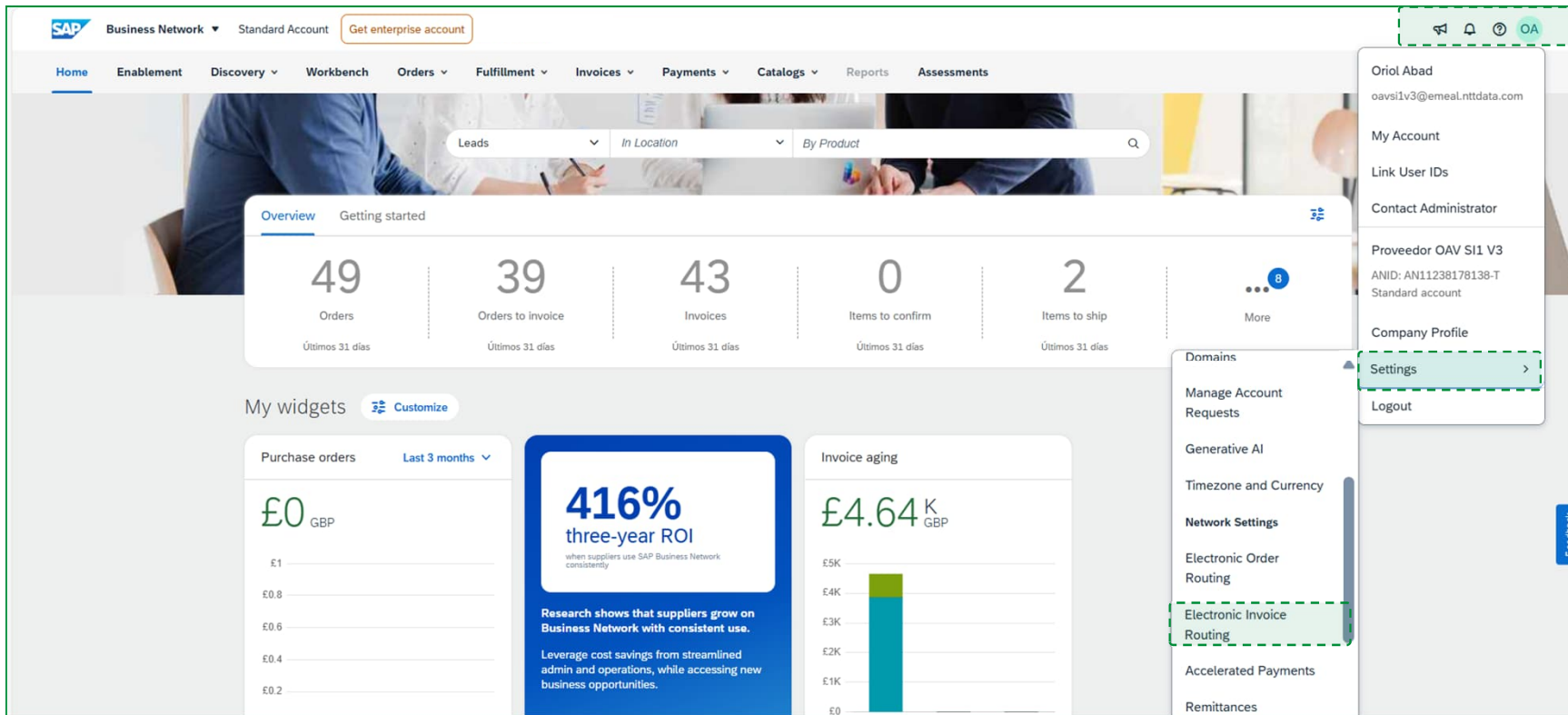
Extended profile information is a section within the advanced provider settings that allows you to add additional, specific data about the company, beyond the basic profile

Clicking Save will update the settings and you will see a notification message at the top of the screen

8. Electronic invoice routing

Electronic invoice routing

From this section, you can configure electronic invoice routing to define how your company sends and receives invoices within the network.

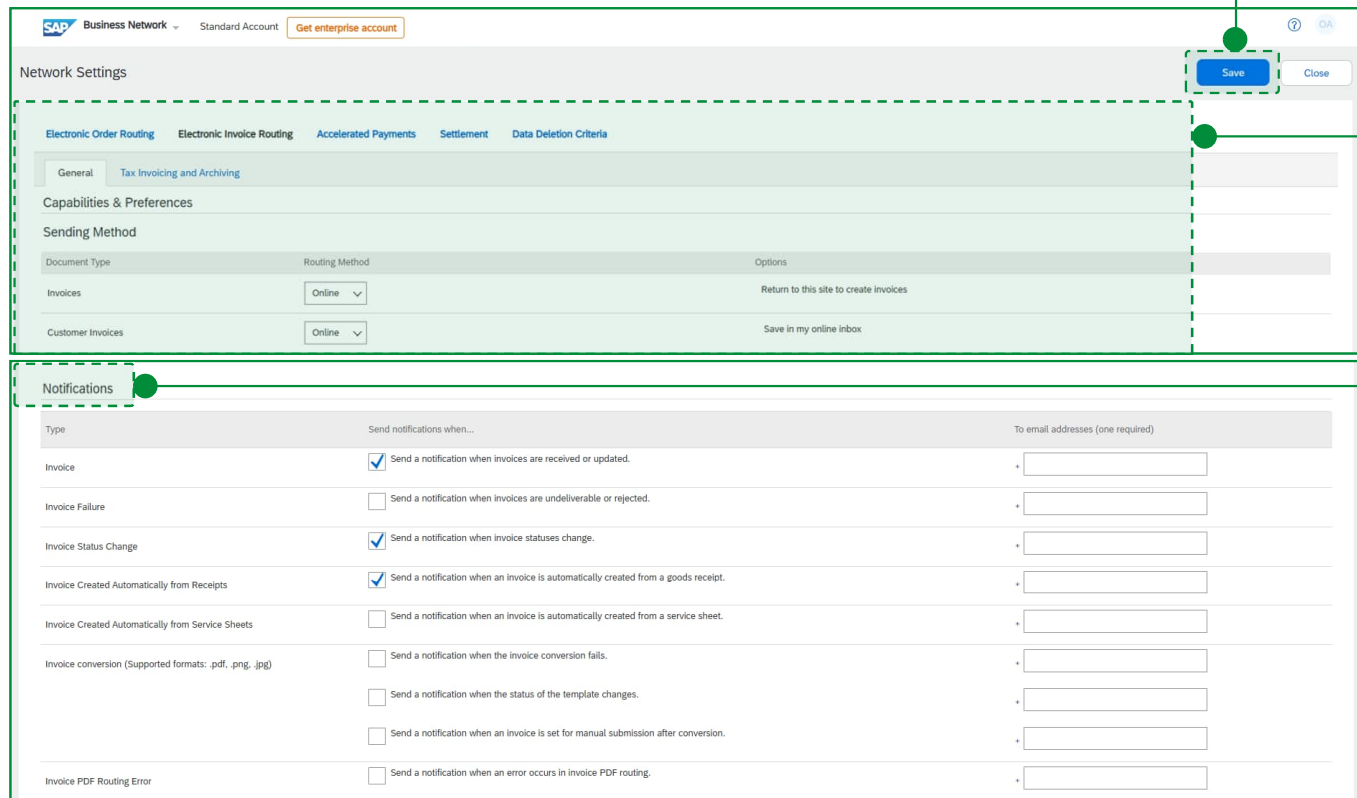


The screenshot shows the SAP Business Network user interface. At the top, there is a navigation bar with tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below this is a search bar and a dashboard with several key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. A 'My widgets' section is visible, including a 'Purchase orders' widget showing £0 GBP, a '416% three-year ROI' widget, and an 'Invoice aging' widget showing £4.64K GBP. On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad' and email 'oavslv3@emeal.nttdata.com'. The 'Settings' option is highlighted, and a sub-menu is displayed with 'Electronic Invoice Routing' selected. A dashed green box highlights the 'Settings' and 'Electronic Invoice Routing' options in the dropdown menu.

From the initials of the main contact, click Settings and then Electronic Invoice Routing

Electronic invoice routing (cont.)

This configuration allows you to set the transmission method, compatible formats, and additional options to ensure automated flow..



Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement | Data Deletion Criteria

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	-
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	-
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	-
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	-
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	-
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	-
	<input type="checkbox"/> Send a notification when the status of the template changes.	-
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	-
Invoice PDF Routing Error	<input type="checkbox"/> Send a notification when an error occurs in invoice PDF routing.	-

Clicking Save will update the settings and you will see a notification message at the top of the screen

