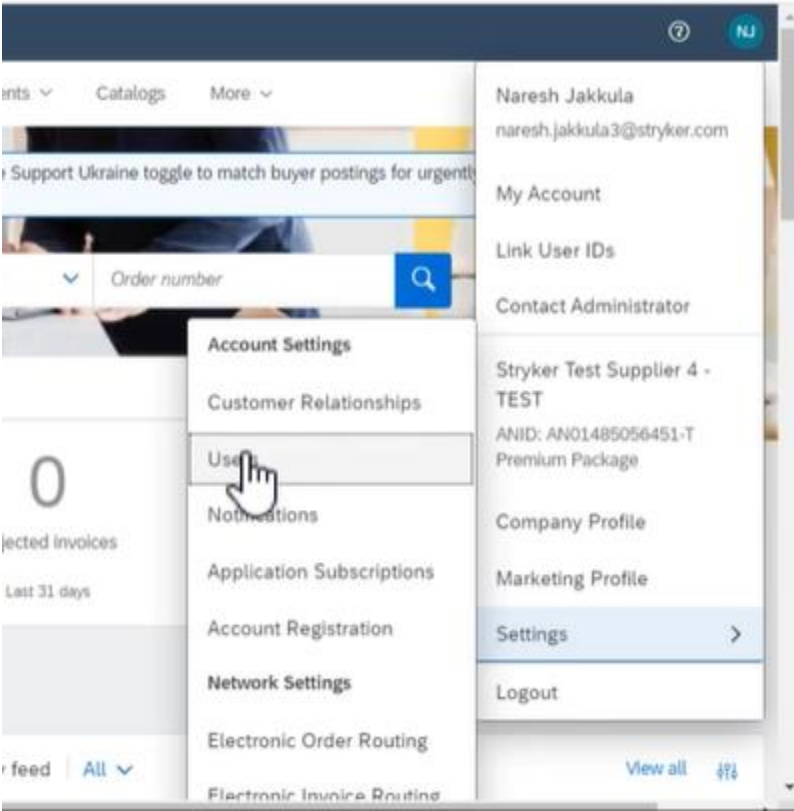


Creating/Editing user roles in the SAP Business Network

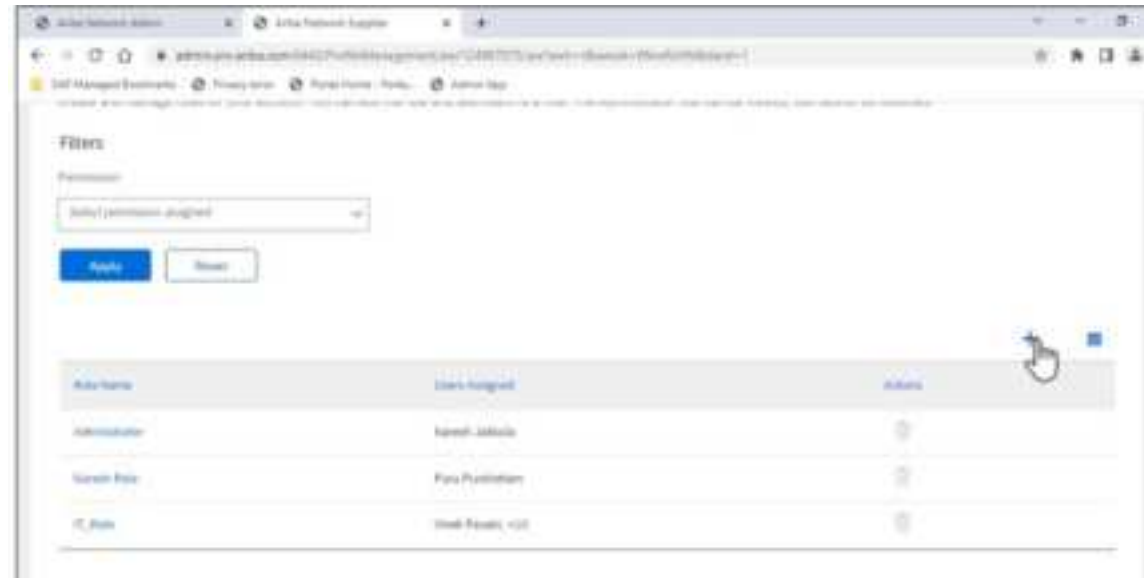
This job aid will walkthrough the steps to create and edit user roles within your supplier SAP Business Network profile

Description	Screenshot
Creating/Editing User Roles Click the Account Settings icon, and choose Settings Users. Perform one of the following actions in the Manage User Roles section.	 The screenshot displays the SAP Business Network user interface. A dropdown menu is open, showing various settings options. The 'Users' option is highlighted with a mouse cursor. The background shows the user's profile information, including the name 'Naresh Jakkula' and email 'naresh.jakkula3@stryker.com'. Other visible options in the menu include 'Account Settings', 'Customer Relationships', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing', and 'Electronic Invoice Routing'.

