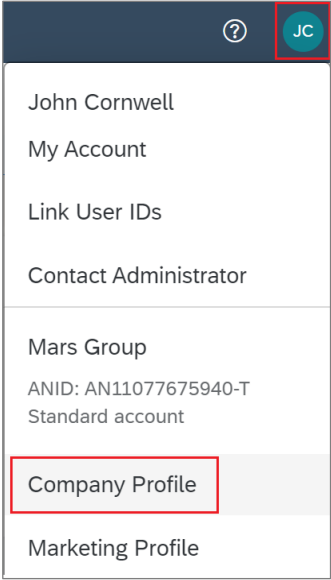
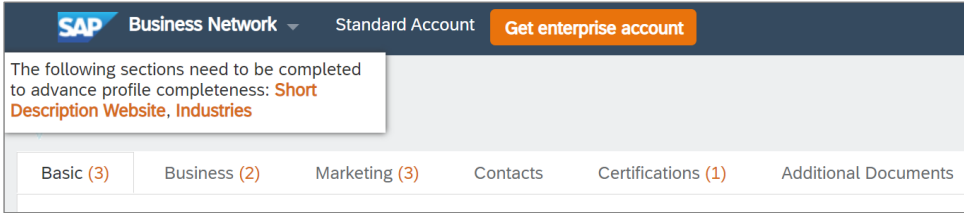
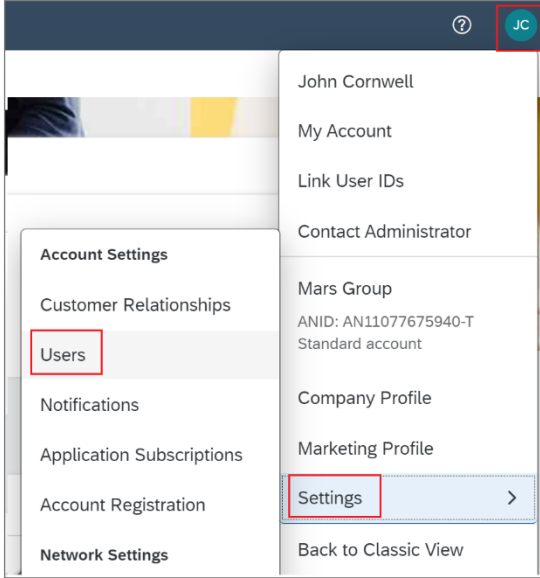
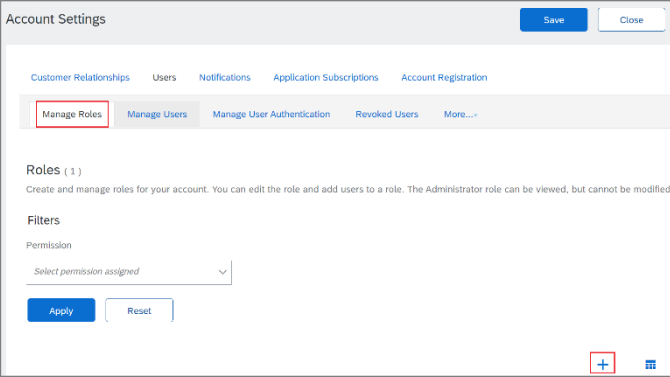