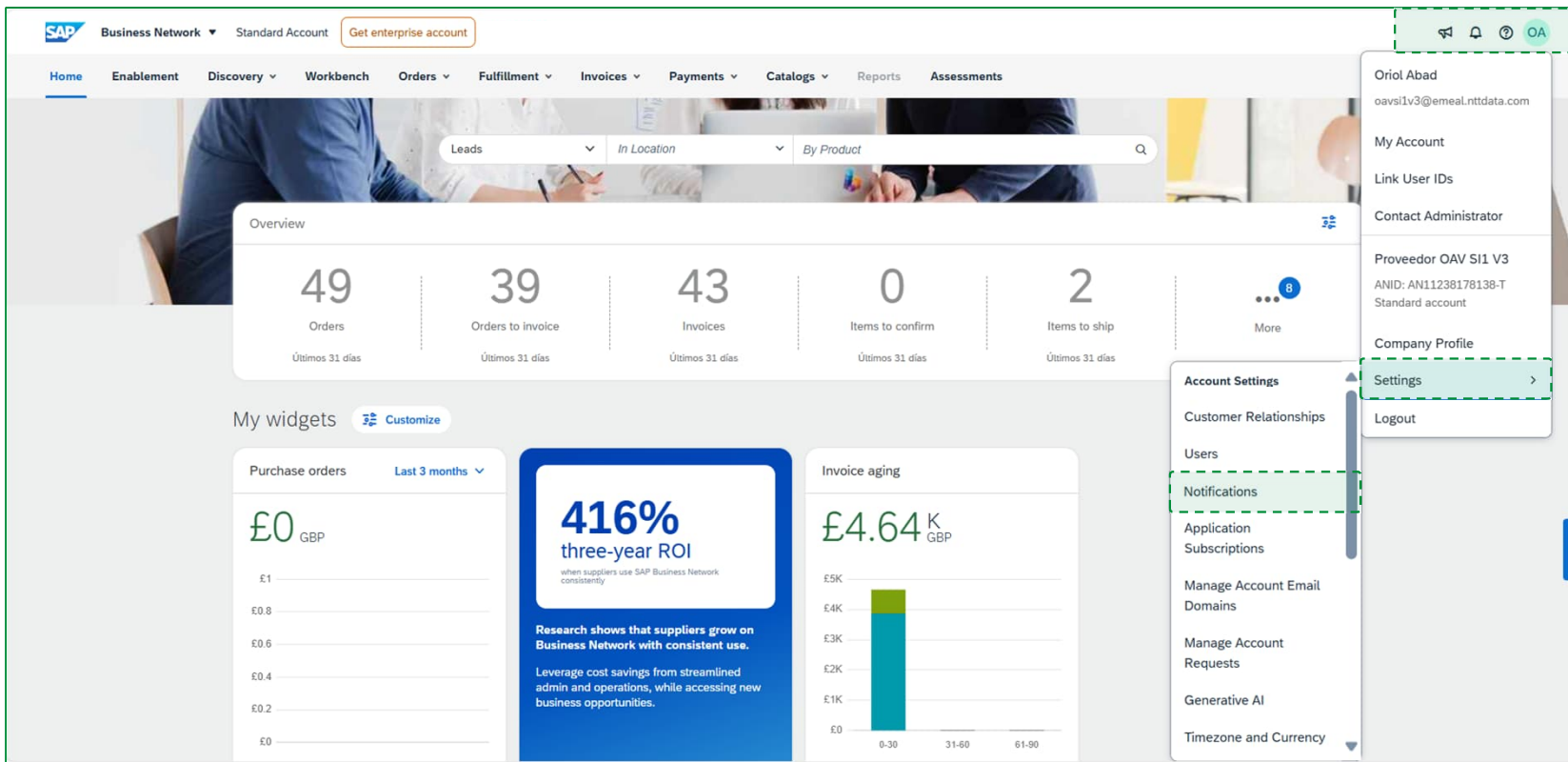
Here you can define the routing method and preferences for creating and storing invoices

Here you can configure general invoice notifications. Define when and to whom alerts about receipt, status changes, etc. will be sent

9. Notifications

Notifications

In the Notifications section, you can configure alerts that will keep you informed about key events on the network.

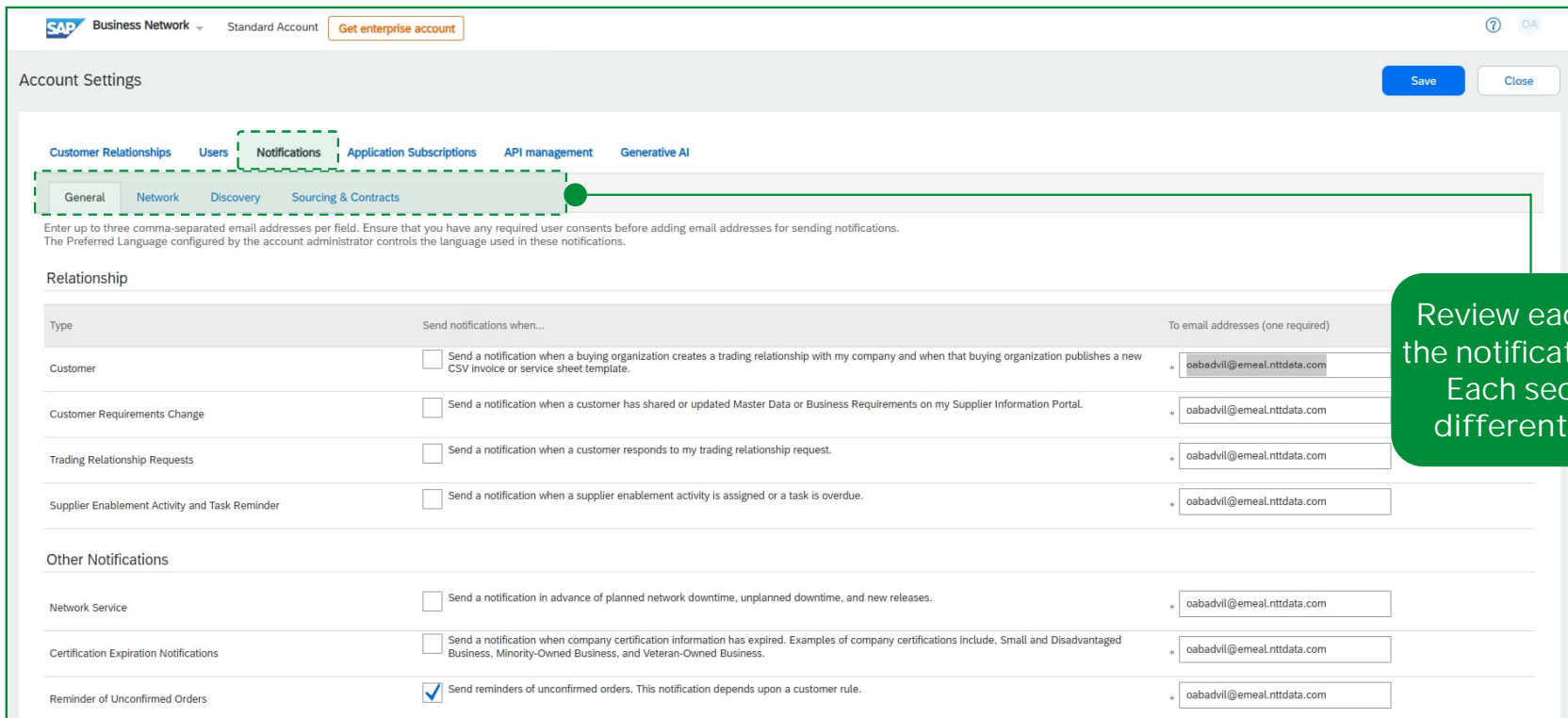


The screenshot shows the SAP Business Network interface for a Standard Account. The user is Oriol Abad (oavsi1v3@emeal.nttdata.com). The main navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for Leads, In Location, and By Product. The Overview section displays key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. Below this are widgets for Purchase orders (£0 GBP), a 416% three-year ROI, and Invoice aging (£4.64K GBP). The right-hand side shows a user profile menu with options like My Account, Link User IDs, Contact Administrator, and Company Profile. The 'Settings' option is highlighted, and a sub-menu is open showing 'Notifications' as the selected item.

From the initials of the main contact, click Settings and then Notifications

Notifications (cont.)

Define alerts for each area and assign the corresponding email addresses to ensure that the information reaches the right people.



Account Settings

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts

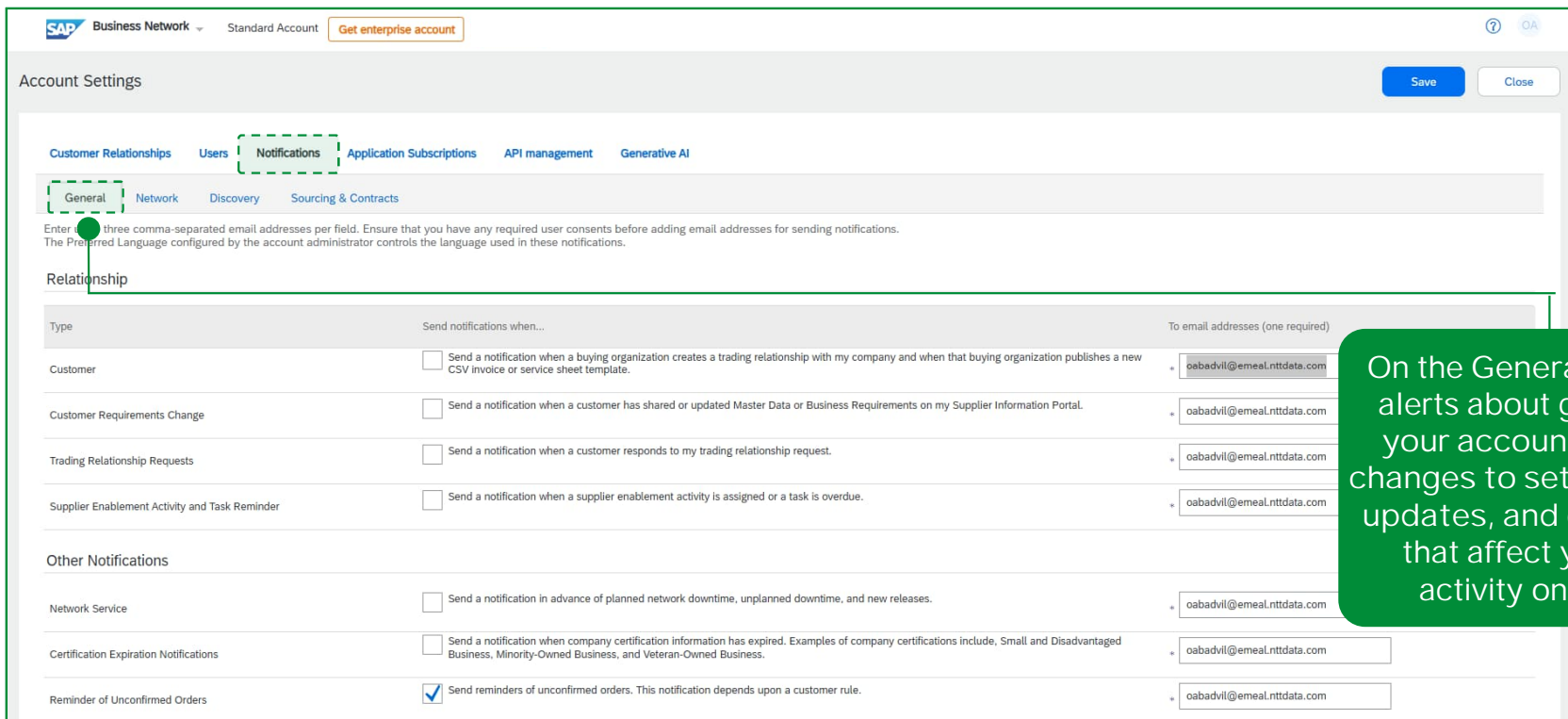
Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	oabadvil@emeal.nttdata.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	oabadvil@emeal.nttdata.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	oabadvil@emeal.nttdata.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	oabadvil@emeal.nttdata.com
Other Notifications		
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	oabadvil@emeal.nttdata.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	oabadvil@emeal.nttdata.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	oabadvil@emeal.nttdata.com

Review each tab to enable the notifications you require. Each section covers a different type of event

Notifications (cont.)

