

SAP Business Network Creating Editing Ariba User Guide

[Home](#) » [SAP](#) » SAP Business Network Creating Editing Ariba User Guide 

Contents

- # 1 SAP Business Network Creating Editing Ariba
- ## 2 Creating/Editing Ariba Users
- ## 3 Documents / Resources
- ### 3.1 References



SAP Business Network Creating Editing Ariba

Business Network
Standard Account
Upgrade

Home
Enablement
Workbench

18

Product Sourcing Projects

Last 31 days

0

Invoices

Last 31 days

5

Product Sourcing Projects

Ed

My widgets

All customers
Customize
Test widgets

Company profile

My leads

Business Network
Standard Account
Upgrade

Home
Enablement
Workbench

Workbench

18

Product Sourcing Projects

Last 31 days

0

Invoices

Last 31 days

5

Product Sourcing Projects

Ed

Product Sourcing Projects (18)

Edit filter

Customers

Select or type selections

Creation date

Last 31 days

Status

All

Apply

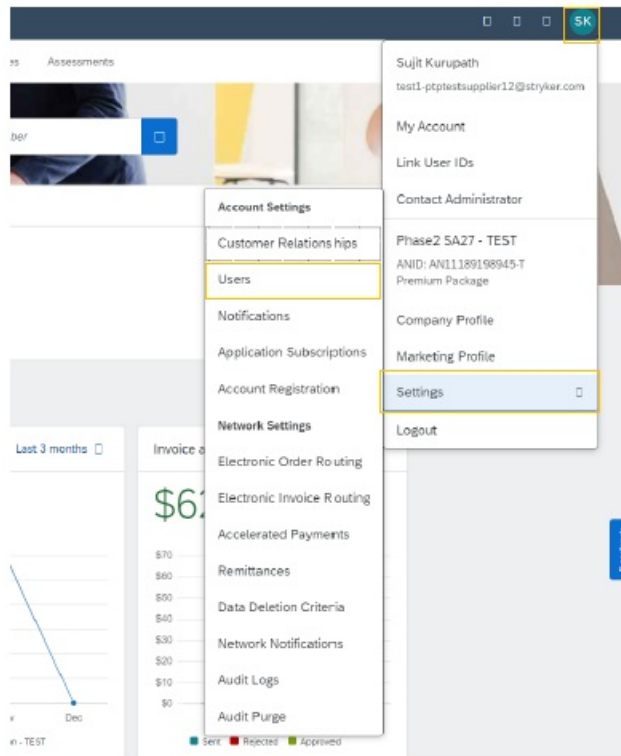
Reset

Cancel

Customer	Sourcing Id	Creation Date	Status	Name	Due Date
KIRITHI BUYER	10001327	Mar 22, 2022	Published	Test SP	Apr 30, 2022
KIRITHI BUYER	10001325	Mar 22, 2022	Published	Copy of Situations demo	Feb 2, 2023
KIRITHI BUYER	10001321	Mar 22, 2022	Published	Arriba Test	Jun 30, 2022
KIRITHI BUYER	10001318	Mar 21, 2022	Published	Test MC	Jun 30, 2022
KIRITHI BUYER	10001314	Mar 17, 2022	Published	Copy of Test MC	Jun 30, 2022
AVANTE SCIENCE INC	10005290	Mar 10, 2022	Published	Copy of Copy of Copy of Arriba Test	Nov 30, 2022

Creating/Editing Ariba Users

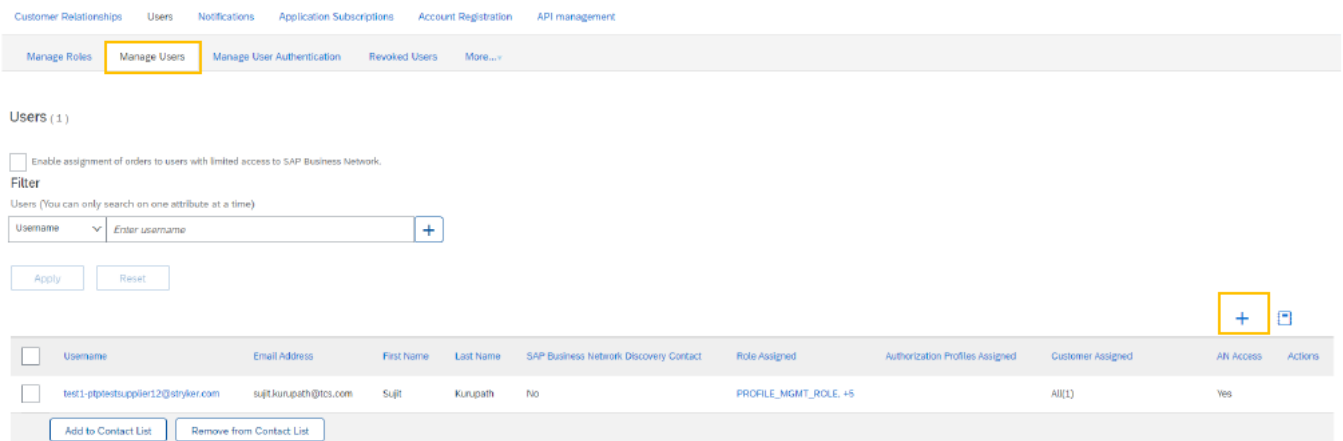
This job aid will walk through the process of adding new users to an SAP Business Network account. Suppliers may need to create new accounts



Creating/Editing Users

- Click the Account Settings icon, and choose Settings Users.
- Click Manage Users.
- Creating/Editing Users
- On the Manage Users page, click the Create User icon at the top right of the user results table to create a new user.
- Choose the check box next to the user you want to edit, and click Edit.
- Click Manage Users.

Creating/Editing Users



- On the Manage Users page, click the Create User icon at the top right of the user results table to create a new user.
- Choose the check box next to the user you want to edit, and click Edit.
- Because SAP Business Network doesn't notify users when you change their assigned roles, we recommend

telling users before you make changes.

- Choose the check box next to the user you want to delete, and click Delete.

Note

- SAP Business Network does not maintain a record of deleted users.
- If you delete a user that has created customer catalogues, you need to log in with the user's username and password, save valid copies of the customer catalogues to your computer or your back-end system, and then delete the customer catalogues from the user's account before deleting the user.
- To facilitate deleting users with customer catalogues, you might want to track the storage of customer catalogues outside of your SAP Business Network account and ensure you have a current record of login information for users with catalogue permissions.
- Enter a username, email address, first and last name, and optionally an office phone number for the user.

Note

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.

- In the Role Assignment section, choose one or more roles for the user.
- Click Save.

Documents / Resources



[SAP Business Network Creating Editing Ariba](#) [pdf] User Guide

Business Network Creating Editing Ariba, Business, Network Creating Editing Ariba, Creating E
diting Ariba, Editing Ariba, Ariba

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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