

## Selecting the right account administrator

The person whose name is entered when the account is created becomes the account administrator automatically. The account administrator plays a key role in the value your company realizes through SAP Ariba, so it is important you choose the appropriate person in your organization. The right person will have the time and capabilities to add users with appropriate roles, set configuration options, manage customer relationships, subscribe to services, respond to user questions or problems, and maintain your SAP Ariba account in a consistent manner. If you currently use SAP Ariba, you already have an account administrator, so assess whether they meet the qualifications.

## Selecting the right business role

### About Business Roles

Your **Business Role** determines the default action tiles displayed on the Ariba Network dashboard. New Ariba Network users are asked to select a **Business Role** during account creation. Existing Ariba Network users who have not yet selected a business role will be prompted to select one the next time they log in. You can select or change your **Business Role** from the **My Account** page at any time. For more information see [Business roles reference](#).

### Business roles reference

<b>Business Role</b>	<b>Description</b>	<b>Default Action Tiles</b>
Accounts Receivables	An Accounts Receivables role represents a user focused on money owed to the company.	Orders to Invoice, Orders that Need Attention, Pending Invoices, Rejected Invoices
Business Owner	A Business Owner role represents a user focused on monitoring daily business on the Ariba Network	New Orders, Orders that Need Attention, Rejected Invoices, Payments Received
Customer Service	A Customer Service role represents a user focused on monitoring daily business on the Ariba Network.	New Orders, Orders to Confirm, Orders that Need Attention, Collaboration Requests
E-Commerce	An E-Commerce role represents a user focused on monitoring the IT infrastructure.	New Orders, Orders to Confirm, Orders to Ship, Orders that Need Attention

<b>Business Role</b>	<b>Description</b>	<b>Default Action Tiles</b>
Field Services	A Field Services role represents a user focused on monitoring daily business on the Ariba Network.	Orders to Invoice, Orders that Need Attention, Orders with Service Lines, Service Entry Sheets
Finance	A Finance role represents a user focused on money owed to the company.	Orders to Invoice, Orders that Need Attention, Pending Invoices, Rejected Invoices
Information Technology	An Information Technology role represents a user focused on monitoring the IT infrastructure.	New Orders, Orders to Invoice, Orders that Need Attention, Rejected Invoices
Marketing	A Marketing role represents a user focused on monitoring daily business on the Ariba Network.	New Orders, Orders to Confirm, Orders that Need Attention, Collaboration Requests
Order Management	An Order Management role represents a user focused on monitoring daily business on the Ariba Network.	New Orders, Orders to Confirm, Orders to Ship, Orders that Need Attention
Sales	A Sales role represents a user focused on monitoring daily business on the Ariba Network.	New Orders, Orders to Confirm, Orders that Need Attention, Collaboration Requests
Service Administrator	A Service Administrator role represents a user focused on monitoring the IT infrastructure.	Orders to Invoice, Orders that Need Attention, Orders with Service Lines, Service Entry Sheets
Shipping	A Shipping role represents a user focused on ensuring ordered items have been shipped.	New Orders, Orders to Confirm, Orders to Ship, Orders that Need Attention

<b>Business Role</b>	<b>Description</b>	<b>Default Action Tiles</b>
Treasury	A Treasury role represents a user focused on when invoices are going to be paid.	Early Payment Offers, Payments Received, Invoices Pending Payment, Payments that Need Attention
Other	This role represents a user who doesn't fall into the other defined roles. You can customize the name of this role.	New Orders, Orders that Need Attention, Invoices Rejected, Payments Received