From the General tab, you can generate alerts about global events in your account.



Account Settings

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts

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.

Relationship

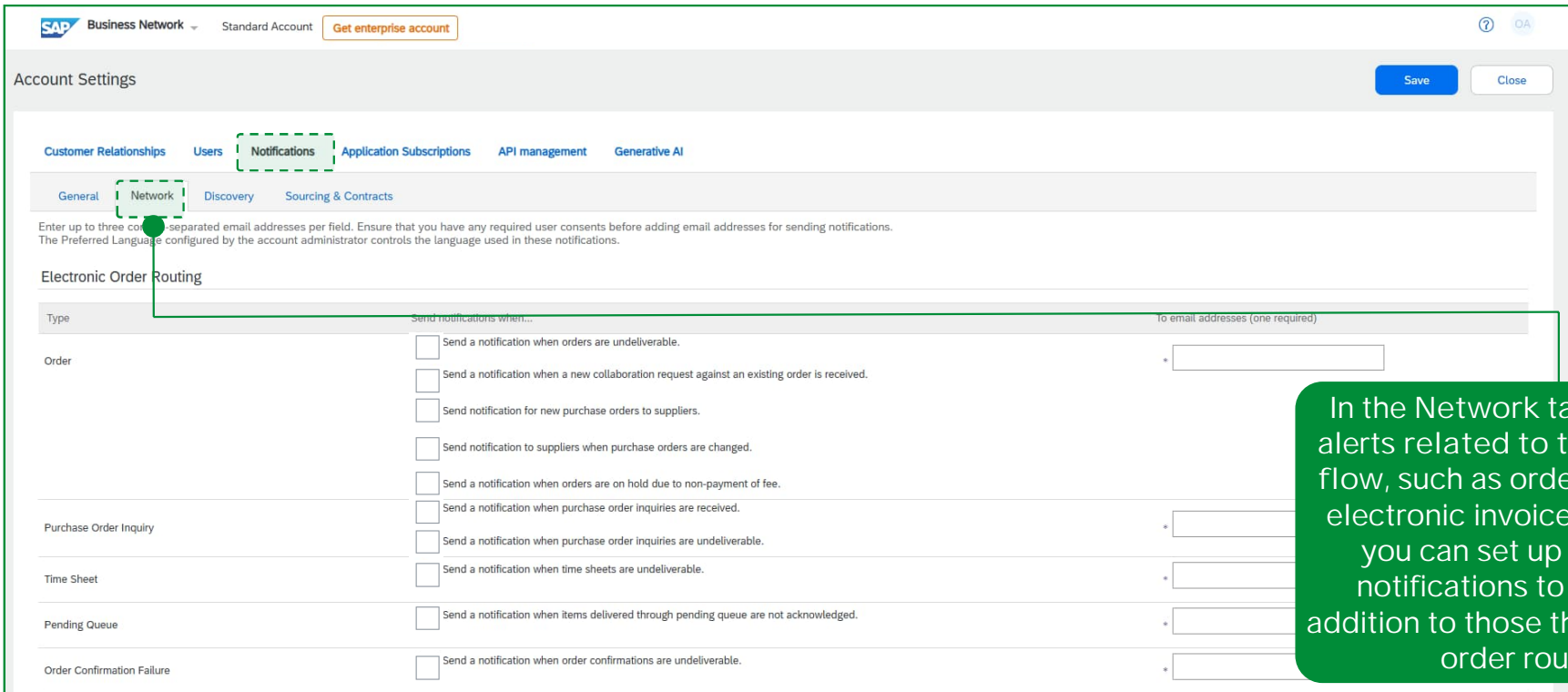
Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	oabadvil@emeal.nttdata.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	oabadvil@emeal.nttdata.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	oabadvil@emeal.nttdata.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	oabadvil@emeal.nttdata.com
Other Notifications		
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	oabadvil@emeal.nttdata.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	oabadvil@emeal.nttdata.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	oabadvil@emeal.nttdata.com

On the General tab, configure alerts about global events in your account. This includes changes to settings, important updates, and general notices that affect your profile or activity on the network

Notifications (cont.)

From the Network tab you can configure alerts related to the transactional flow.

Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.



SAP Business Network Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General **Network** Discovery Sourcing & Contracts

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.

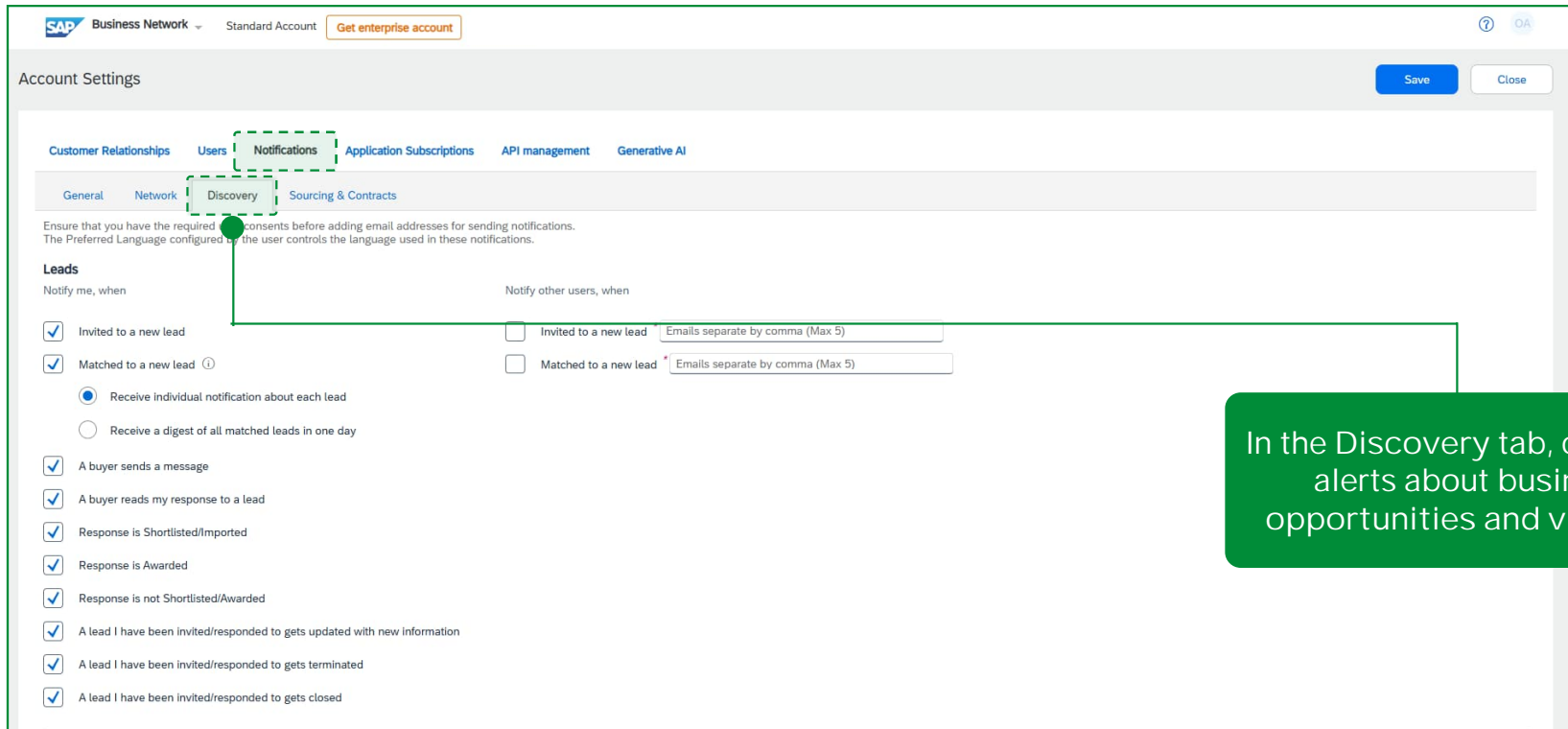
Electronic Order Routing

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.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
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"/>

In the Network tab, configure alerts related to transactional flow, such as order routing and electronic invoices. From here you can set up additional notifications to receive, in addition to those that result from order routing.

Notifications (cont.)

From Discovery tab, you will be able to configure alerts on commercial opportunities and visibility.



The screenshot shows the SAP Business Network interface for Account Settings. The 'Notifications' tab is selected, and the 'Discovery' sub-tab is active. A green box highlights the 'Notifications' tab and the 'Discovery' sub-tab. A green callout box points to the 'Discovery' sub-tab with the text: "In the Discovery tab, configure alerts about business opportunities and visibility".

Account Settings (Save Close)

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General Network **Discovery** Sourcing & Contracts

Ensure that you have the required user consents before adding email addresses for sending notifications. The Preferred Language configured by the user controls the language used in these notifications.