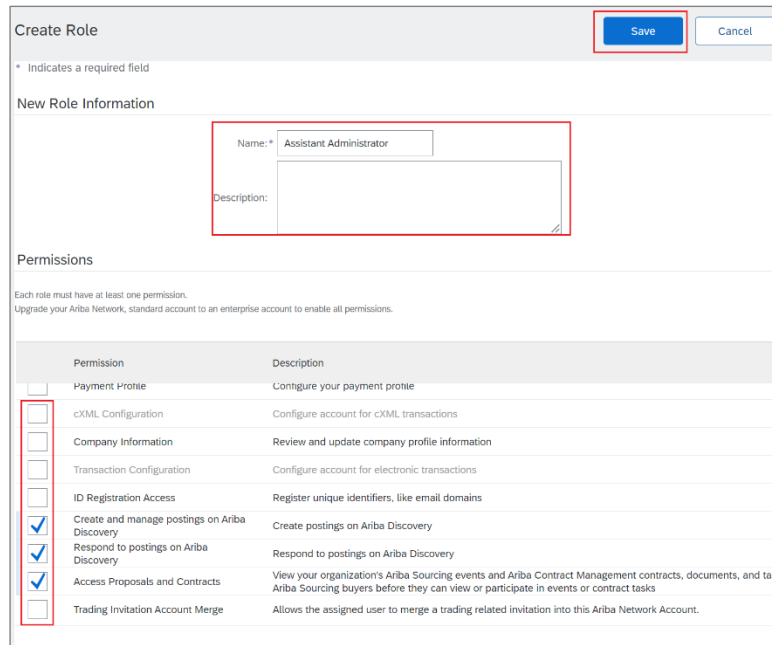
**When to use this How to Guide:**

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 menu for John Cornwell (JC) with options: 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 Company Profile page with a notification: "The following sections need to be completed to advance profile completeness: Short Description Website, Industries". Below are tabs for Basic (3), Business (2), Marketing (3), Contacts, Certifications (1), and Additional Documents.</p>

STEP	ACTION
<b>PART 2</b>	<b>CREATE A NEW ROLE</b>
<p><b>1.</b> 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>The screenshot shows a user profile dropdown menu for John Cornwell. The 'Account Settings' section is expanded, and the 'Users' option is highlighted with a red box. Other options include My Account, Link User IDs, Contact Administrator, Mars Group, Company Profile, Marketing Profile, Settings (with a right arrow), and Back to Classic View.</p>
<p><b>2.</b> 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>	 <p>The screenshot shows the 'Account Settings' page with the 'Users' tab selected. The 'Manage Roles' sub-tab is highlighted with a red box. Below the tabs, there is a 'Roles (1)' section with a description and a 'Filters' section with a 'Permission' dropdown menu. At the bottom right, there is a red box around a '+' icon.</p>

STEP	ACTION
3.	<p>On the <b>Create Role</b> page you can create roles to assign to users:</p> <ol style="list-style-type: none"> <li>Enter the role <b>Name</b> and <b>Description</b> (optional).</li> <li>Select all required <b>Permissions</b>.</li> </ol> <p>Note: The following permissions must be selected for users whose tasks include solicitation and solicitation management:</p> <ul style="list-style-type: none"> <li><i>Create and manage postings on Ariba Discovery</i></li> <li><i>Respond to postings on Ariba Discovery</i></li> <li><i>Access Proposals and Contracts</i></li> </ul> <ol style="list-style-type: none"> <li>Click <b>Save</b>.</li> </ol>



Create Role Save Cancel

\* Indicates a required field

New Role Information

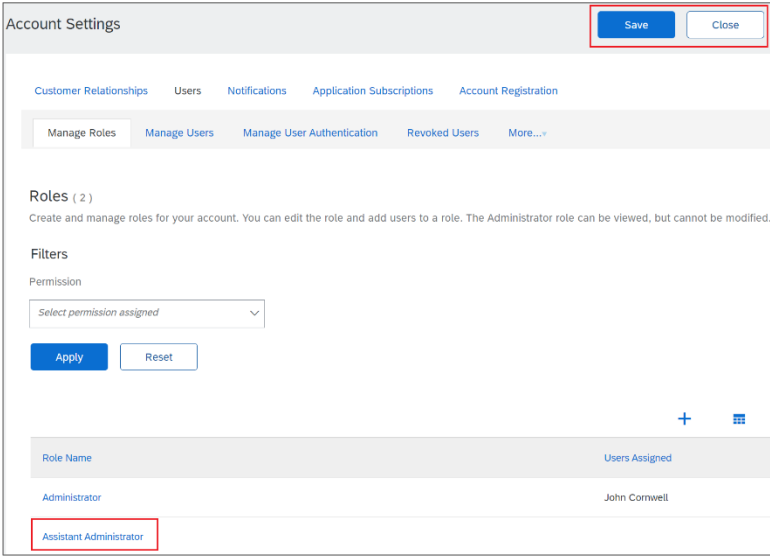
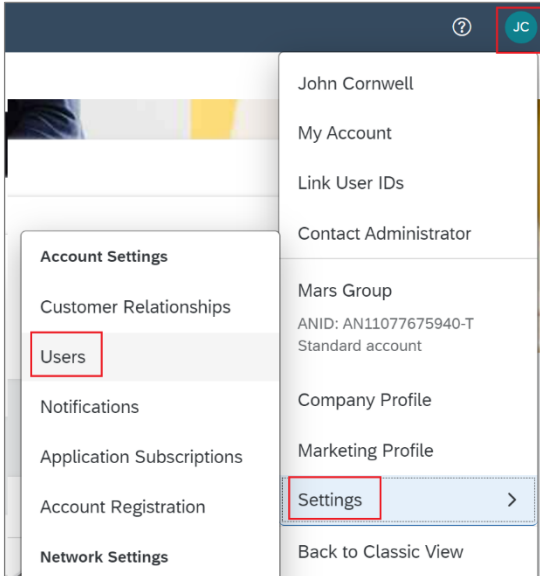
Name: \* Assistant Administrator

