Guide - Managing your SAP Ariba Network Supplier Profile

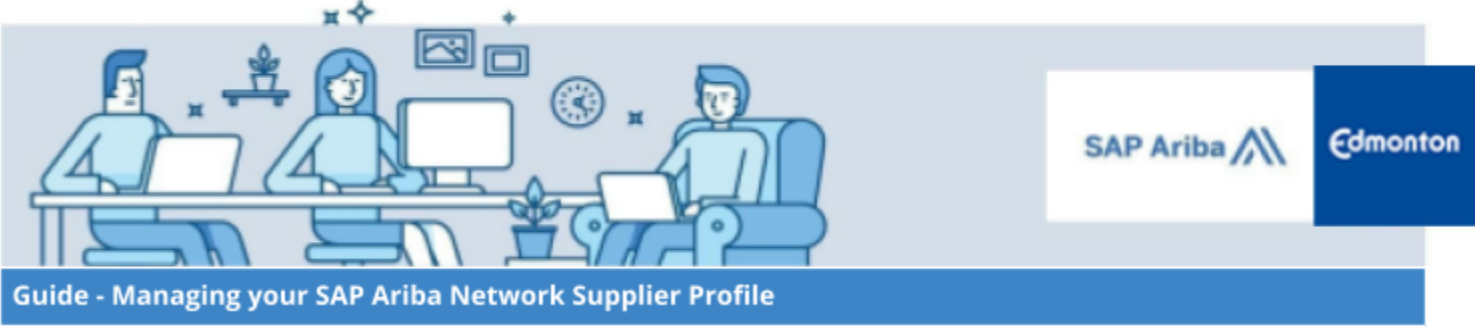# Managing your SAP Ariba Network Supplier Profile
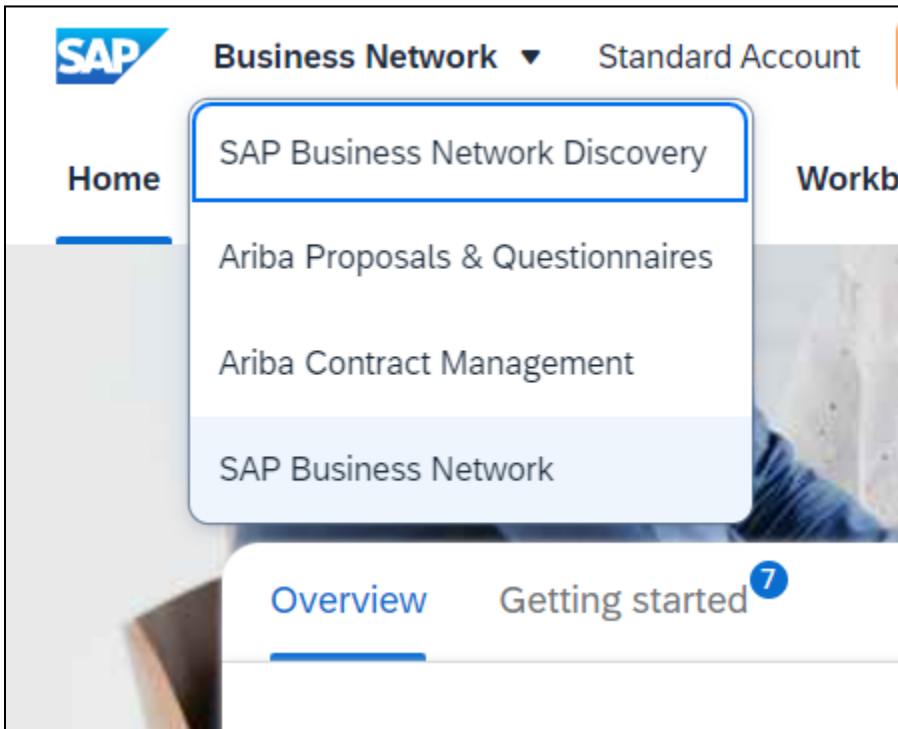
A step by step guide

SAP Ariba Tutorials

Video Supplier Basics (4:33) for information about registering, the dashboard and linking multiple accounts.

Introduction to the Dashboard (11:47) for a detailed view of the user interface

Navigating your SAP Ariba Network Supplier Account

Your SAP Ariba Network Supplier Account provides access to several applications within SAP Ariba. Select the Go to My Ariba Apps button at the top right of your screen to navigate to each of the different applications.

