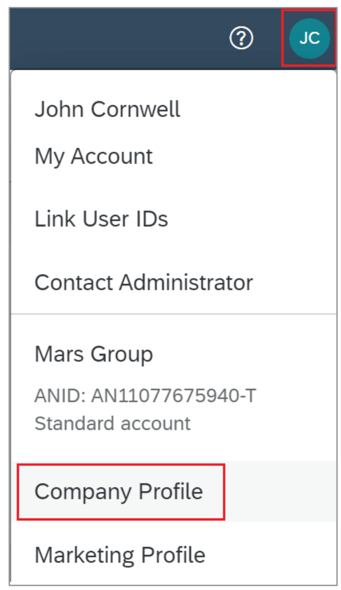
How to Manage SAP Ariba Account Settings

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.

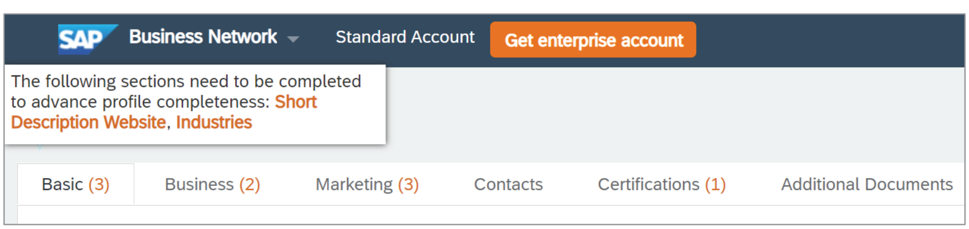
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>Part 1</td><td>Manage Your Account</td></tr>
<tr><td>1.</td><td>
To update your company profile including users, notifications, account hierarchy, and settings:

i. Sign in to the SAP Business Network.
ii. Click the **Account Settings** icon.
iii. Click **Company Profile.**

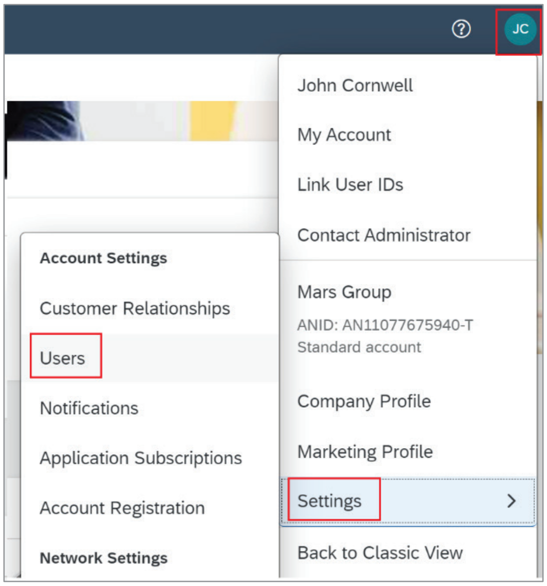
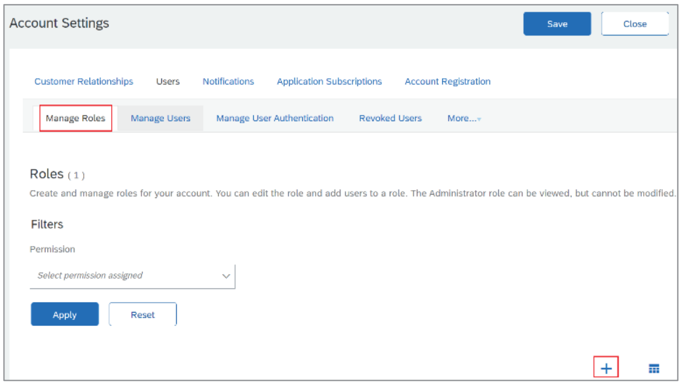


</td></tr>
<tr><td>2.</td><td>
On the **Company Profile** page:

i. Hover over each tab to see what information is missing from your company's profile.
ii. Click the applicable tab and enter the required information.



</td></tr>
</table>

Step	**Action**
Part 2	**Create a New Role**
1.	Suppliers may need to add multiple users to Ariba to manage their company’s activities. Administrators must create and maintain one primary Company Profile, to which additional users can be linked. Before creating a new user, a role must be created for them as follows: i. Sign in to the SAP Business Network. ii. Click **Settings.** iii. Click **Users.** iv. Click the **Account Settings** icon. 
2.	On the **Account Settings** page: i. Click the **Manage Roles** tab. ii. Click the **+** icon. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>
On the Create Role page you can create roles to assign to users:

