

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.

The screenshot shows the SAP Business Network interface. The top navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The main dashboard displays various metrics like New orders (28), Orders (100), Rejected invoices (11), Remittances (\$0.0 AUD), and Open posts (0). A sidebar menu on the right contains options like Account Settings, Customer Relationships, Users, Network Settings, and Settings. The 'Users' section is highlighted with a red box and number 3. Below the dashboard, the 'Manage Roles' section is visible, with a red box and number 4 highlighting the 'Manage Roles' button. The 'Create Role' form is shown below, with red boxes and numbers 6 and 7 highlighting the 'Name' and 'Description' fields. The 'Permissions' section is also visible, with a red box and number 8 highlighting the 'API Development Access' checkbox. The 'Save' button is highlighted with a red box and number 9. The 'Role Name' and 'Users Assigned' columns are highlighted with a red box and number 10. Finally, the 'Bin Icon' under 'Actions' is highlighted with a red box and number 11.

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.