Leads

Notify me, when Notify other users, when

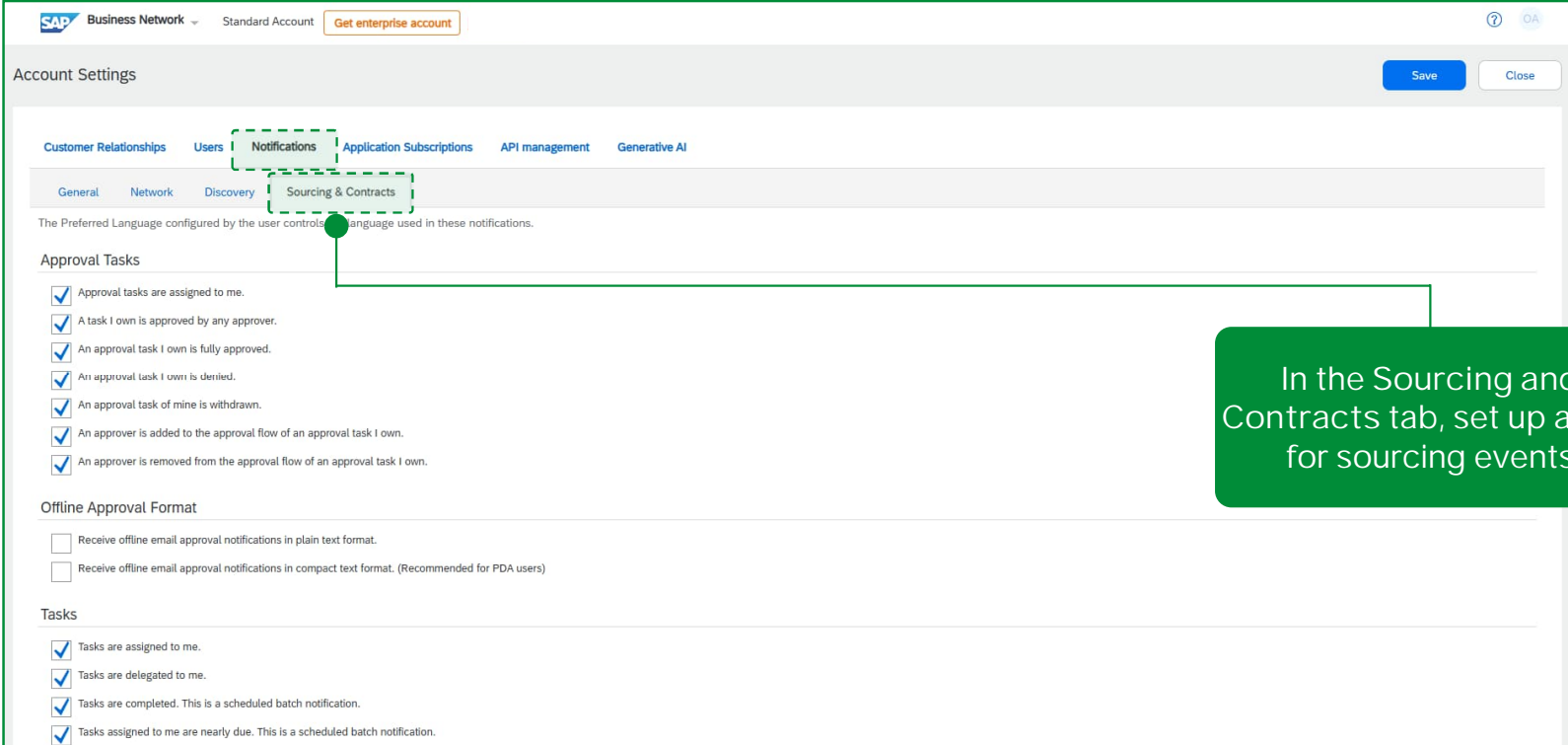
- Invited to a new lead
- Matched to a new lead ¹
 - Receive individual notification about each lead
 - Receive a digest of all matched leads in one day
- A buyer sends a message
- A buyer reads my response to a lead
- Response is Shortlisted/Imported
- Response is Awarded
- Response is not Shortlisted/Awarded
- A lead I have been invited/responded to gets updated with new information
- A lead I have been invited/responded to gets terminated
- A lead I have been invited/responded to gets closed

Invited to a new lead
 Matched to a new lead

In the Discovery tab, configure alerts about business opportunities and visibility

Notifications (cont.)

From Sourcing and Contracts tab, you will be able to configure alerts on sourcing events.



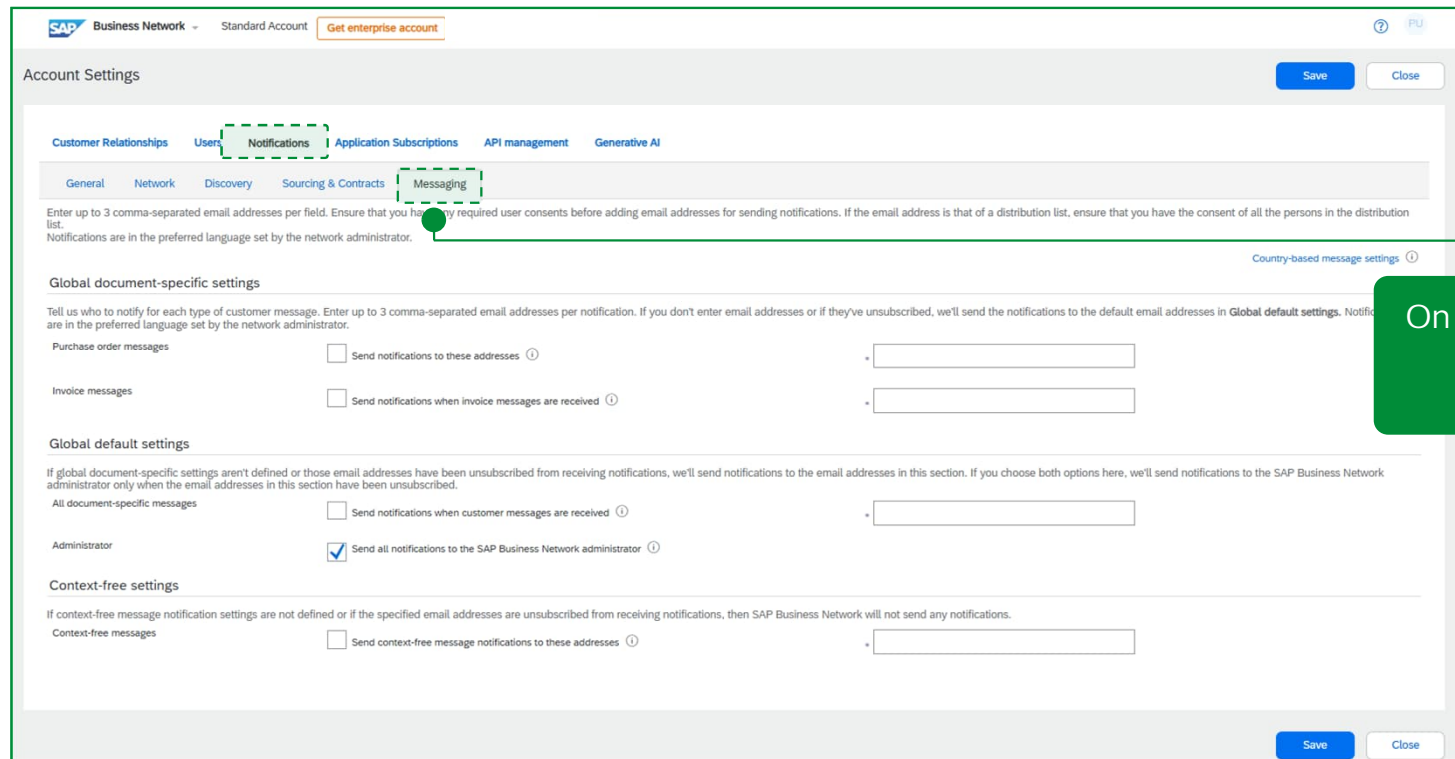
The screenshot shows the SAP Business Network Account Settings page. The 'Notifications' tab is selected, and the 'Sourcing & Contracts' sub-tab is active. The page contains several sections with checkboxes for configuring notifications:

- Approval Tasks:**
 - Approval tasks are assigned to me.
 - A task I own is approved by any approver.
 - An approval task I own is fully approved.
 - An approval task I own is denied.
 - An approval task of mine is withdrawn.
 - An approver is added to the approval flow of an approval task I own.
 - An approver is removed from the approval flow of an approval task I own.
- Offline Approval Format:**
 - Receive offline email approval notifications in plain text format.
 - Receive offline email approval notifications in compact text format. (Recommended for PDA users)
- Tasks:**
 - Tasks are assigned to me.
 - Tasks are delegated to me.
 - Tasks are completed. This is a scheduled batch notification.
 - Tasks assigned to me are nearly due. This is a scheduled batch notification.

In the Sourcing and Contracts tab, set up alerts for sourcing events

Notifications (cont.)

From Messaging tab, you can configure notifications about internal communications.



SAP Business Network - Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships **Users** **Notifications** Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts **Messaging**

Enter up to 3 comma-separated email addresses per field. Ensure that you have the necessary required user consents before adding email addresses for sending notifications. If the email address is that of a distribution list, ensure that you have the consent of all the persons in the distribution list. Notifications are in the preferred language set by the network administrator.

Country-based message settings ⓘ

Global document-specific settings

Tell us who to notify for each type of customer message. Enter up to 3 comma-separated email addresses per notification. If you don't enter email addresses or if they've unsubscribed, we'll send the notifications to the default email addresses in **Global default settings**. Notifications are in the preferred language set by the network administrator.

Purchase order messages Send notifications to these addresses ⓘ +

Invoice messages Send notifications when invoice messages are received ⓘ +

Global default settings

If global document-specific settings aren't defined or those email addresses have been unsubscribed from receiving notifications, we'll send notifications to the email addresses in this section. If you choose both options here, we'll send notifications to the SAP Business Network administrator only when the email addresses in this section have been unsubscribed.

