

Onboarding & Account Creation

How to Navigate your SBN Account




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

“I am new to the SAP Business Network, so I learn how to navigate the user interface”

Version Number

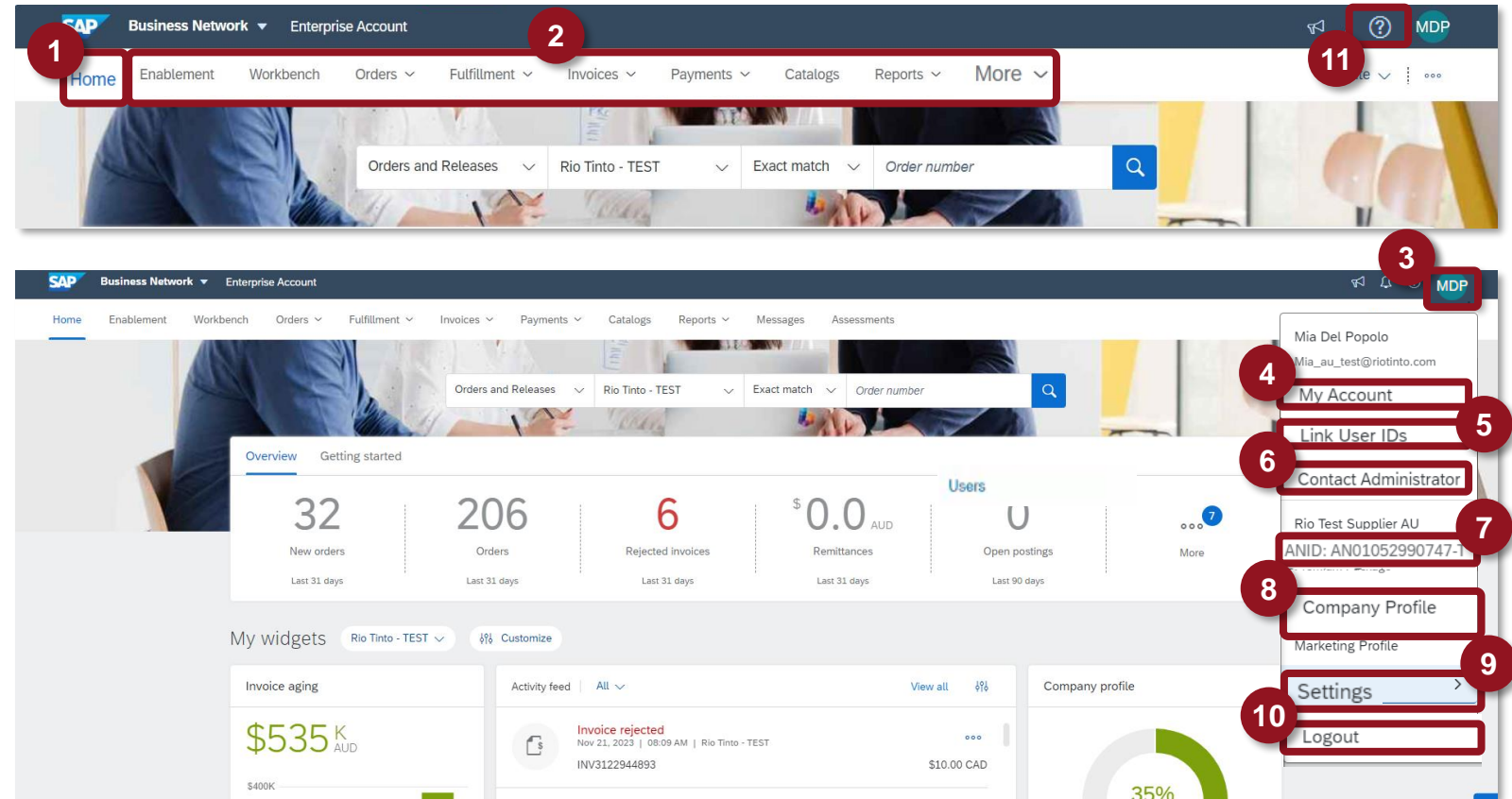
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[Click here for further context on the Onboarding and Account Creation Process](#)



Basic Account Navigation

1. Click **Home** to access your home page from anywhere in the application. The *Home Page* is the default page you see when you log into the SAP Business Network
2. The *Tool Bar* provides access to the various pages in the application. The *Tool Bar* may vary depending on your account's entitlements
3. Click on your *Supplier Initials* to choose one of the following commands from the dropdown:
4. **My Account** specifies account information, preferences, and contact information
5. **Link User IDs** - Link multiple user IDs together, which allows you to log in to all your accounts using one username and password and to switch between accounts
6. **Contact Administrator** - View contact information for your account administrator
7. **ANID (Ariba Network ID)** - A number that uniquely identifies your company on SAP Business Network. You might need this number to contact some support services.
8. **Company Profile** - Configure your SAP Business Network profile
9. **Settings** - Configure your account settings
10. **Logout** - Exit SAP Business Network when you're done with your session
11. Click the *Help icon* to view the access in-app help or to contact SAP Ariba Support



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.