

Account Administration Set Up

How to **Create Users** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

“As the Account Administrator for our organisation, I provide user access to other employees to the SAP Business Network”

Version Number

1.0

[Click here for further context on the Account Administration Set Process](#)



Create Users

1. From the SAP Business Network Home Page navigate and click to your *supplier initials*, then, click **Settings**
2. Under **Account Settings**, click **Users**
3. Click **Manager Users**
4. Click the *plus icon*
5. Enter a **Username**
6. Enter the **Email Address** of the user
7. Enter the user's **First Name**
8. Enter the user's **Last Name**
9. Under **Role Assignment**, select the user's associated role
10. Under **Customer Assignment** select either the **All Customers** or **Select Customers** radio button
11. Click **Done**



Note: The **Username** can be the email address of the user, or it can be created. However, it must be in an email format, for example jane@abc.com.

Note: Customer Assignment allows you to assign (limit) specific customers to specific users or allow access to all customers within your organisation.

The screenshot displays the SAP Business Network interface for creating a user. The process is guided by 11 numbered callouts:

- 1:** MDP (My Account) icon in the top right.
- 2:** Settings menu in the top right.
- 3:** Users option under Account Settings.
- 4:** Plus icon to add a new user.
- 5:** Username field (jdoe@tuliplighting.com).
- 6:** Email Address field (jdoe@tuliplighting.com).
- 7:** First Name field (Jane).
- 8:** Last Name field (Doe).
- 9:** Role Assignment section with Accounts checked.
- 10:** Customer Assignment section with All Customers selected.
- 11:** Done button at the bottom right.

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.