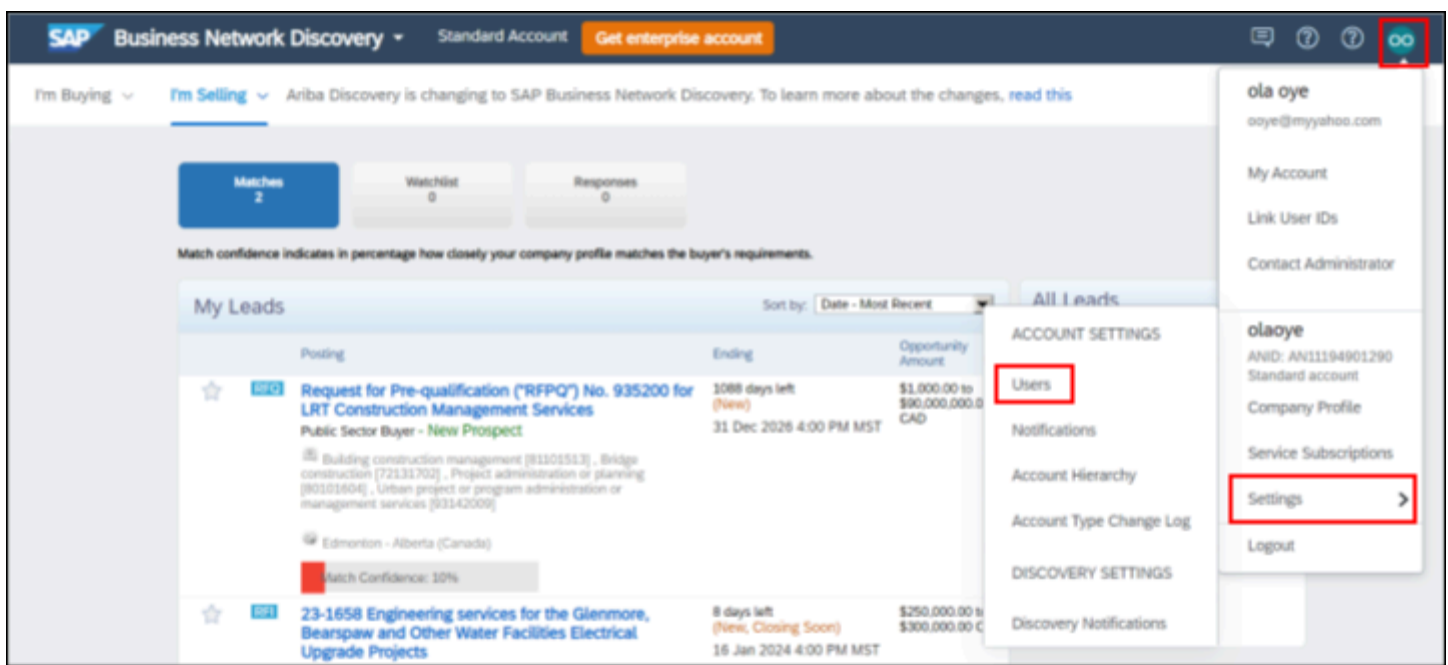| SAP Business Network Discovery	This link brings you to the SAP Business Network Discovery solution where you can search for potential bidding opportunities.
Ariba Proposals & Questionnaires	This link leads you to respond to requests for quotations, participate in online sourcing events and submit sales proposals.
Ariba Contract Management	The SAP Ariba Contract Management is where you can collaborate with buyers to negotiate contracts.
SAP Business Network	The Business Network Solution is where you can view and confirm Purchase Orders and submit Invoices and Service Entry Sheets.

Adding Additional Users

Each company may only create one SAP Ariba Supplier Network account, however you may add unlimited users to that account. Users will have access to your company account and can coordinate to complete bids, view opportunities etc.

Step 1: Select Company Settings / Users

Log in as an Administrator, click on your account profile on the top right corner of your homepage, click on **Settings** then, select **Users**.

Step 2: Create User

Select **Add icon (+)** to enter the new user information, then click **Done**

> **?** 1. It is best practice to use your colleague's email address as their username.
> 2. If the user will be the prime contact for your organization's bid preparation, it is recommended to select "This User is the SAP Business Network Discovery Contact".

> **⚠** The account information entered here will not be modifiable after you click **Done.**

As a confirmation, the "profile has been successfully updated" would pop up on your screen.

Step 3: Create Password

The newly created user will receive an email from Ariba with a temporary password as well as the username that you entered for them. The new user will be able to use this information to access SAP Ariba.