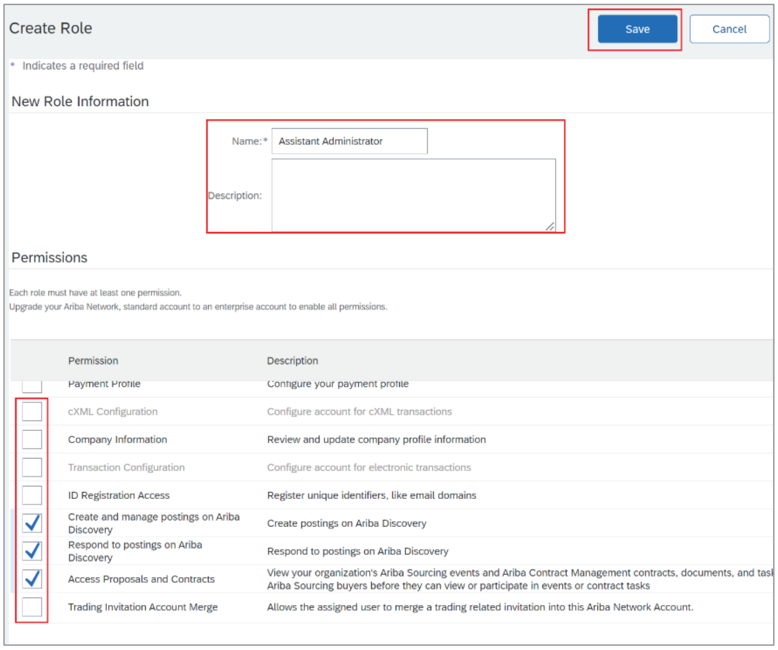
i. Enter the role **Name** and **Description** (optional).

ii. Select all required **Permissions.**

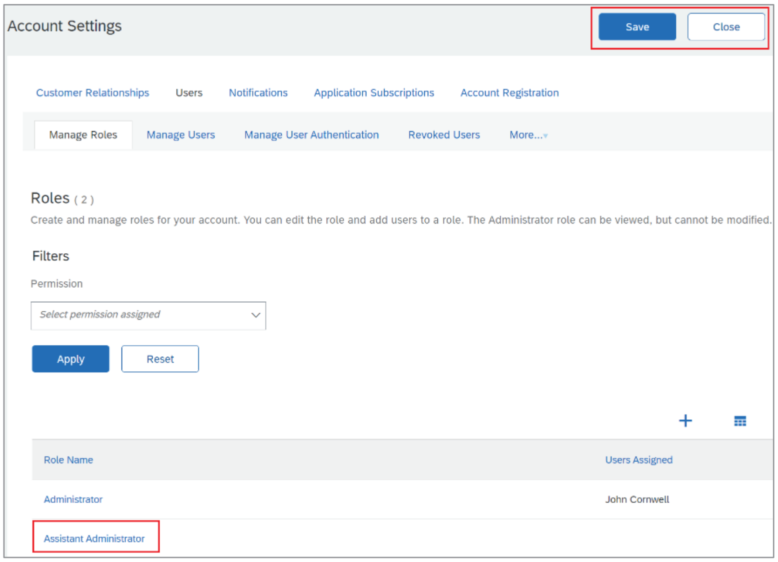
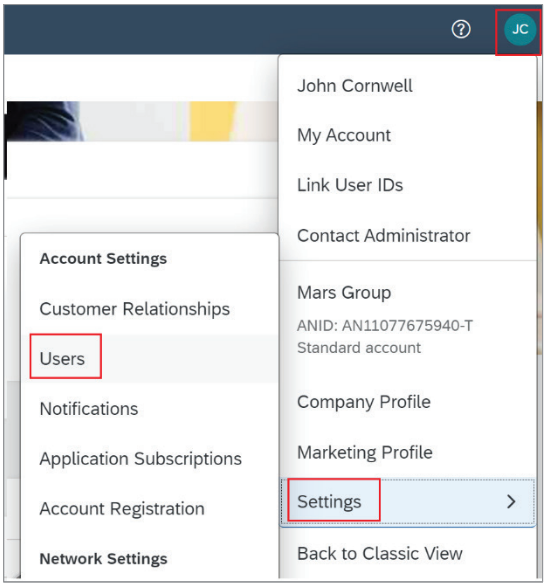
Note: The following permissions must be selected for users whose tasks include solicitation and solicitation management:

- *Create and manage postings on Ariba Discovery*
- *Respond to postings on Ariba Discovery*
- *Access Proposals and Contracts*

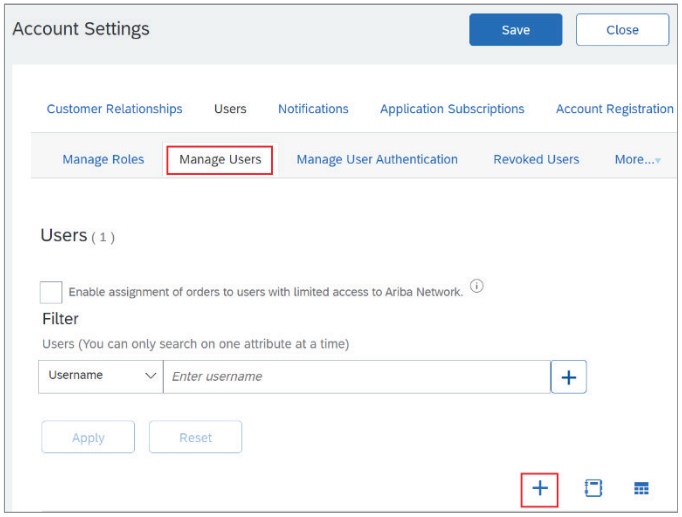
iii. Click **Save**.



