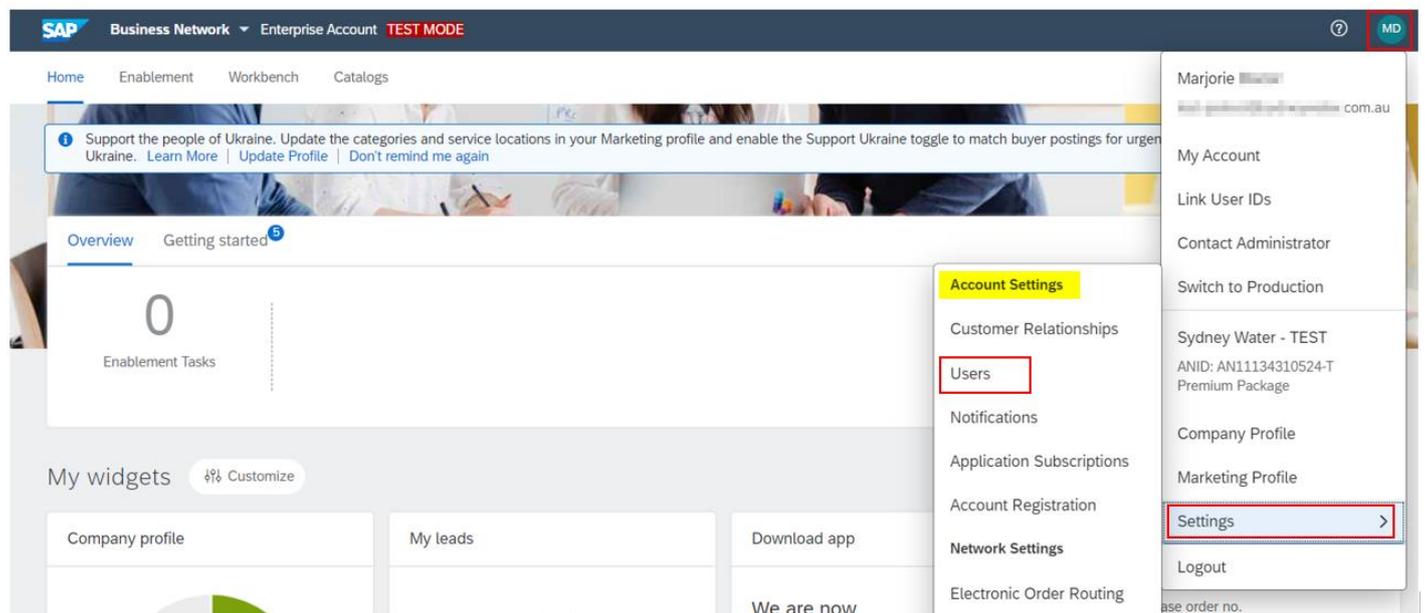


Transferring account administrator rights

Proper handing over of Ariba administration duties for suppliers is imperative. Your ability to access Sydney Water sourcing opportunities and manage POs is dependent on a stable connection between our Ariba account and your Ariba account.

	<p>As <u>your organisation's Ariba account administrator</u>, follow this guide to transfer account administration rights to a colleague.</p>
	<p>Related guides:</p>
	<p>System administration guide</p>

1. Go to Settings > Account Settings > Users



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area displays 'Enablement Tasks' with a count of 0. A sidebar menu on the right is open, showing the user 'Marjorie' and various account settings. The 'Settings' option is highlighted with a red box, and the 'Users' option under 'Account Settings' is also highlighted with a red box.

2. Transfer administrator rights

1. Go to **Manage Users**.
2. Identify the new administrator. Click **Actions**.
3. Click **Make Administrator**.

Transferring account administrator rights

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles **1** Manage Users Manage User Authentication Revoked Users More...

Users (2)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter
Users (You can only search on one attribute at a time)

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	[redacted].com.au	marjorie [redacted].com.au	[redacted]	[redacted]	Business Development	All(0)	Yes	2 Actions Edit Delete
<input type="checkbox"/>	[redacted].com.au	proc:[redacted].com.au	[redacted]	[redacted]	SUPPLIER_LTDACCESS, +7	All(0)	Yes	3 Make Administrator

↳ Add to Contact List Remove from Contact List

If the new administrator has not yet been created as a user, refer to [System administration guide](#) for steps on how to create a new user.

3. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources here .
	To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au .
	For SAP product documentation and supplier support, visit the SAP Help Centre .