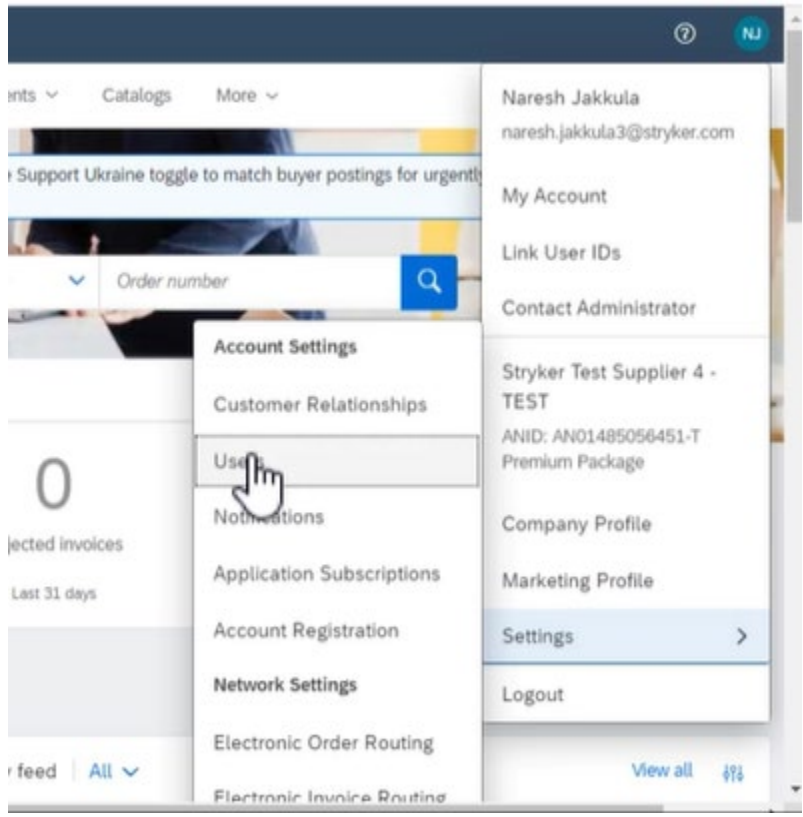


Creating/Editing user roles in the SAP Business Network

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

Description	Screenshot
<p>Creating/Editing User Roles</p> <p>Click the Account Settings icon, and choose Settings Users.</p> <p>Perform one of the following actions in the Manage User Roles section.</p>	 <p>The screenshot shows the user profile menu in SAP Business Network. The user's name is Naresh Jakkula, with email naresh.jakkula3@stryker.com. The menu includes options like My Account, Link User IDs, Contact Administrator, and Settings. The Settings option is highlighted with a right-pointing arrow. A secondary menu is open over the Settings option, listing various settings categories: Account Settings, Customer Relationships, Users (highlighted with a mouse cursor), Notifications, Application Subscriptions, Account Registration, Network Settings, Electronic Order Routing, and Electronic Invoice Routing.</p>

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.

The screenshot shows the 'Manage Roles' page in SAP Ariba. At the top, there are filters for 'Permission' with a dropdown menu set to 'Select permission assigned' and buttons for 'Apply' and 'Reset'. Below the filters is a table with the following data:

Role Name	Users Assigned	Actions
Administrator	Naresh Jakkula	[Trash icon]
Naresh Role	Puru Purshottam	[Trash icon]
IT_Role	Vivek Pavani, +10	[Trash icon]

A hand cursor is pointing to a plus icon in the Actions column of the 'Administrator' row, indicating the 'Create Role' action.

The screenshot shows the 'New Role Information' page in SAP Ariba. The 'Name' field contains 'Planning Collaboration' and the 'Description' field is empty. Below the form is a 'Permissions' section with a list of permissions and checkboxes. The permissions are:

Permission	Description
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities

At the bottom right of the permissions section, there is a 'Page' dropdown menu set to '1' and a right arrow icon.

Description	Screenshot
<p>Note</p> <p>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.</p> <p>Deleting Roles</p> <p>Click Delete next to an existing role that is no longer applicable.</p> <p>Remember</p> <p>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.</p>	

Description

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. (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.

Screenshot

The screenshot displays the 'Profile Management' page in the Ariba Network Admin interface. The browser address bar shows the URL: `admin.snv.ariba.com:8443/ProfileManagement.aw/124987075/aw?awh=r&awssk=fWsxRzHN`. The page includes several configuration options:

- Do not allow the user to resend invoices to the buyer's account.
- This user is the Ariba Discovery Contact.
- Limited access.
- Office Phone: Country (USA 1), Area, and Number input fields.

The 'Role Assignment' section contains a table with the following data:

Name	Description
<input type="checkbox"/> Naresh Role	
<input type="checkbox"/> IT_Role	Role for IT users
<input checked="" type="checkbox"/> Planning Collaboration	
<input checked="" type="checkbox"/> WFO Management	
<input type="checkbox"/> Invoice Management	

The 'Customer Assignment' section includes the option: Assign to Customer: All Customers, Select Customers.

Description	Screenshot
<p>Below is a list of User Roles</p> <p>Forecast Management (To receive and commit to forecast)</p> <ul style="list-style-type: none">• Customer Relationships• Permission to download current transactions• Planning Collaboration Visibility <p>PO Management (To create PO Confirmations, ASNs)</p> <ul style="list-style-type: none">• 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
<p data-bbox="37 293 506 367">Invoice Management (To create Invoices, credit memos)</p> <ul data-bbox="86 399 579 813" style="list-style-type: none"><li data-bbox="86 399 464 431">• Customer Relationships<li data-bbox="86 440 464 472">• Inbox and Order Access<li data-bbox="86 480 401 513">• Invoice Generation<li data-bbox="86 521 554 553">• Invoice Report Administration<li data-bbox="86 561 436 626">• Goods Receipt Report Administration<li data-bbox="86 634 338 667">• Outbox Access<li data-bbox="86 675 579 740">• Permission to download current transactions<li data-bbox="86 748 453 813">• Purchase Order Report Administration <p data-bbox="37 886 590 959">Quality Notification Management (To create and view quality notifications)</p> <ul data-bbox="86 992 579 1179" style="list-style-type: none"><li data-bbox="86 992 464 1024">• Customer Relationships<li data-bbox="86 1032 579 1097">• Permission to download current transactions<li data-bbox="86 1105 506 1138">• Quality Notification Access<li data-bbox="86 1146 527 1179">• Quality Notification Creation	

Description	Screenshot