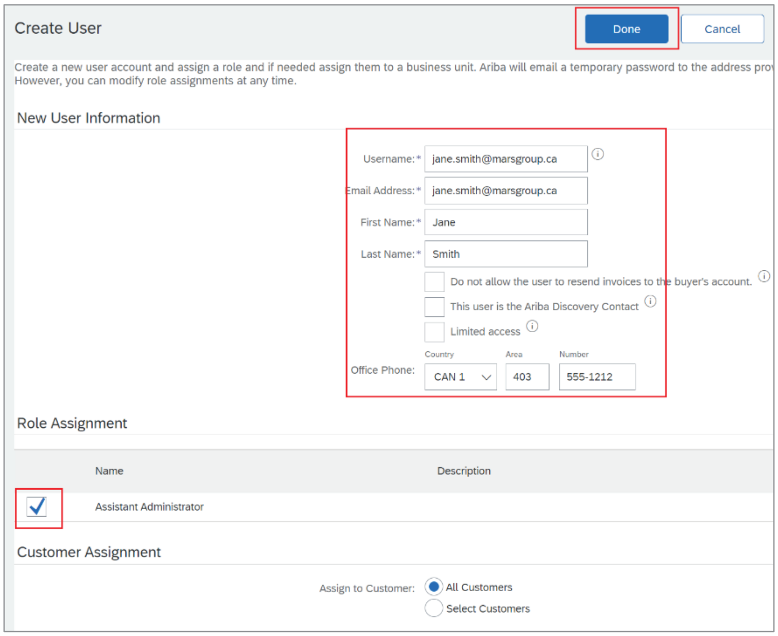
</td></tr>
</table>

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.



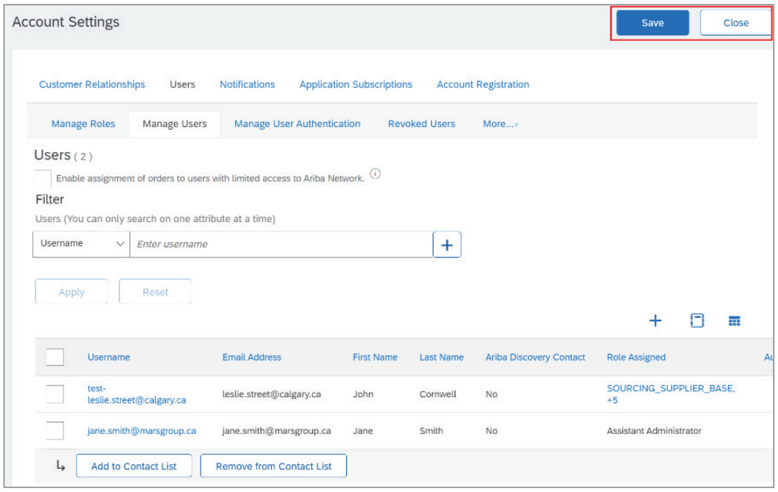
Step	Action
3.	On the **Create User** page: i. Enter the new user's information in the **New User Information** section. Note: The **Username** must be in the form of an email address and must match the **Email Address** for the new user. ii. Do not select any of the check boxes. iii. Select the check 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**.



<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>4.</td><td>
The newly created user can be seen on the Account Settings page.

i. Click Save.

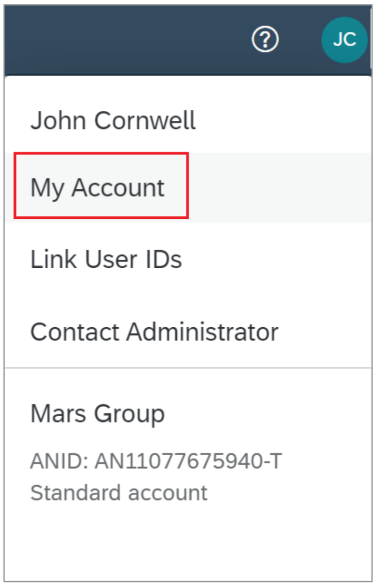
ii. Click Close.



</td></tr>
<tr><td>PART 4</td><td>SET TIME ZONE AND CURRENCY</td></tr>
<tr><td>1.</td><td>
To set your time zone as Mountain time and currency to Canadian Dollar (CAD):

i. Click the Account Settings icon.

ii. Click My Account.



</td></tr>
</table>

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.**