All document-specific messages Send notifications when customer messages are received ⓘ +

Administrator Send all notifications to the SAP Business Network administrator ⓘ

Context-free settings

If context-free message notification settings are not defined or if the specified email addresses are unsubscribed from receiving notifications, then SAP Business Network will not send any notifications.

Context-free messages Send context-free message notifications to these addresses ⓘ +

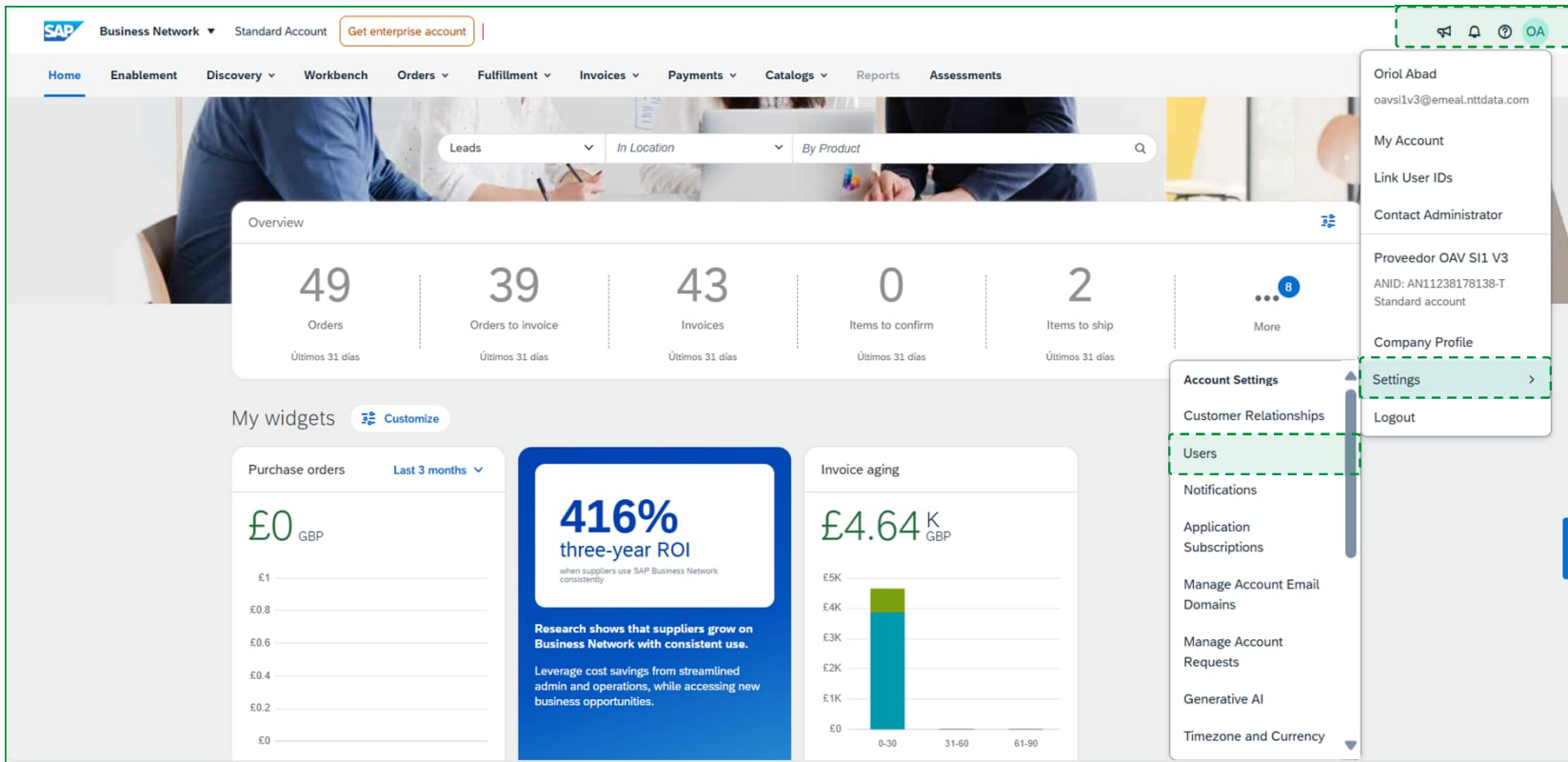
Save Close

On the Messaging tab, set up alerts about internal communications

10. User and role settings

User and role settings

In the Users section, you can manage user settings and roles within the platform. Define roles, assign permissions, and control authentications to ensure secure access to the platform.

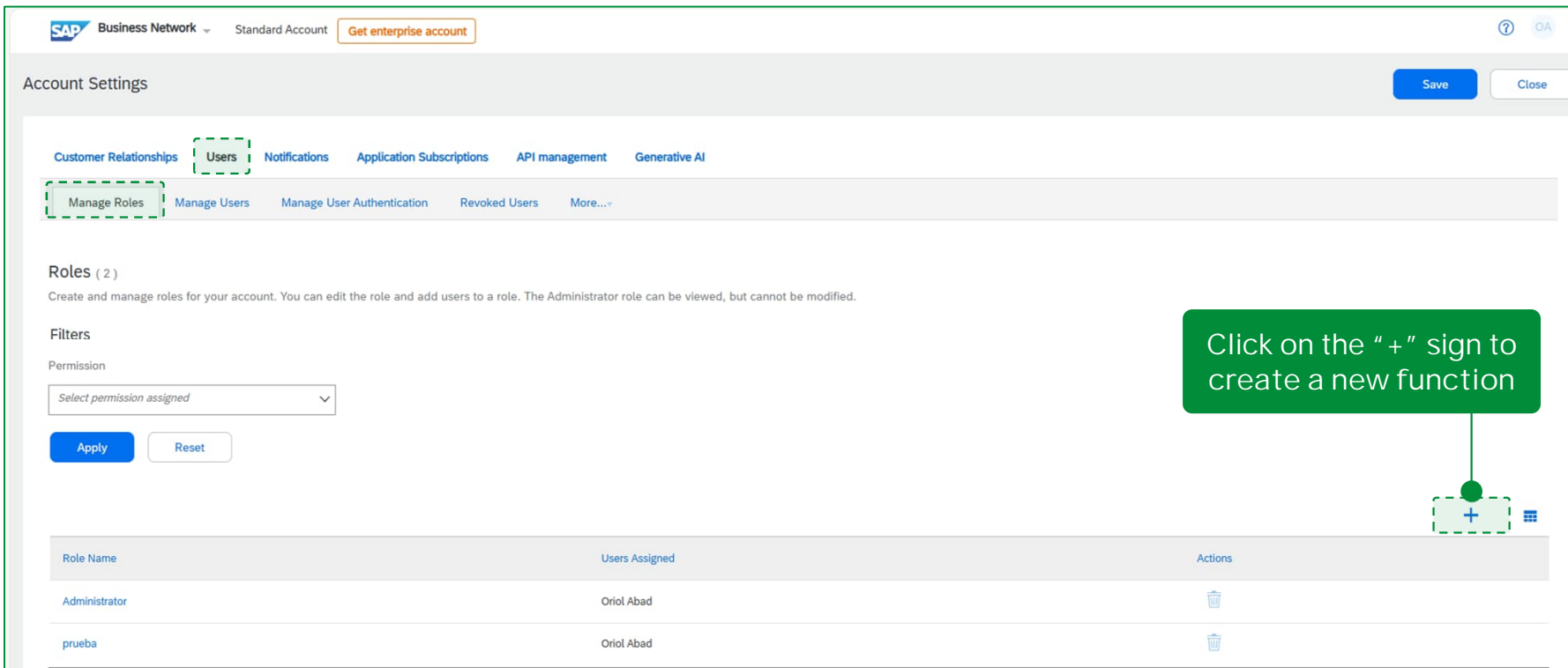


The screenshot displays the SAP Business Network dashboard. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is located below the navigation bar. The main content area features an 'Overview' section with five key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. Below this is a 'My widgets' section with three widgets: 'Purchase orders' (showing £0 GBP), a '416% three-year ROI' card, and 'Invoice aging' (showing £4.64 K GBP). On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad' and email 'oavsi1v3@emeal.nttdata.com'. The menu items include 'My Account', 'Link User IDs', 'Contact Administrator', 'Proveedor OAV S11 V3', 'Company Profile', 'Settings', 'Logout', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Manage Account Email Domains', 'Manage Account Requests', 'Generative AI', and 'Timezone and Currency'. The 'Users' option is highlighted with a dashed green box, and a red arrow points from a text box to this option.

From the initials of the main contact, click on Settings and then on Users

User and role settings - Create and manage roles

From Manage roles, you can create and manage custom roles to assign specific permissions. This allows you to control what actions each user can perform based on their role in the organization.



