Account Administration Set Up

How to **Create Roles** 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 need to define the specific responsibilities and permissions of different users within my organisation, so I create roles in my SBN account"

Version Number	1.0

Click here for further context on the Account Administration Set Process

Create Roles

To add a Role:

1. From the SAP Business Network Home Page navigate to your *supplier initials*
2. Click **Settings**
3. Click **Users**
4. Click on **Manage Roles**
5. Click the *plus icon*
6. Enter the role **Name** under **New Role Information**
7. Enter a Description to record your intentions for this role
8. Tick the *checkbox* for the relevant permissions for the role.
9. Click **Save**

To Maintain a Role:

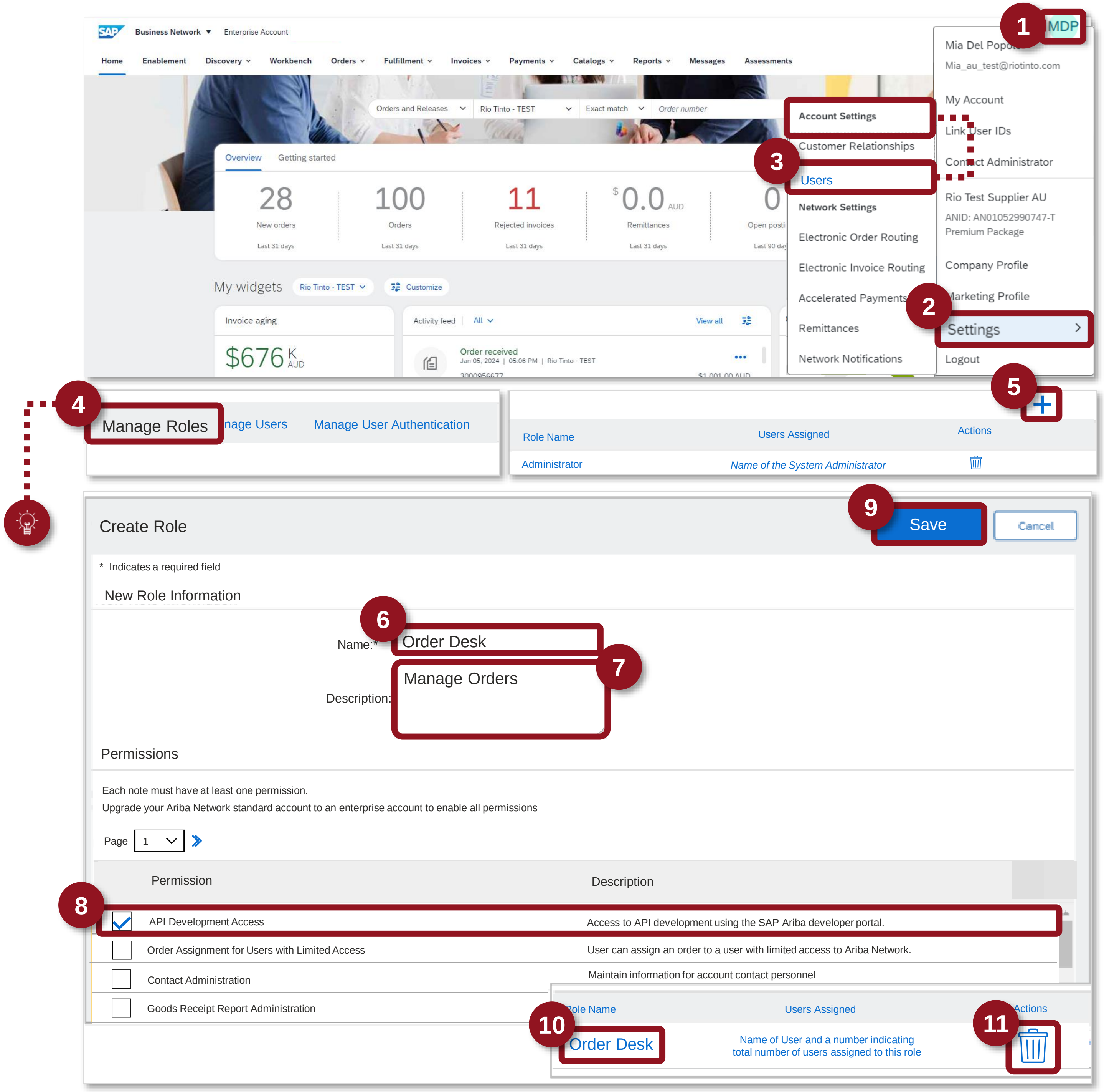
10. Click on the **Role Name** and click the checkbox to add or remove **Permission**

To Delete a Role:

11. Click on the *Bin Icon* under Actions

Note: The System Administrator Role cannot be amended or deleted, however a different user can be assigned to the System Administrator role when required.

Note: For all required roles and their permissions, repeat steps 4-7.



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.