

## **Job Aids**

## SAP Ariba User Profile

**Overview:** This job aid demonstrates the various elements of the SAP Ariba User Profile, which must be completed before a purchase requisition (PR) can be created by an employee or on their behalf. Information from the user profile will populate on each PR as the default account to which items ordered are charged and the default address to which items are sent. The information can be changed on each PR during the checkout process.

1. In SAP Ariba Guided Buying, click on your initials in the top right corner and select **App Settings** then **Change your profile**.



2. Under **Personal Info**, your name and business email address appear by default. If you would like to update your name or email address, please do so with the MSU Identity and Access Management Team. Changes made to your name in SAP Ariba will be overwritten.

Personal Profile	UP356: Khan, Emily		Next	Exit
	Groups determine the tasks you	perform and the data you work with. Th	e other information i	is used as More
1 Personal Info	Personal Profile Informat	tion - User Profile		
$\bigcirc$	Name: *	Khan, Emily		
2 Account/Ship	Business Email Address: *	kenne369@msu.edu		
3 Justify Changes	Supervisor:		~	

- 3. The supervisor field should be left blank.
- 4. Click Next to navigate to the Account/Ship tab.
  - a. An organization code must be added.
    - i. Note: Only one organization code can be added. For employees with appointments across multiple units, please select one organization code.
  - b. Default account string information (e.g., a default account number) and delivery information can be added to save time on creating purchase requisitions (PRs).
    - i. Note: If you are a fiscal officer (FO), you must add an account number that you are the FO of to your user profile.

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If you have any questions, please contact UPL System Governance at <u>upl.sga@msu.edu</u>.





5. Optionally, enter comments or add attachments to your request and click Next.

Personal Profile	UP356: Khan, Emily		Prev	Next	Exit		
	Enter comments explaining why yo	ou are changing you	ur personal profile.				
1 Personal Info	Comments - Entire User Profile						
2 Account/Ship	Comments:						
3 Justify Changes							
4 Approval Flow	Attachments - Entire Use	r Profile		/			
5 Review Changes	Add Attachment						

- 6. Most changes will not result in a required approval.
  - a. If you would like to add an approver or watcher, click on the Add Initial Approver box.
  - b. If an approver or watcher is already on the approval flow, you can add additional approvers and watchers by selecting the arrow on either side.

Submitted		Watcher	Appro	ove
		Add Serial Approver		
		Add Parallel Approver		
				_
Add Appro	oval Reque	st		
Add Appro	oval Reque	st *	~	)
Add Approver t Add approver t Add this appr	oval Reque:	St *	~	)
Add Appro Add approver t Add this appr	oval Request o approval flow: roval request as: rovide a reason:	st * Approver Watcher	~	)
Add Approc Add approver t Add this appr	oval Reque: o approval flow: roval request as: rovide a reason:	st * Approver Watcher	~	)

7. Click **Next** to review your changes. You can modify your selections by clicking on the **Prev** button or click **Submit** to apply the changes.

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