Account Settings Save Close



Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

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

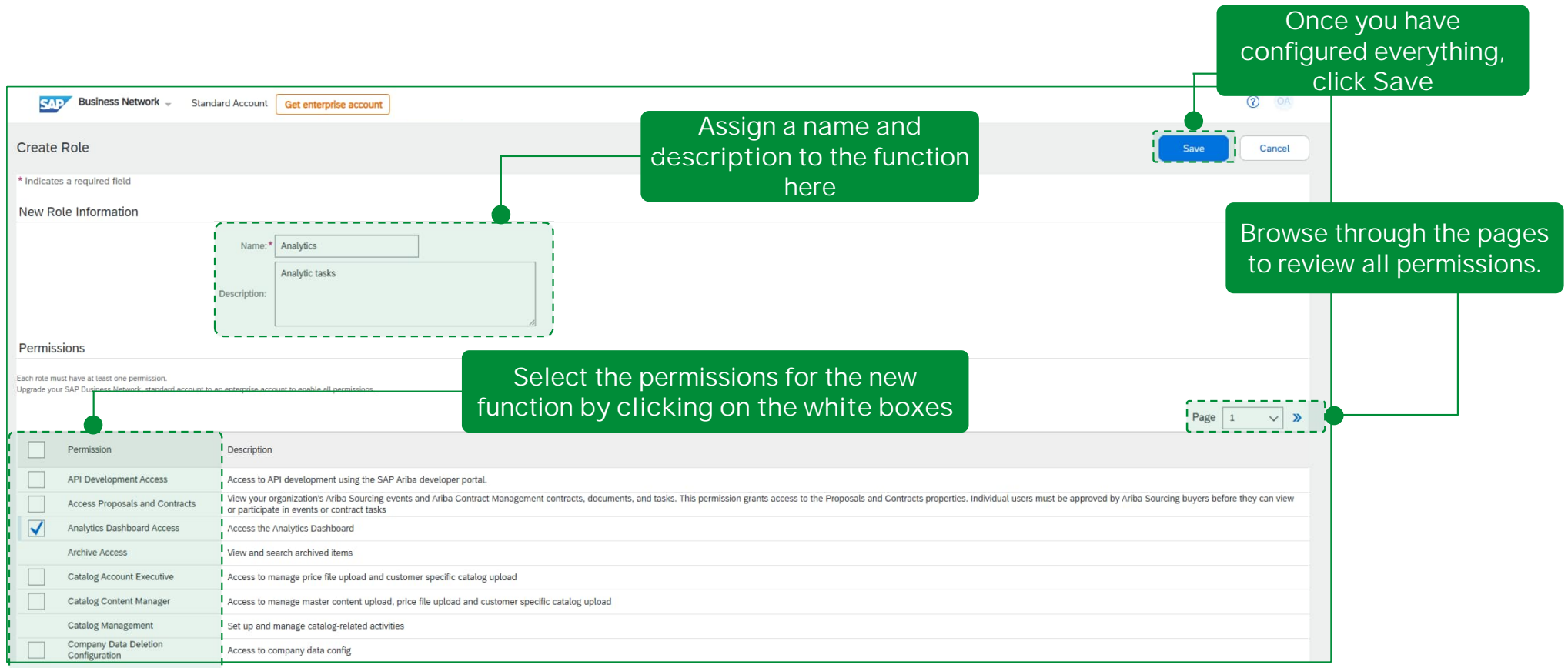
Apply Reset

Role Name	Users Assigned	Actions
Administrator	Oriol Abad	
prueba	Oriol Abad	

Click on the "+" sign to create a new function

User and role settings - Create and manage roles (cont.)

In the Create Function tab, assign a name and select the permissions that this new function should have.



The screenshot shows the 'Create Role' interface in SAP Business Network. It includes a header with 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main section is titled 'Create Role' and contains three main areas: 'New Role Information', 'Permissions', and a 'Save' button.

Annotations in green boxes provide instructions:

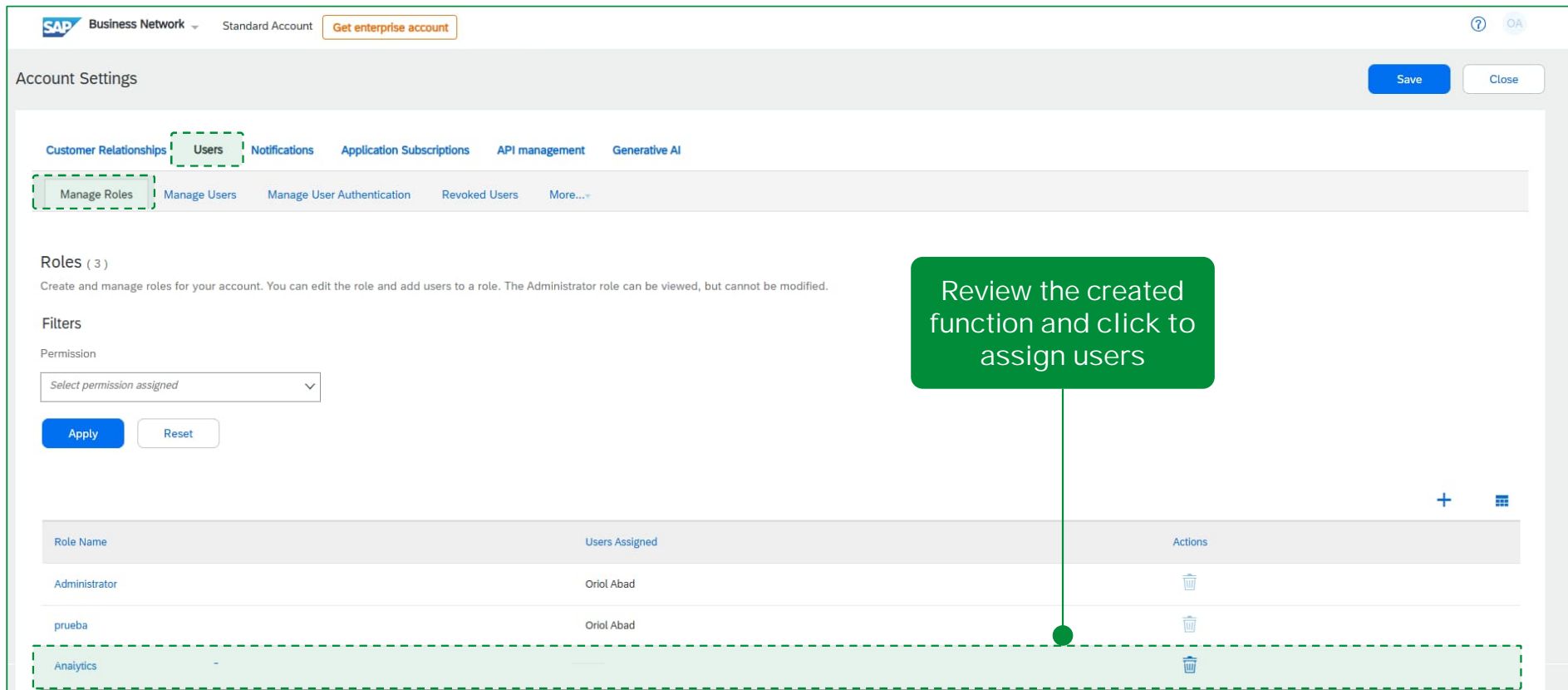
- Assign a name and description to the function here:** Points to the 'Name' field (containing 'Analytics') and the 'Description' text area (containing 'Analytic tasks').
- Select the permissions for the new function by clicking on the white boxes:** Points to the 'Permissions' table, where the 'Analytics Dashboard Access' checkbox is checked.
- Once you have configured everything, click Save:** Points to the 'Save' button.
- Browse through the pages to review all permissions:** Points to the pagination control showing 'Page 1'.

Permissions Table:

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input checked="" type="checkbox"/> Analytics Dashboard Access	Access the Analytics Dashboard
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Data Deletion Configuration	Access to company data config

User and role settings - Assign users to a created role

Back in Manage Roles, you will be able to see the created role at the bottom of the screen. Click on it to edit it and assign users.



SAP Business Network Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

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

Roles (3)
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

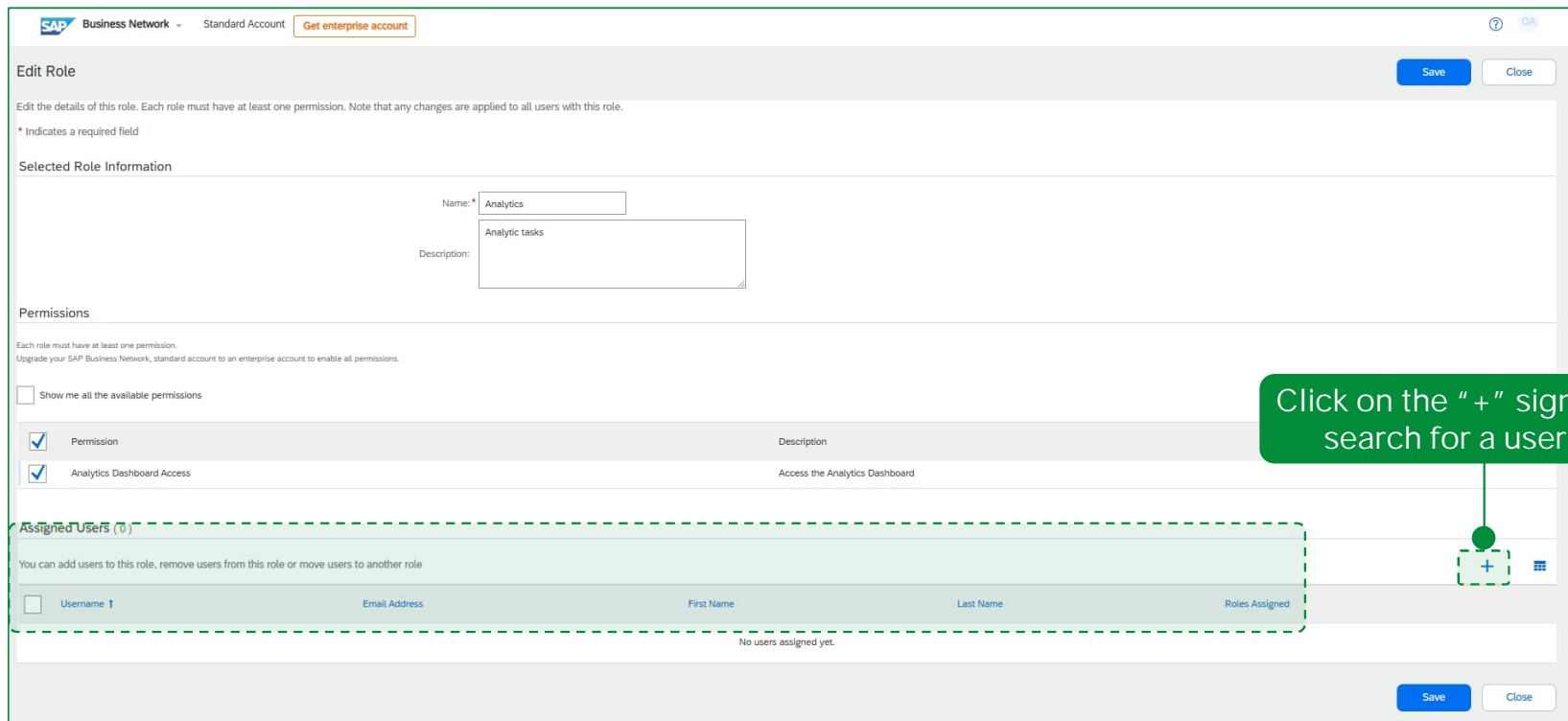
Apply Reset

Role Name	Users Assigned	Actions
Administrator	Oriol Abad	
prueba	Oriol Abad	
Analytics	-	

Review the created function and click to assign users

User and role settings - Assign users to a created role (cont.)