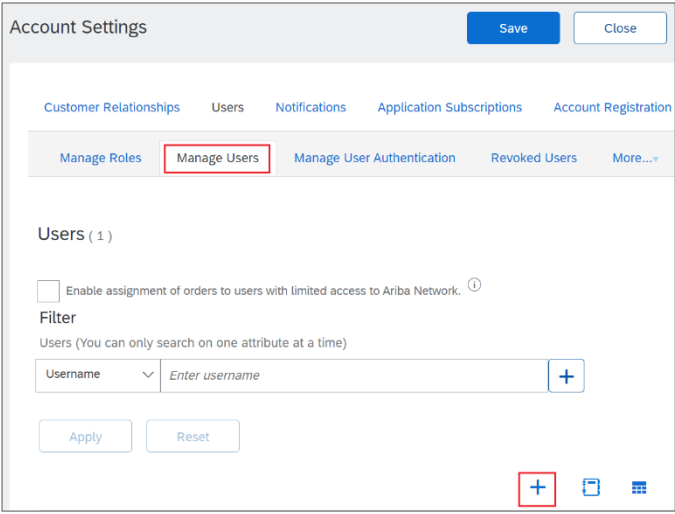
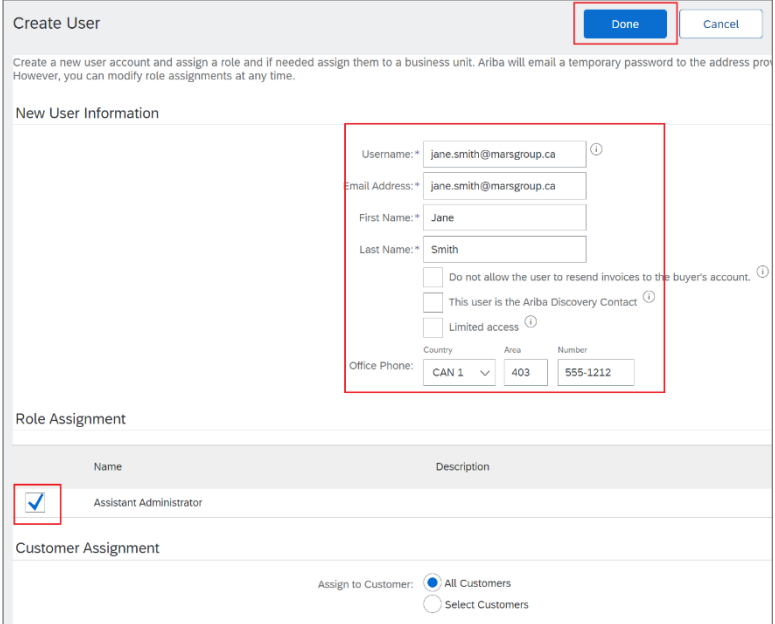
Description:

