

## Reassign Ariba Account Administrator Role

1. Login to the SAP Business Network: <u>http://supplier.ariba.com</u>.

Supplier Login		
User Name		
Password		
Login Forgot Username or Password		

2. Access the Company Settings menu by clicking your initials in the top righthand corner and Select Setting > Users.

		0 8
	More ~	TestUserJr City of Tacoma SIMTest3@ariba.com
	٩	My Account
	-	Contact Administrator
	Account Settings	Switch Account
• yt	Customer Relationships	SIMTest3
	Users (h)	ANID: AN01044154587-T Premium Package
	Notifications	Company Profile
	Application Subscriptions	Marketing Profile
	Account Registration	Settings >
	Network Settings	Logout
	Electronic Order Routing	
	Electronic Invoice Routing	

## 3. Select the Manage Users tab.

SAP Business Network - Enterprise Account TEST MODE	0 💿
Account Settings	Close
Customer Relationships Users Notifications Application Subscriptions Account Registration API management	
Manage Roles Manage Users Manage Users Manage User Authentication More	
Roles (9) Create and manage roles for your account. You can edit the role and add users to a role. The administrator role can be viewed, but cannot be mortified.	

4. Select the user you want to make the administrator by checking the box next to the username Open the actions menu (1), and select Make Administrator (2).

Filtered	Results (2)								+	•
	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
	CityTestVendor			-	No	Invoice, +1		All(1)	Yes 🚺	Actions 🔻
	SIMTest:			-	No	PROFILE_MGMT_ROLE, +7		All(1)	Y Pelet	:e
Ļ	Add to Contact List Ren	nove from Contact List							2 Make	Administrator

5. This will assign a new role to the exiting administrator and log you out of your account. You can double check that the change was successful by having the administrator login or by logging back in and clicking your initials then clicking "Contact Administrator."

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rders 🗸 Fulfillment 🗸 Invoices 🗸 Payments 🗸 Catalogs Reports V Messages More V	TestUserJr City of Tacoma
Releases V City of Tacoma - TEST V Exact match V Order number Q	My Account
	Link User IDs
	Contact Administrator
	Switch Account