



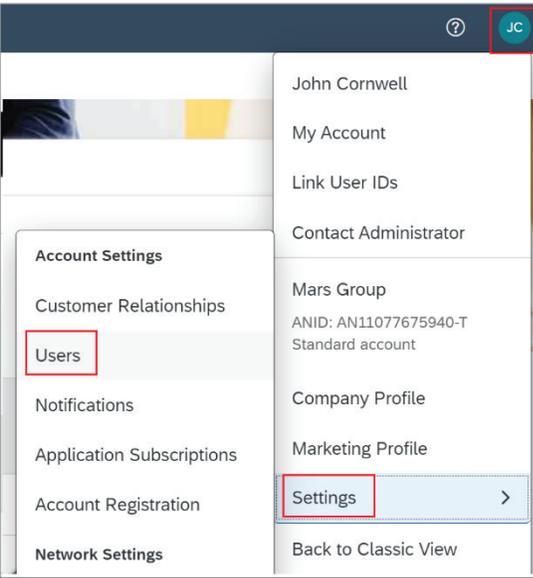
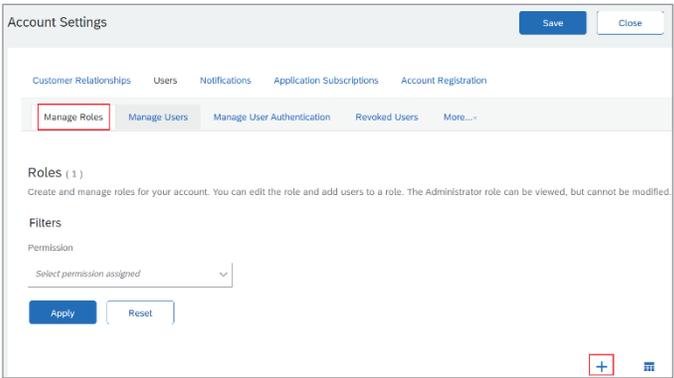
# How to Manage SAP Ariba Account Settings

## When to use this *How to Guide*:

Follow the steps in this guide to manage your account settings to update your company profile, create new roles and users, and to set time zones and currency.

STEP	ACTION
<b>PART 1</b>	<b>MANAGE YOUR ACCOUNT</b>
1.	<p>To update your company profile including users, notifications, account hierarchy, and settings:</p> <ol style="list-style-type: none"> <li>i. Sign in to the SAP Business Network.</li> <li>ii. Click the <b>Account Settings</b> icon.</li> <li>iii. Click <b>Company Profile</b>.</li> </ol>
	<p>The screenshot shows a user profile dropdown menu for John Cornwell. The menu items are: John Cornwell, My Account, Link User IDs, Contact Administrator, Mars Group (ANID: AN11077675940-T, Standard account), Company Profile (highlighted with a red box), and Marketing Profile.</p>
2.	<p>On the <b>Company Profile</b> page:</p> <ol style="list-style-type: none"> <li>i. Hover over each tab to see what information is missing from your company's profile.</li> <li>ii. Click the applicable tab and enter the required information.</li> </ol>
	<p>The screenshot shows the SAP Business Network interface for a Standard Account. A tooltip indicates that the following sections need to be completed to advance profile completeness: Short Description, Website, and Industries. The 'Basic (3)' tab is highlighted in the profile navigation bar.</p>



STEP	ACTION
PART 2	CREATE A NEW ROLE
<p>1.</p> <p>Suppliers may need to add multiple users to Ariba to manage their company's activities.</p> <p>Administrators must create and maintain one primary Company Profile, to which additional users can be linked.</p> <p>Before creating a new user, a role must be created for them as follows:</p> <ol style="list-style-type: none"> <li>i. Sign in to the SAP Business Network.</li> <li>ii. Click <b>Settings</b>.</li> <li>iii. Click <b>Users</b>.</li> <li>iv. Click the <b>Account Settings</b> icon.</li> </ol>	
<p>2.</p> <p>On the <b>Account Settings</b> page:</p> <ol style="list-style-type: none"> <li>i. Click the <b>Manage Roles</b> tab.</li> <li>ii. Click the <b>+</b> icon.</li> </ol>	



## STEP ACTION

3. On the **Create Role** page you can create roles to assign to users:
  - i. Enter the role **Name** and **Description** (optional).
  - ii. Select all required **Permissions**.
 

