



How to Transfer the Administrator Role



How to Transfer the Administrator Role



OFFICIAL (CLOSED) \ SENSITIVE NORMAL

How to Transfer the Administrator Role

Log in as the **Administrator** of your company's Ariba Business Network account.

1. Click the user icon in the upper-right corner.
2. Click **Settings**.
3. Under **Account Settings**, select **Users**.



It is advisable for the administrator to transfer the Admin role to the designated successor ahead of time to prevent any interruptions in customer-related activities.

The screenshot shows the SAP Ariba Business Network user interface. At the top right, a user icon labeled '1' is highlighted. A dropdown menu is open, showing the user's profile and a 'Settings' option labeled '2'. Below the main navigation bar, there is a section for 'Leads' with filters and a search bar. At the bottom, a 'My widgets' section is visible. A secondary dropdown menu is open from the 'Settings' option, showing 'Account Settings' labeled '3' and 'Users' below it. The main dashboard area displays four cards for 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks', each showing a count of 0 for the last 90 days. A yellow banner at the top of the dashboard area contains a warning about TLS 1.2 encryption protocol being disabled on January 24, 2025.

OFFICIAL (CLOSED) \ SENSITIVE NORMAL

How to Transfer the Administrator Role

- 4. To transfer the Administrator Role in SAP Ariba Business Network, on the **Account Settings** page, click **Manage Users**.
- 5. Tick the **checkbox** next to the username of the user to whom you wish to transfer the Administrator Role.
- 6. Click **Actions** and select **Make Administrator**

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Generative AI

Manage

Manage Users

Manage User Authentication

Revoked Users

More...

Users (2)

☐ 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

Enter username

+

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	API Access	Actions
<input checked="" type="checkbox"/>	fulname_2@mail.com		Fullname 2	Fullname 2	No	Sample		A*STAR Research Entities - TEST		<div>Actions</div> <div>Edit</div> <div>Delete</div> <div>Make Administrator</div>
<input type="checkbox"/>	fulname_1@ariba.com		Fullname	Fullname	No	SOURCING_SUPPLIER_BASE, +5		All(1)	Yes	

+

Add to Contact List

Remove from Contact List

How to Transfer the Administrator Role

Once a new Administrator is assigned, the current Administrator must ensure that they are assigned at least one role before logging out of their Administrator account.

7. Select your new role by checking the checkbox next to it.

8. Then, click **Assign** to confirm the role assignment.

SAP Business Network Standard Account Get enterprise account TEST MODE

Assign a Role

Select a new role for your account.

Name	Description
<input checked="" type="checkbox"/> Sample	

Assign Cancel

9. After clicking Assign, a warning message will be displayed. Once you click **OK**, you will be removed from the Administrator role and logged out of the SAP Ariba Business Network.

SAP Business Network Standard Account Get enterprise account TEST MODE

Assign a New Administrator


WARNING: You are about to transfer your administrator role to Fullname 2 Fullname 2. After you assign the administrator role to another user, you will be logged out of your account.

OK Cancel


How to Transfer the Administrator Role

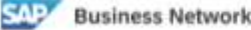
10. The new administrator will receive an email notification once the administrator role has been transferred to them.







You Are Now an Ariba Network Account Administrator.



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To [redacted]

 If there are problems with how this message is displayed, click here to view it in a web browser.



 Reply Reply All Forward

Sun 1/12/2025 11:43 PM

You Are Now an Ariba Network Account Administrator.

Dear Fullname 2 Fullname 2,

This notification contains important information about your test SAP Business Network account (ANID: AN11210107674-T).

Fullname Fullname has transferred your company's SAP Business Network administrator role to you.

WHAT THIS MEANS

You are now your company's SAP Business Network account administrator. The Administrator role should be assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The Administrator also serves as the primary point of contact for users with questions or problems.

For further assistance, contact SAP Business Network Support:
https://connect.ariba.com/techsupport_contacting.htm?Network

[View our privacy policy](#)

OFFICIAL (CLOSED) \ SENSITIVE NORMAL

Copyright © 2024 Accenture. All rights reserved.

6

Thank You



OFFICIAL (CLOSED) \ SENSITIVE NORMAL