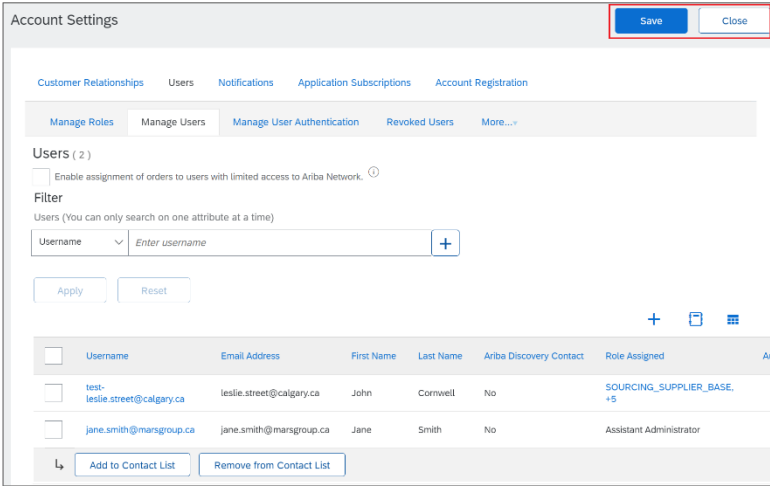
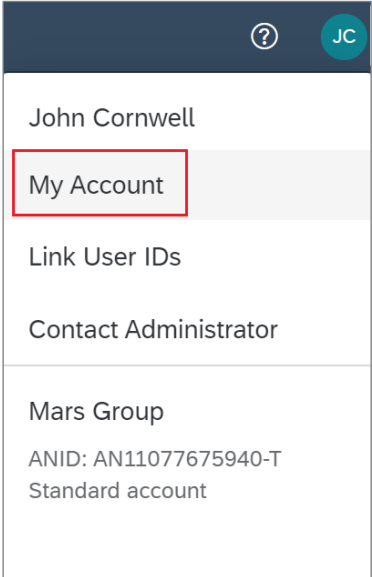
Permissions

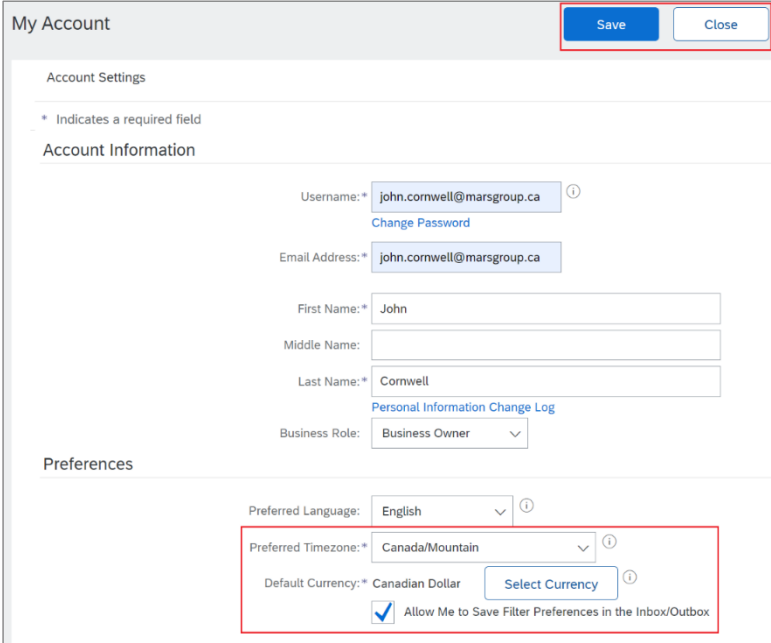
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

