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

<table>
<tr><th>Description</th><th>Screenshot</th></tr>
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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.

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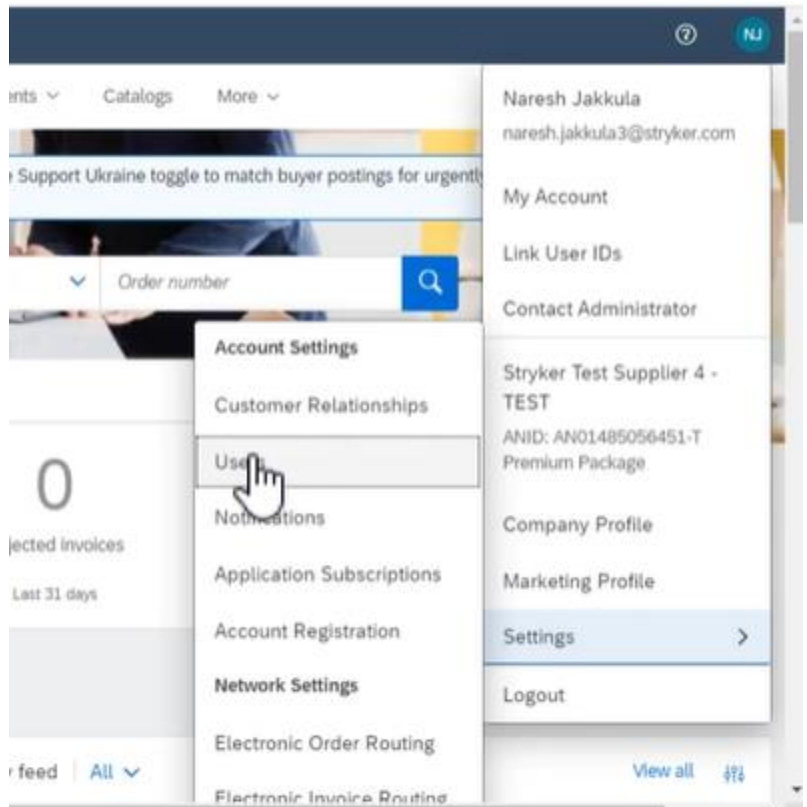

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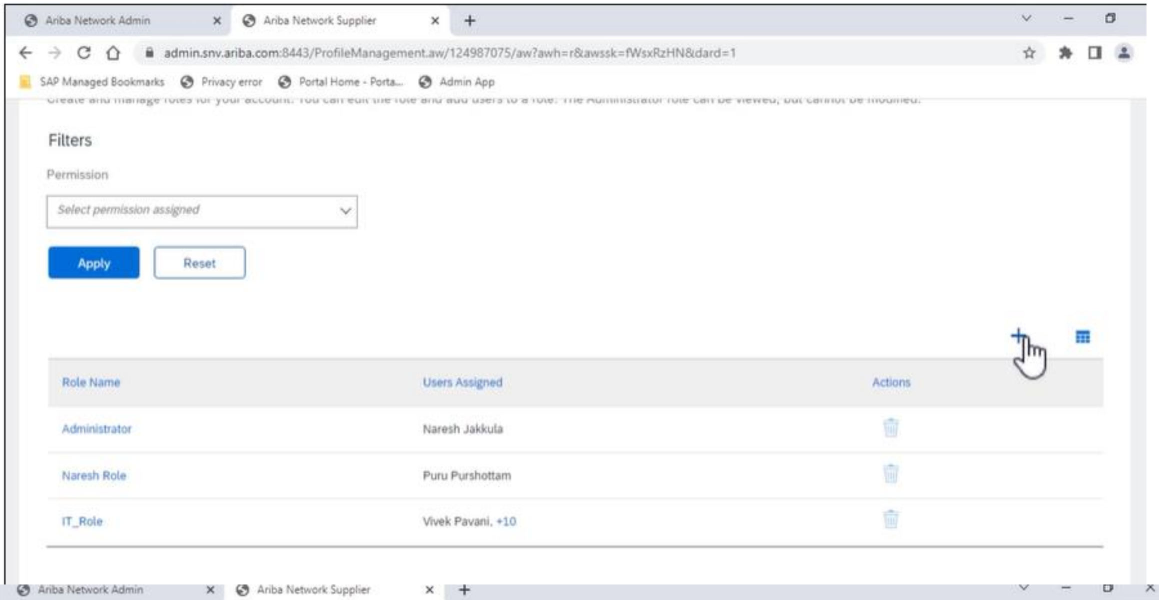
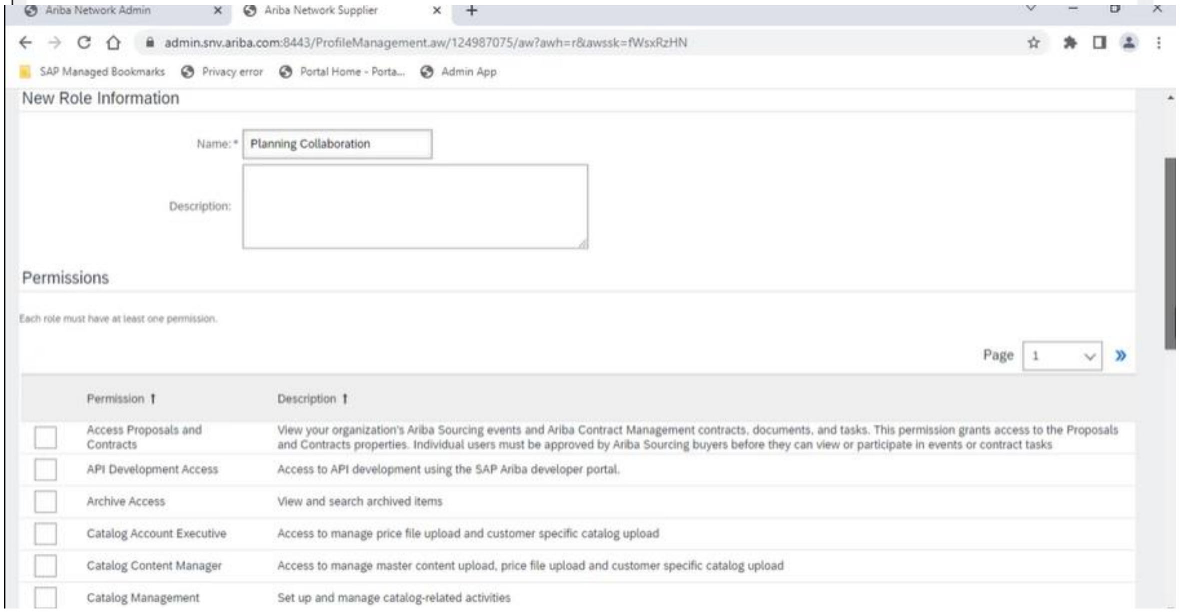
Creating/Editing User Roles