Note: The following permissions must be selected for users whose tasks include solicitation and solicitation management:

    - *Create and manage postings on Ariba Discovery*
    - *Respond to postings on Ariba Discovery*
    - *Access Proposals and Contracts*
  - iii. Click **Save**.

Save
Cancel

\* Indicates a required field

**New Role Information**

Name: \* Assistant Administrator

Description:

**Permissions**

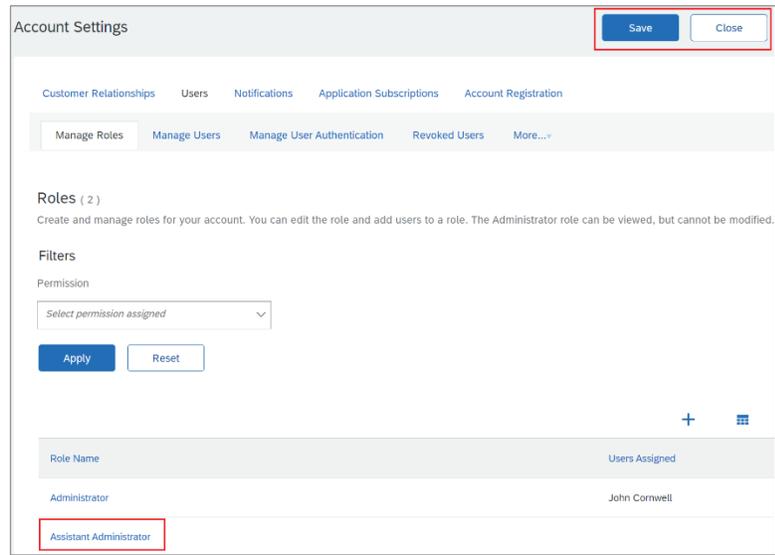
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks
<input type="checkbox"/> Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.



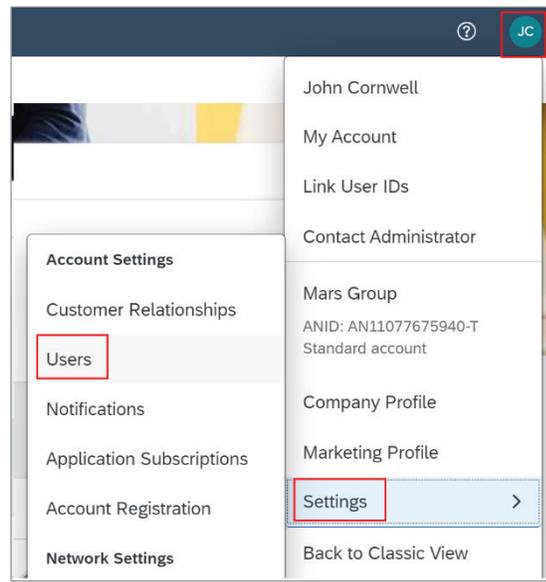
## STEP ACTION

4. The newly created role can be seen on the **Account Settings** page.
- i. Click **Save**.
  - ii. Click **Close**.



## PART 3 CREATE A NEW USER

1. After you have created a role, you can create a new user and assign them to the role.
- i. Click the **Account Settings** icon.
  - ii. Click **Settings**.
  - iii. Click **Users**.





## STEP ACTION

2. On the **Account Setting** page:
  - i. Click the **Manage Users** tab.
  - ii. Click the **+** icon.

The screenshot shows the 'Account Settings' interface. At the top right are 'Save' and 'Close' buttons. Below are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. Under the 'Users' tab, there are sub-tabs: 'Manage Roles', 'Manage Users' (highlighted with a red box), 'Manage User Authentication', 'Revoked Users', and 'More...'. Below the sub-tabs, it says 'Users (1)'. There is a checkbox for 'Enable assignment of orders to users with limited access to Ariba Network.' and a 'Filter' section with a search input for 'Username' and a '+' icon (highlighted with a red box). At the bottom right, there are 'Apply' and 'Reset' buttons, and another '+' icon (highlighted with a red box).

