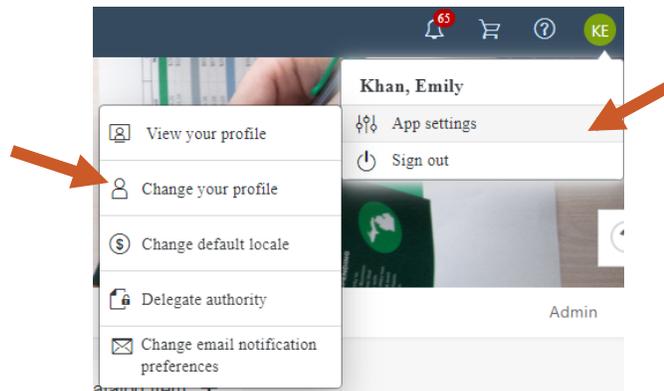




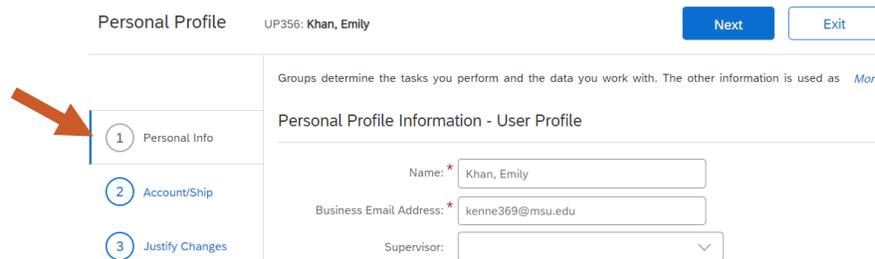
## SAP Ariba User Profile

**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.



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.



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 you are changing your personal profile.

**Comments - Entire User Profile**

Comments:

**Attachments - Entire User Profile**

Add Attachment

1 Personal Info

2 Account/Ship

3 Justify Changes

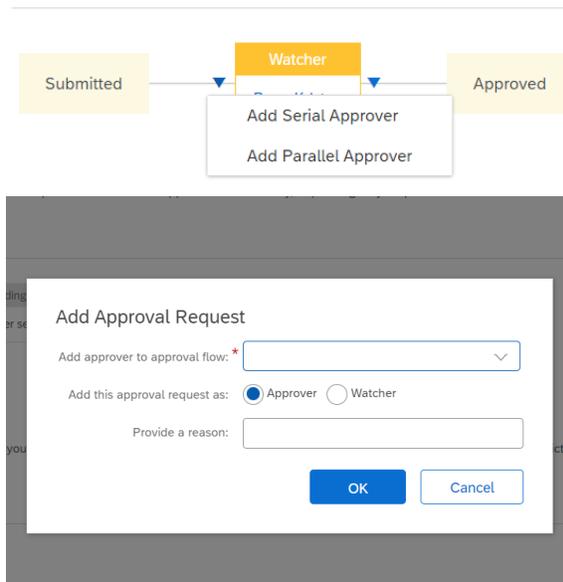
4 Approval Flow

5 Review Changes

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.

Approval Flow - User Profile



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.