In Edit Function, you will see the details that have been configured. At the bottom, you will find the fields to assign users.



SAP Business Network - Standard Account [Get enterprise account](#)

Edit Role

Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: Analytics

Description: Analytic tasks

Permissions

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

Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Analytics Dashboard Access	Access the Analytics Dashboard

Assigned Users (0)

You can add users to this role, remove users from this role or move users to another role

Username	Email Address	First Name	Last Name	Roles Assigned
No users assigned yet.				

Save Close

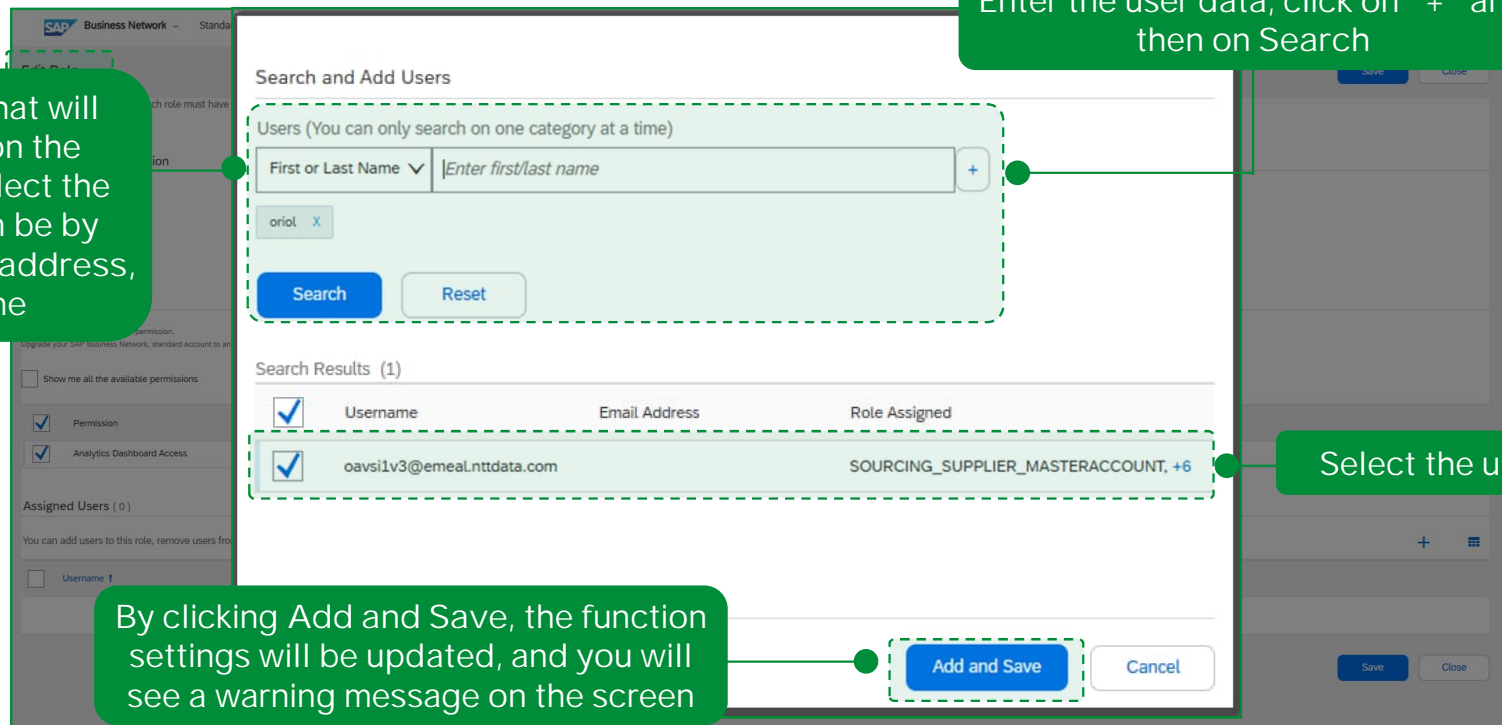
Click on the "+" sign to search for a user

User and role settings - Assign users to a created role (cont.)

On this page, you can complete the assignment of a user to a role.

In the pop-up that will appear, click on the dropdown to select the filter, which can be by username, email address, or full name

Enter the user data, click on "+" and then on Search



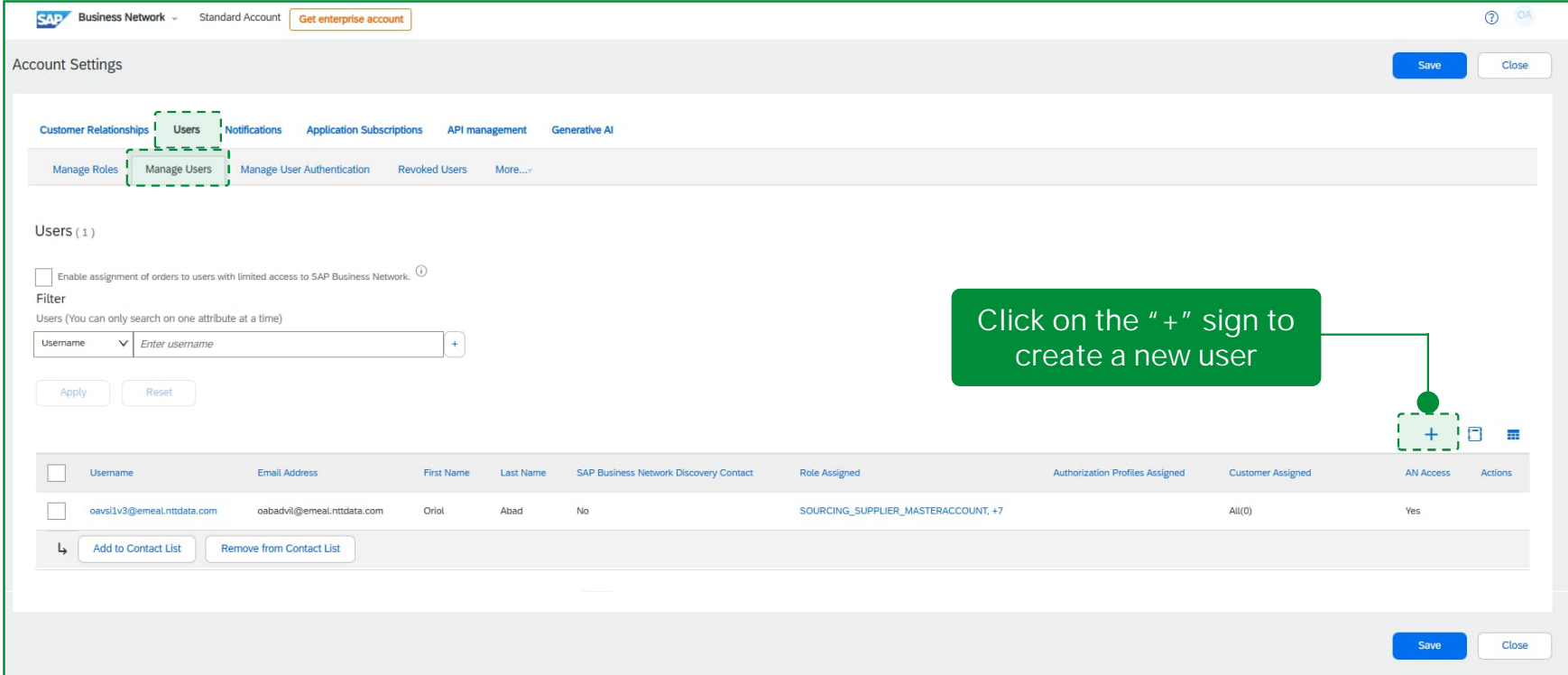
Search Results (1)	Username	Email Address	Role Assigned
<input checked="" type="checkbox"/>	oavsi1v3@emealnttdata.com		SOURCING_SUPPLIER_MASTERACCOUNT, +6

Select the user

By clicking Add and Save, the function settings will be updated, and you will see a warning message on the screen

User and role settings - Create new user

You will also be able to create a new user to assign them the role.