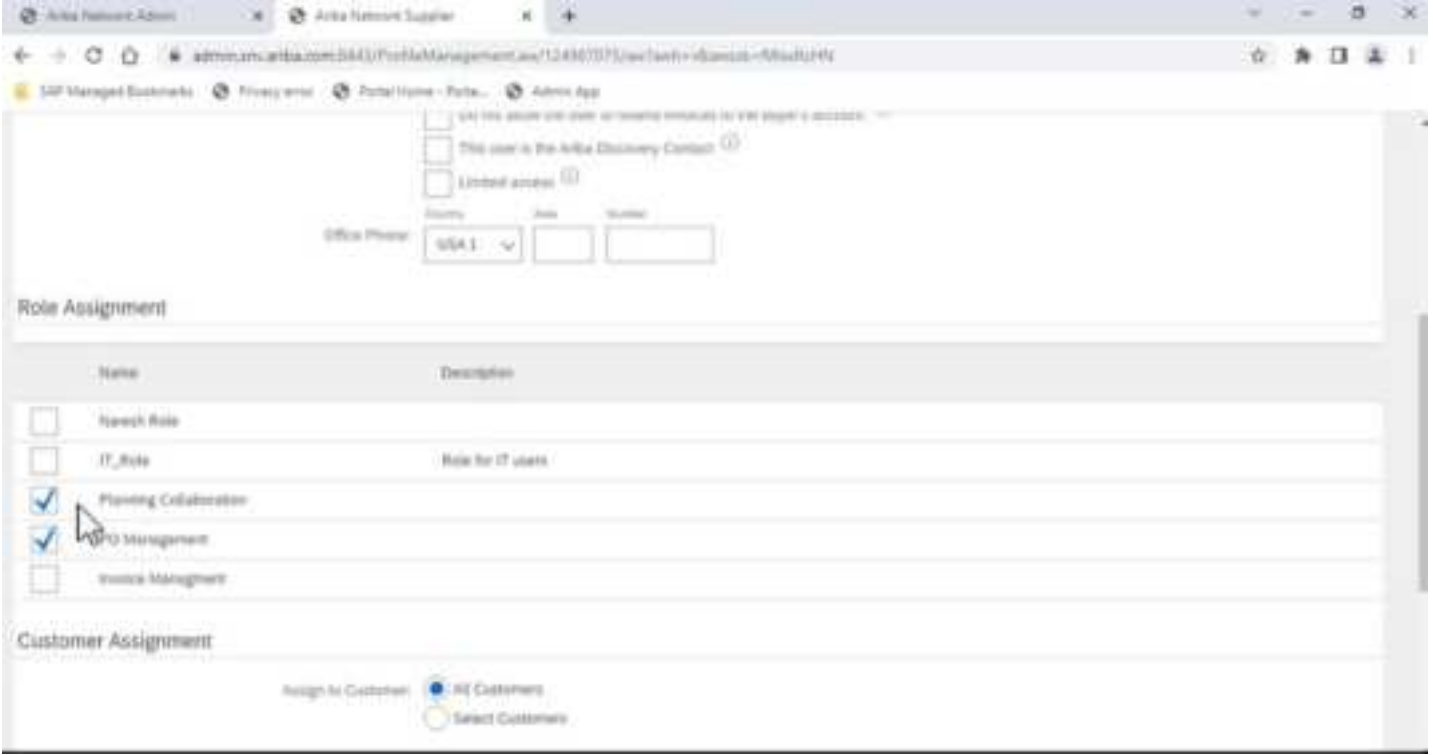
Creating/Editing User Roles

On the Manage Roles page, click the Create Role icon at the top right of the role results table to create a new role.

Click **Edit** next to the role you want to update.



Description	Screenshot
Note If you modify a role that is already assigned to users, those users will notice the permission changes the next time they log in to Ariba. Because Ariba doesn't notify users when you change a role, we recommend telling users before you make changes. Deleting Roles Click Delete next to an existing role that is no longer applicable. Remember Before you can delete a role, you need to reassign associated users to a different role. You cannot delete roles that are currently assigned to users.	

Description	Screenshot
Enter a distinctive name for the role. (Optional) Enter a description to record your intentions for this role. Descriptions can be very useful later, if you want to review or revise the structure of your roles. Choose one or more permissions for the role. Grant access to the full list of permissions below in order for the user to complete all tasks (SEE BELOW) Each role must have at least one permission. Ariba does not display the administrator-specific permissions in the list. Click Save to create or update the role.	 The screenshot shows the 'Ariba Network Admin' interface. At the top, there are tabs for 'Ariba Network Admin' and 'Ariba Network Supplier'. The main content area is titled 'Profile Management' and includes a 'New User' button. Below this, there are checkboxes for 'This user is the Ariba Discovery Contact' and 'Limited access'. A dropdown menu for 'Office Phone' is set to 'USA 1'. The 'Role Assignment' section contains a table with columns 'Name' and 'Description'. The table lists five roles: 'Network Role', 'IT_Role' (Role for IT users), 'Planning Collaboration', 'Workflow Management', and 'Invoice Management'. The 'Planning Collaboration' and 'Workflow Management' roles are selected with checkboxes. The 'Customer Assignment' section at the bottom has a radio button for 'All Customers' selected and a link for 'Select Customers'.

Description	Screenshot
Below is a list of User Roles Forecast Management (To receive and commit to forecast) • Customer Relationships • Permission to download current transactions • Planning Collaboration Visibility PO Management (To create PO Confirmations, ASNs) • Customer Relationships • Goods Receipt Report Administration • Inbox and Order Access • Logistics Access • Permission to download current transactions • Invoice Report Administration • Purchase Order Report Administration	

Description	Screenshot
Invoice Management (To create Invoices, credit memos) • Customer Relationships • Inbox and Order Access • Invoice Generation • Invoice Report Administration • Goods Receipt Report Administration • Outbox Access • Permission to download current transactions • Purchase Order Report Administration Quality Notification Management (To create and view quality notifications) • Customer Relationships • Permission to download current transactions • Quality Notification Access • Quality Notification Creation	

Description	Screenshot