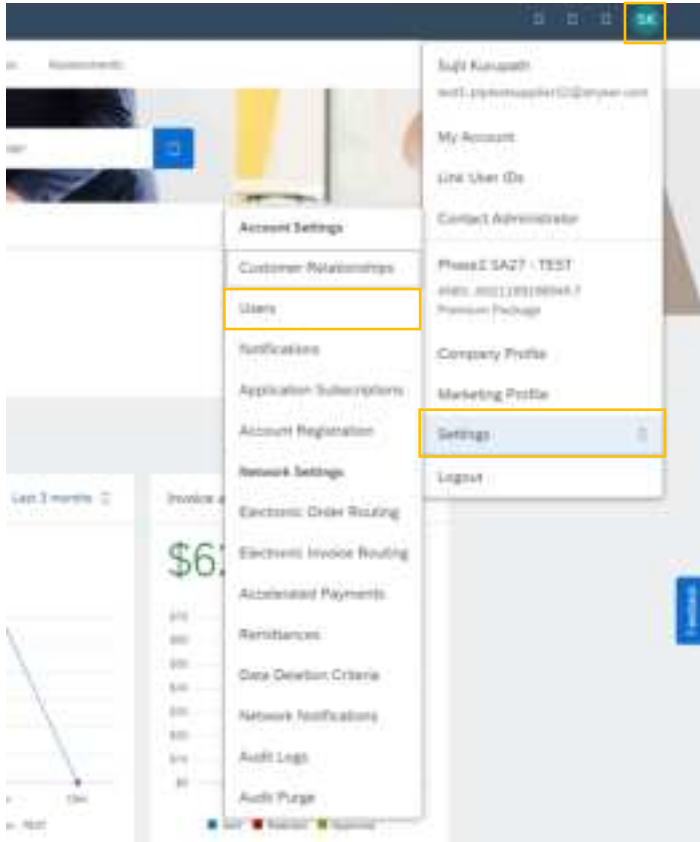


Creating/Editing Ariba Users

This job aid will walk through the process of adding new users to an SAP Business Network account. Suppliers may need to create new accounts

Description	Screenshot
<p>Creating/Editing Users</p> <p>Click the Account Settings icon, and choose Settings Users.</p> <p>Click Manage Users.</p> <p>Creating/Editing Users</p> <p>On the Manage Users page, click the Create User icon at the top right of the user results table to create a new user.</p> <p>Choose the check box next to the user you want to edit, and click Edit.</p>	 <p>The screenshot shows the SAP Business Network interface. In the top right corner, a user profile menu is open, and the 'Settings' option is highlighted with a yellow box. On the left side, a sidebar menu is visible, and the 'Users' option is highlighted with a yellow box. The background shows a list of users and a graph.</p>

Description	Screenshot
<p>valid copies of the customer catalogs to your computer or your back-end system, then delete the customer catalogs from the user’ account before deleting the user.</p> <p>To facilitate deleting users with customer catalogs, you might want to track storage of customer catalogs outside of your SAP Business Network account and ensure you have a current record of login information for users with catalog permissions.</p> <p>Enter a username, email address, first and last name, and optionally an office phone number for the user.</p> <p>Note</p> <p>When users create transaction audit reports or submit documents such as invoices, order confirmations, and ship notices, SAP Business Network captures the user’s first and last name, so ensure that these values are correct.</p>	

Description	Screenshot
<p>In the Role Assignment section, choose one or more roles for the user.</p> <p>Click Save.</p>	