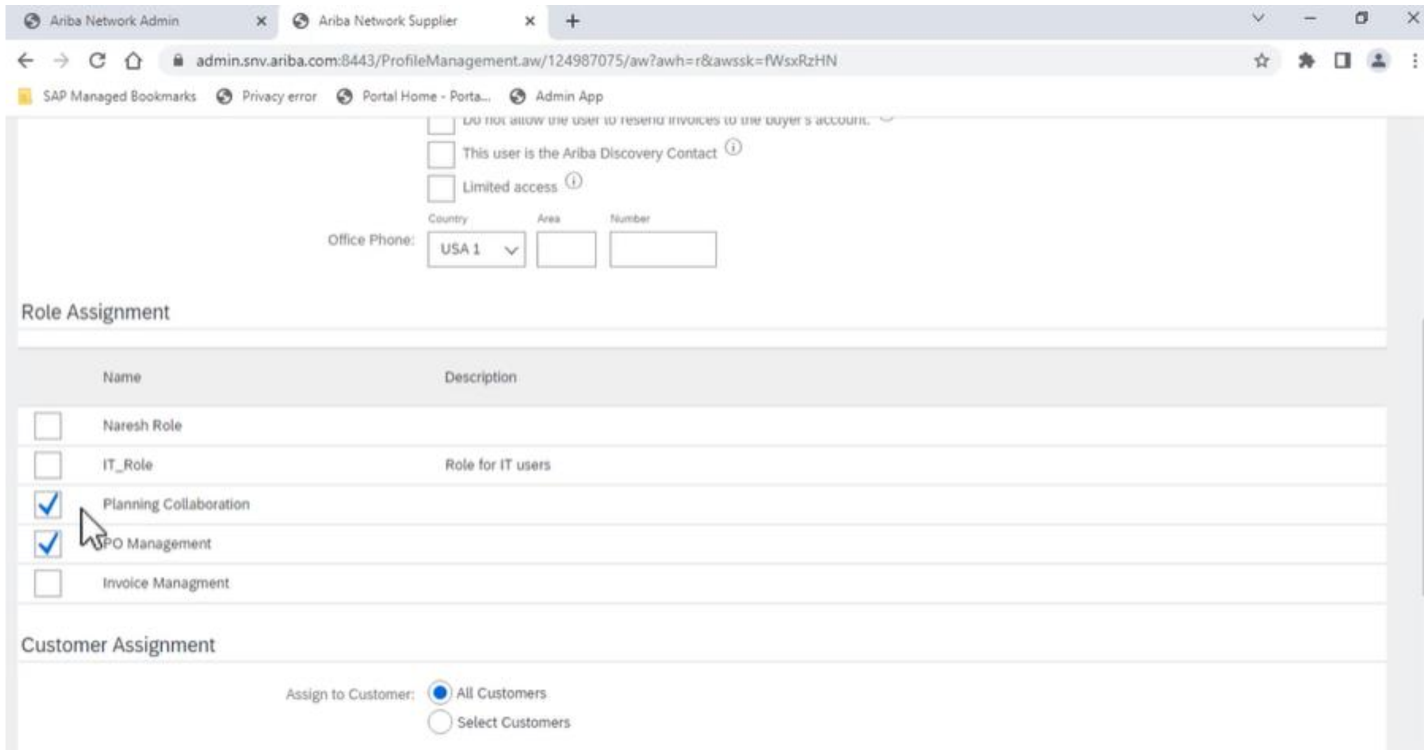
On the Manage Roles page, click the Create Role icon at the top right of the role results table to create a new role.

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 **Deleting Roles** Click **Delete** next to an existing role that is no longer applicable.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.	

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