SAP Business Network - Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

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

Users (1)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

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	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	oavslv3@emeal.nttdata.com	oabadvil@emeal.nttdata.com	Oriol	Abad	No	SOURCING_SUPPLIER_MASTERACCOUNT, +7		All(0)	Yes	

+ + +

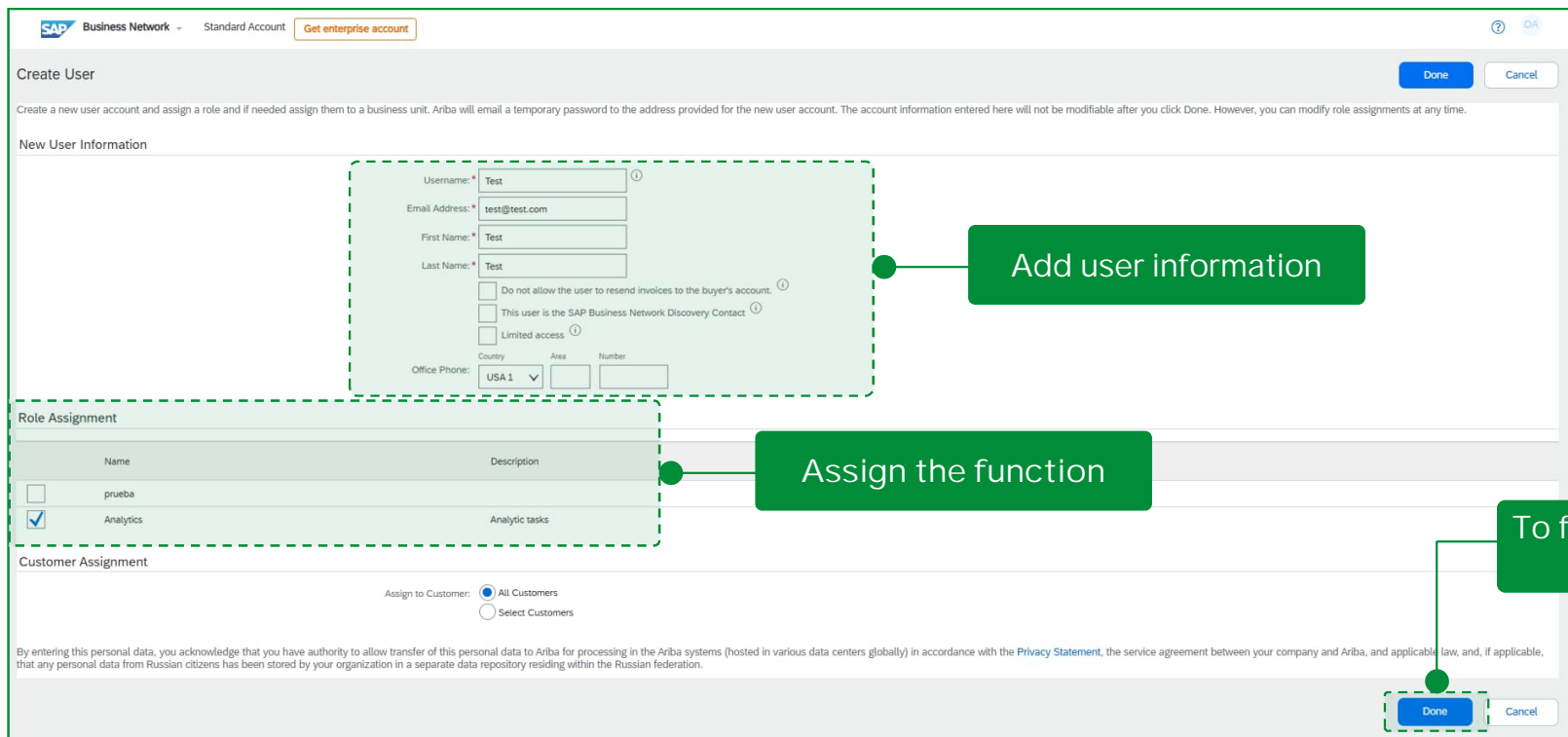
Save Close



When the administrator creates a new user, the new user receives an e-mail to register for SAP Business Network

User and role settings - Create new user (cont.)

In the Create Users window, add all the relevant information.



The screenshot shows the 'Create User' form in SAP Business Network. The form is divided into three main sections: 'New User Information', 'Role Assignment', and 'Customer Assignment'. The 'New User Information' section contains fields for Username, Email Address, First Name, Last Name, and Office Phone. The 'Role Assignment' section contains a table with columns for Name and Description. The 'Customer Assignment' section contains radio buttons for 'All Customers' and 'Select Customers'. The 'Done' button is highlighted with a red dashed box and a callout box that says 'To finish, click on Done'. The 'Role Assignment' table has a callout box that says 'Assign the function'. The 'New User Information' section has a callout box that says 'Add user information'.

New User Information

Username: * Test
 Email Address: * test@test.com
 First Name: * Test
 Last Name: * Test
 Do not allow the user to resend invoices to the buyer's account.
 This user is the SAP Business Network Discovery Contact
 Limited access
 Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
<input type="checkbox"/> prueba	
<input checked="" type="checkbox"/> Analytics	Analytic tasks

Customer Assignment

Assign to Customer: All Customers Select Customers

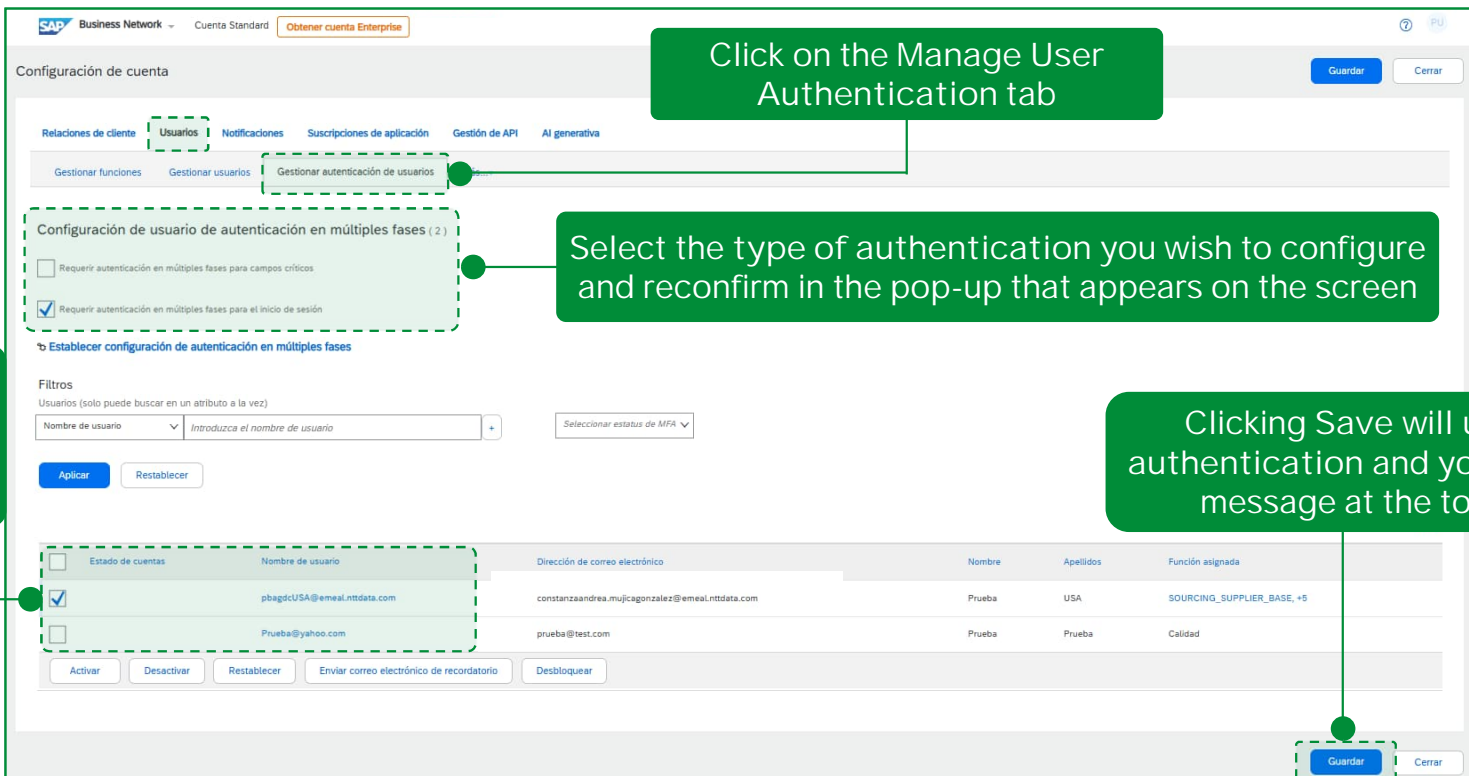
By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and 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.



All fields marked with a red asterisk are mandatory

User and role settings - Multi-Factor authentication user configuration (2FA)

Finally, in the user and role settings, you can manage user authentication. For security reasons, the Iberdrola Group recommends enabling multi-factor authentication (2FA).



The screenshot shows the 'Configuración de cuenta' page in SAP Business Network. The 'Usuarios' tab is selected, and the 'Gestionar autenticación de usuarios' sub-tab is active. A green box highlights the 'Gestionar autenticación de usuarios' tab with the instruction: 'Click on the Manage User Authentication tab'. Below this, a green box highlights the 'Configuración de usuario de autenticación en múltiples fases (2)' section, which contains two checkboxes: 'Requerir autenticación en múltiples fases para campos críticos' (unchecked) and 'Requerir autenticación en múltiples fases para el inicio de sesión' (checked). A green box points to this section with the instruction: 'Select the type of authentication you wish to configure and reconfirm in the pop-up that appears on the screen'. To the left, a green box highlights the 'Filtros' section, specifically the 'Nombre de usuario' dropdown and search field, with the instruction: 'Select the users for whom you will configure authentication'. Below the filters is a table of users. A green box highlights the first user row, 'pbagdcUSA@emealnttdata.com', with the instruction: 'Clicking Save will update the user authentication and you will see a warning message at the top of the screen'. At the bottom right, a green box highlights the 'Guardar' button with the same instruction. The table contains the following data:

Estado de cuentas	Nombre de usuario	Dirección de correo electrónico	Nombre	Apellidos	Función asignada
<input checked="" type="checkbox"/>	pbagdcUSA@emealnttdata.com	constanzaandrea.mujiacagonzalez@emealnttdata.com	Prueba	USA	SOURCING_SUPPLIER_BASE_+5
<input type="checkbox"/>	Prueba@yahoo.com	prueba@test.com	Prueba	Prueba	Calidad



Users to whom you applied this configuration must install an authenticator application (SAP Authenticator, Google Authenticator or Microsoft Authenticator) and configure the TOTP code by scanning the QR that appears on the activation page

Thank
you

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