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. Ariba Sourcing buyers before they can view or participate in events or contract 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						
<p>4.</p>	<p>The newly created role can be seen on the <b>Account Settings</b> page.</p> <ol style="list-style-type: none"> <li>i. Click <b>Save</b>.</li> <li>ii. Click <b>Close</b>.</li> </ol>  <p>The screenshot shows the 'Account Settings' page with a 'Save' button and a 'Close' button highlighted in red. Below, the 'Roles (2)' section is visible, with a table listing roles. The 'Assistant Administrator' role is highlighted in red in the original image.</p> <table border="1" data-bbox="511 850 1226 961"> <thead> <tr> <th>Role Name</th> <th>Users Assigned</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>John Cornwell</td> </tr> <tr> <td>Assistant Administrator</td> <td></td> </tr> </tbody> </table>	Role Name	Users Assigned	Administrator	John Cornwell	Assistant Administrator	
Role Name	Users Assigned						
Administrator	John Cornwell						
Assistant Administrator							
<p><b>PART 3</b></p>	<p><b>CREATE A NEW USER</b></p>						
<p>1.</p>	<p>After you have created a role, you can create a new user and assign them to the role.</p> <ol style="list-style-type: none"> <li>i. Click the <b>Account Settings</b> icon.</li> <li>ii. Click <b>Settings</b>.</li> <li>iii. Click <b>Users</b>.</li> </ol>  <p>The screenshot shows a user profile menu for John Cornwell. The 'Users' option in the left-hand menu is highlighted in red, and the 'Settings' option in the right-hand menu is also highlighted in red.</p>						

STEP	ACTION
<p>2.</p>	<p>On the <b>Account Setting</b> page:</p> <ol style="list-style-type: none"> <li>Click the <b>Manage Users</b> tab.</li> <li>Click the <b>+</b> icon.</li> </ol> 
<p>3.</p>	<p>On the <b>Create User</b> page:</p> <ol style="list-style-type: none"> <li>Enter the new user's information in the <b>New User Information</b> section. Note: The <b>Username</b> must be in the form of an email address and must match the <b>Email Address</b> for the new user.</li> <li>Do not select any of the check boxes.</li> <li>Select the check box for the <b>Role Assignment</b> to which the User will be assigned.</li> <li>Under <b>Customer Assignment</b>, leave the default <b>All Customers</b> option selected.</li> <li>Click <b>Done</b>.</li> </ol> 

STEP	ACTION
<p>4.</p>	<p>The newly created user can be seen on the <b>Account Settings</b> page.</p> <ol style="list-style-type: none"> <li>i. Click <b>Save</b>.</li> <li>ii. Click <b>Close</b>.</li> </ol> 
<p><b>PART 4</b></p>	<p><b>SET TIME ZONE AND CURRENCY</b></p>
<p>1.</p>	<p>To set your time zone as Mountain time and currency to Canadian Dollar (CAD):</p> <ol style="list-style-type: none"> <li>i. Click the <b>Account Settings</b> icon.</li> <li>ii. Click <b>My Account</b>.</li> </ol> 

STEP	ACTION
2.	<p>On the <b>My Account</b> page, under the <i>Preferences</i> section:</p> <ol style="list-style-type: none"> <li>In the <b>Preferred Timezone</b> list, select <b>Canada/Mountain</b>.</li> <li>Confirm that <b>Canadian Dollar</b> is the <b>Default Current</b>. If it is not, then click <b>Select Currency</b> and select a currency.</li> <li>Select the <b>Allow Me to Save Filter Preferences in the Inbox/Outbox</b> check box.</li> <li>Click <b>Save</b>.</li> <li>Click <b>Close</b>.</li> </ol>  <p>The screenshot shows the 'My Account' page with the following details:</p> <ul style="list-style-type: none"> <li><b>Account Settings</b> section: <ul style="list-style-type: none"> <li>* Indicates a required field</li> <li><b>Account Information</b> section: <ul style="list-style-type: none"> <li>Username: john.cornwell@marsgroup.ca (with a help icon)</li> <li>Change Password link</li> <li>Email Address: john.cornwell@marsgroup.ca</li> <li>First Name: John</li> <li>Middle Name: (empty)</li> <li>Last Name: Cornwell</li> <li>Personal Information Change Log link</li> <li>Business Role: Business Owner (dropdown)</li> </ul> </li> <li><b>Preferences</b> section: <ul style="list-style-type: none"> <li>Preferred Language: English (dropdown)</li> <li>Preferred Timezone: Canada/Mountain (dropdown)</li> <li>Default Currency: Canadian Dollar (with a 'Select Currency' button)</li> <li>Allow Me to Save Filter Preferences in the Inbox/Outbox: <input checked="" type="checkbox"/></li> </ul> </li> </ul> </li> <li><b>Save</b> and <b>Close</b> buttons are located at the top right of the page.</li> </ul>