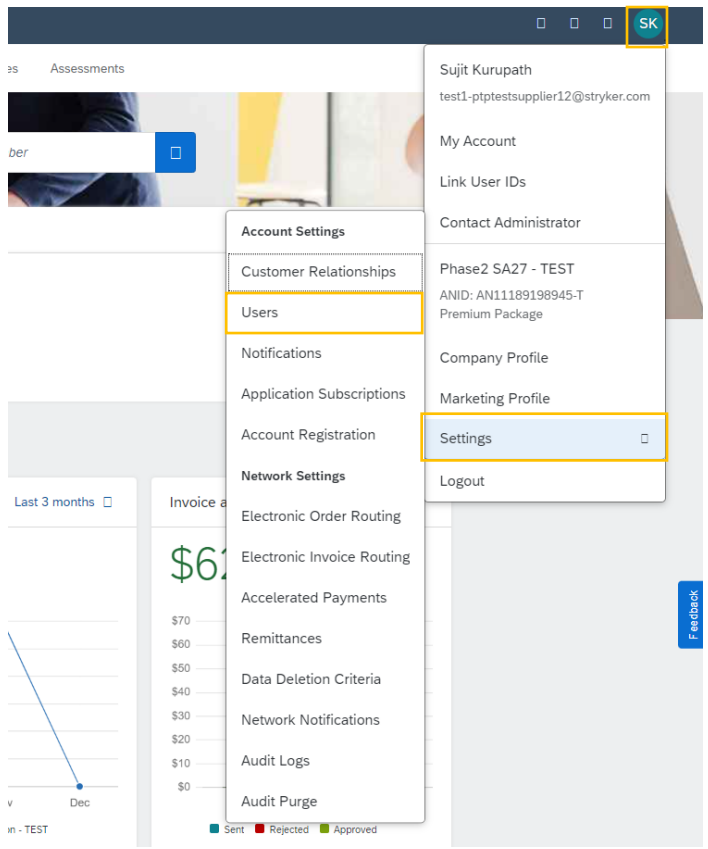


# Creating/Editing Ariba Users

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><b>Creating/Editing Users</b></p> <p>Click the <b>Account Settings</b> icon, and choose <b>Settings Users</b>.</p> <p>Click <b>Manage Users</b>.</p> <p><b>Creating/Editing Users</b></p> <p>On the <b>Manage Users</b> page, click the <b>Create User</b> 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 <b>Edit</b>.</p> |  <p>The screenshot shows the SAP Business Network user management interface. At the top right, a user profile for 'Sujit Kurupath' is displayed with the email 'test1-tpptestsupplier12@stryker.com'. Below this, a dropdown menu is open, showing various settings options. The 'Settings' option under the 'Account Settings' section is highlighted with a yellow box. Other options in the dropdown include 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Data Deletion Criteria', 'Network Notifications', 'Audit Logs', and 'Audit Purge'. The background shows a list of users and an invoice summary for \$61,000.</p> |

## Description

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 catalogs, you need to log in with the user's username and password, save

## Screenshot

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...>

Users ( 1 )

Enable assignment of orders to users with limited access to SAP Business Network.

Filter

Users (You can only search on one attribute at a time)

Username  +

Apply Reset

| <input type="checkbox"/> | Username                            | Email Address          | First Name | Last Name | SAP Business Network Discovery Contact | Role Assigned         | Authorization Profiles Assigned | Customer Assigned | AN Access | Actions  |
|--------------------------|-------------------------------------|------------------------|------------|-----------|--|-----------------------|---------------------------------|-------------------|-----------|----------|
| <input type="checkbox"/> | test1-ptptestsupplier12@stryker.com | sujit.kurupath@tcs.com | Sujit      | Kurupath  | No                                     | PROFILE_MGMT_ROLE, +5 |                                 | All(1)            | Yes       | <b>+</b> |

Add to Contact List Remove from Contact List

| 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><b>Note</b></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 <b>Role Assignment</b> section, choose one or more roles for the user.</p> <p>Click <b>Save</b>.</p> |            |