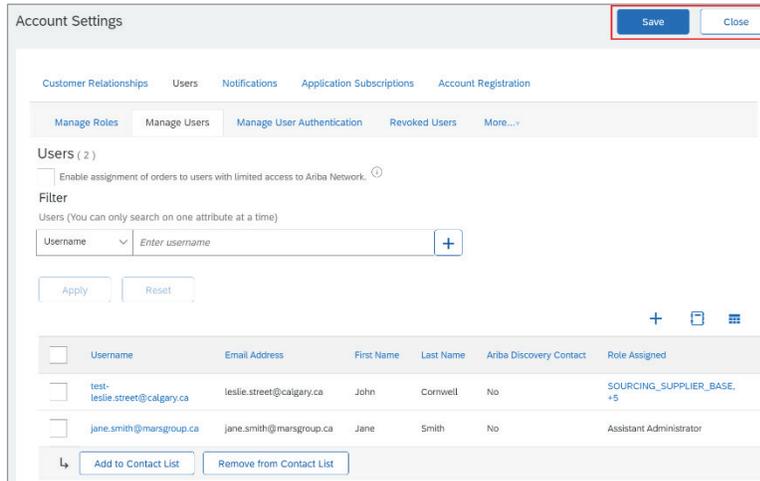
3. On the **Create User** page:
  - i. Enter the new user's information in the **New User Information** section.  
 Note: The **Username** must be in the form of an email address and must match the **Email Address** for the new user.
  - ii. Do not select any of the check boxes.
  - iii. Select the check box for the **Role Assignment** to which the User will be assigned.
  - iv. Under **Customer Assignment**, leave the default **All Customers** option selected.
  - v. Click **Done**.

The screenshot shows the 'Create User' form. At the top right are 'Done' and 'Cancel' buttons. Below is a heading '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. However, you can modify role assignments at any time.' The 'New User Information' section contains the following fields: 'Username:\*' (jane.smith@marsgroup.ca), 'Email Address:\*' (jane.smith@marsgroup.ca), 'First Name:\*' (Jane), and 'Last Name:\*' (Smith). Below these are three checkboxes: 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. The 'Office Phone' field is split into 'Country' (CAN 1), 'Area' (403), and 'Number' (555-1212). The 'Role Assignment' section has a table with a checked checkbox for 'Assistant Administrator'. The 'Customer Assignment' section has a radio button selected for 'All Customers'.



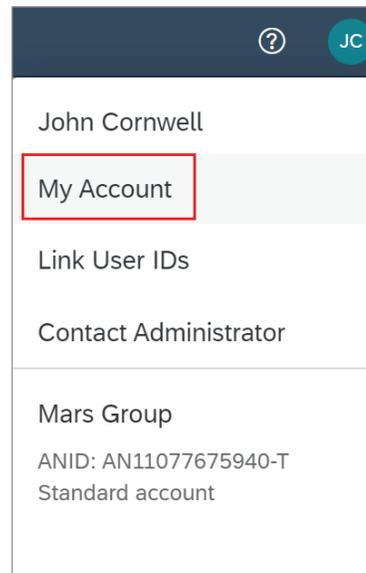
## STEP ACTION

4. The newly created user can be seen on the **Account Settings** page.
  - i. Click **Save**.
  - ii. Click **Close**.



## PART 4 SET TIME ZONE AND CURRENCY

1. To set your time zone as Mountain time and currency to Canadian Dollar (CAD):
  - i. Click the **Account Settings** icon.
  - ii. Click **My Account**.





## STEP ACTION

2. On the **My Account** page, under the *Preferences* section:
  - i. In the **Preferred Timezone** list, select **Canada/Mountain**.
  - ii. Confirm that **Canadian Dollar** is the **Default Current**. If it is not, then click **Select Currency** and select a currency.
  - iii. Select the **Allow Me to Save Filter Preferences in the Inbox/Outbox** check box.
  - iv. Click **Save**.
  - v. Click **Close**.

My Account [Save](#) [Close](#)

Account Settings

\* Indicates a required field

Account Information

Username:\* john.cornwell@marsgroup.ca ⓘ  
[Change Password](#)

Email Address:\* john.cornwell@marsgroup.ca

First Name:\* John

Middle Name:

Last Name:\* Cornwell  
[Personal Information Change Log](#)

Business Role: Business Owner ▼

Preferences

Preferred Language: English ▼ ⓘ

Preferred Timezone:\* Canada/Mountain ▼ ⓘ

Default Currency:\* Canadian Dollar [Select Currency](#) ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox