



PUBLIC

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# Managing Your User Information

**SAP Ariba Procurement solutions**

**SAP Ariba Contracts**

**SAP Ariba Sourcing**

**SAP Strategic Sourcing Suite**

**SAP Ariba Supplier Information and Performance Management**

**SAP Ariba Spend Analysis**

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# Managing Your User Information

This guide is for SAP Ariba users who need to make changes to their user profile in SAP Ariba Procurement solutions.

Your user profile is where you manage your accounting information, shipping address, and password. You can also view the user groups you belong to, which determines which parts of the SAP Ariba solution you can use.

For information about how to install and sign in to the SAP Ariba Procurement mobile app, see [SAP Ariba Procurement Mobile App Guide](#).

This guide applies to:

- SAP Ariba Catalog
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing
- SAP Ariba Contracts
- SAP Ariba Sourcing
- SAP Ariba Strategic Sourcing Suite
- SAP Ariba Supplier Information and Performance Management
- SAP Ariba Supplier Lifecycle and Performance
- SAP Ariba Supplier Risk
- SAP Ariba Spend Analysis

## Related guides

[Customizing the Look and feel of SAP Ariba Procurement solutions](#)

For SAP Ariba strategic sourcing solutions, see [Searching, Completing Tasks, and Other Common User Actions](#).

# User Profile Concepts

You can set up your user profile in your SAP Ariba solution. If your site has SAP Ariba Procurement solutions, you can set up your group permissions and nonstandard shipping addresses for deliveries.

## About Your User Profile

Your user profile stores basic organizational information about you and determines what you are allowed to do in your SAP Ariba solution.

Your user profile includes the following information:

- Name and contact information.
- Supervisor's name.
- Shipping delivery information.
- Accounting information (for example, cost center or purchasing unit).
- Monetary approval limit.
- Group memberships, which grant access to the various functions in your SAP Ariba solution.
- Group responsibilities by purchasing unit, for organizations that have configured purchasing units.

### Additional information for SAP Ariba Procurement solutions

If your site supports team requisitioning, you can define your team members in your user profile, to allow them to access team requisitions in which you're the preparer. If you're the requester for requisitions that are enabled for team receiving, this action ensures that your team members can also manage the receipts associated with such requisitions.

You can make changes to most of the information associated with your user profile. You can't change your own approval limit. Depending on the configuration of your site, you might be able to request changes to your purchasing unit responsibilities. Some changes require approval before they become effective.

### Additional references

- For more information about group memberships and responsibilities, see [SAP Ariba Procurement Solutions Group Descriptions](#).
- For more information about team requisitioning, see [Purchasing Guide for Procurement Professionals](#).

## Related Information

[Changing Your User Information \[page 10\]](#)

# About Group Membership

Being a member of a group grants you access to all the functionality associated with that group.

When you are signed in to your SAP Ariba solution, you can see only the functionality that you're authorized to access. Access to functionality is determined by group membership. For example, if you're authorized only to create invoices, you can't create purchase orders and expense reports.

Groups usually represent job functions or functions within your SAP Ariba solution. Examples of groups are **Purchasing User**, **Invoice Agent**, **Expense Manager**, and **Customer Administrator**.

Group membership can also affect which approval flows you are included in. For example, if you're a member of the **Contract Manager** group, and there is an approval flow that includes the **Contract Manager** group, you and other members of that group receive approval requests when the group becomes the active approver.

## Choose Values for Groups

### Add to Currently Selected

Name	<input type="text"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	Name ↑	
<input type="checkbox"/>	A/P - Expenses	
<input type="checkbox"/>	A/P - Supplier Payment	
<input type="checkbox"/>	A/P - Tax	
<input type="checkbox"/>	Accounts Payable	
<input type="checkbox"/>	Accounts Receivable	

### Currently Selected

<input checked="" type="checkbox"/>	Name ↑
<input checked="" type="checkbox"/>	Contract Manager
<input checked="" type="checkbox"/>	Customer Administrator
<input checked="" type="checkbox"/>	Event Administrator
<input checked="" type="checkbox"/>	Payment Manager

## Related Information

[Reviewing Your Group Memberships to Understand Your Access Permissions \(SAP Ariba Procurement solutions\) \[page 12\]](#)

# About Limited Group Responsibilities Based on Purchasing Units

The **Limited Responsibilities** section appears in your user profile only if you have job responsibilities that are limited to specific purchasing units.

If your organization has configured purchasing units, you may have job responsibilities that are limited to specific purchasing units in your SAP Ariba solution. If you do, then you can view your purchasing unit responsibilities in the **Limited Responsibilities** section of your user profile.

Depending on how your site is configured, you might be able to request changes to your responsibilities.

## Additional references

For information about purchasing units, see [Purchasing Unit Administration Guide](#).

## Related Information

[Reviewing Your Group Memberships to Understand Your Access Permissions \(SAP Ariba Procurement solutions\) \[page 12\]](#)

[Requesting Changes to Your Purchasing Unit Responsibilities \(SAP Ariba Procurement solutions\) \[page 13\]](#)

# About Passwords and Sign-In Authentication

The way you sign in to your SAP Ariba solution, and whether you can change the password for your SAP Ariba solution, depends on how your organization has implemented sign-in authentication.

There are three possible methods of authentication, as described in the following list:

- Corporate authentication: Users sign in to their SAP Ariba solution using the same user name and password as their corporate identity. This requires SAP Ariba solution user names to be the same as the corporate user names. Users cannot change their passwords in their SAP Ariba solution.
- Corporate authentication with single sign-on (SSO): This is a remote authentication mechanism wherein users simply sign in to their corporate network, which automatically signs them in to their buying or invoicing solution from SAP Ariba when needed. Users cannot change their passwords in their SAP Ariba solution.
- Application authentication: Users have user names and passwords that they manually enter on the sign-in page of their SAP Ariba solutions. The customer administrator maintains the user names and passwords. However, users can change their passwords and secret questions.

### Note

Any given user can only concurrently sign in to a particular node a fixed number of times. When that maximum number of sign-ins has been reached, subsequent attempts by that user to sign in to that node will fail. An error

notification will be displayed, saying **The number of sign ins for this user has reached the maximum allowed. End one or more sessions or try again later.**

## Related Information

[Changing Your Password \[page 14\]](#)

[Changing Your Secret Question \[page 15\]](#)

[Retrieving or Resetting Forgotten Sign-In Information \[page 16\]](#)

# Set Up Multifactor Authentication

If you use application authentication, you can set up multifactor authentication to authenticate your sign-in using a time-based verification code in addition to your password.

Customer administrators enable multifactor authentication for user accounts. If it has been enabled for your account, you must set up multifactor authentication immediately after it is enabled. The first time you sign in to your SAP Ariba solution after multifactor authentication is enabled, you will be prompted to set it up. You have the option to skip the set up for a predefined period, which your administrator sets.

After you set up multifactor authentication, you can sign in securely to your SAP Ariba solution by providing the verification code from your mobile device after entering your user name and password. You can choose to be remembered on a specific device by checking **Remember Me** on the multifactor authentication page. This will be valid for a limited time period, which your administrator sets.

If you skipped the multifactor authentication setup during sign in, you can use the **Multi-Factor Authentication** option in the user preferences menu to set up multifactor authentication later. You can also use this option to reset your multifactor authentication. When setting up multifactor authentication on a new or replacement mobile device, you reset your multifactor authentication by providing the verification code from your old device.

## Related Information

[Setting Up Multifactor Authentication on Your Account \[page 18\]](#)

[Setting Up Multifactor Authentication from the User Preference Menu \[page 19\]](#)

[Setting Up Multifactor Authentication Using a New Device \[page 20\]](#)

# About Nonstandard Shipping Addresses for Deliveries (SAP Ariba Procurement solutions)

Nonstandard shipping addresses are ad hoc addresses that do not exist in the buyer's ERP system. You can edit, deactivate, and activate nonstandard addresses that you created.

Your organization might allow users to create nonstandard shipping addresses in SAP Ariba Procurement solutions.

For example, a user might create a nonstandard address that reflects a home office location instead of a company address. Nonstandard addresses that you create are saved and are available for you to select during requisition creation. Other users cannot view this address. You can set a nonstandard address as a default ship to location in your user profile.

## Note

Because nonstandard shipping addresses that you create in your SAP Ariba solution do not originate from your ERP system, you must make sure that they are entered into the ERP system to ensure that the addresses are recognized as valid addresses in the transactions that involve the addresses.

## Related Information

[Creating a Nonstandard Shipping Address for Deliveries \(SAP Ariba Procurement solutions\) \[page 17\]](#)

[Changing or Deactivating a Nonstandard Shipping Address \(SAP Ariba Procurement solutions\) \[page 18\]](#)



# About Modifying Your User Information and Access

You can make changes to your user profile using the **Personal Profile** wizard, which helps you fill out and submit a user profile request.

If the request includes changes that require approval, it is routed through the appropriate approval flow when you submit it.

User profile requests that you create are added to the **My Documents** content item on the **Home** dashboard.

A user profile request can have the following statuses:

- **Composing:** The request has been created but is not currently submitted.
- **Submitted:** The request has been submitted for approval.
- **Processed:** The request has been completely approved and the requested change is in effect.
- **Denied:** The request has been denied.

If your organization allows you to change your password in your SAP Ariba solution, the menu that opens when you click your name in the upper right corner of the dashboard includes commands for changing your password and secret question.

If your organization allows you to add a nonstandard (ad-hoc) shipping address for deliveries to you, the menu that opens when you click your name in the upper right corner of the dashboard includes a command for managing nonstandard shipping addresses.

## Related Information

[Changing Your User Information \[page 10\]](#)

[Downloading Information About Your User Record \[page 20\]](#)

## User Information and Access Tasks

If you wish to modify your user profile, you can do so by using the **Personal Profile** wizard. You can find the **Personal Profile** wizard by navigating to the upper right corner of the dashboard, click your name and select ► **Personal Profile** ► **Change your profile** . The **Personal Profile** wizard helps you to modify your user information and submit your user profile request. You can use the **Personal Profile** wizard for the following tasks:

- Change your user information.
- Review group memberships.
- Request changes to your purchasing unit.

- Change your password.
- Change your secret question.
- Retrieve and reset your sign-in information.
- Create a nonstandard shipping address.
- Set up multifactor authentication.
- Download your user record.
- Revoke consent for privacy policies.

Once you modify your user information, you can submit a user profile request. For more information on submitting a user profile request, see [About Modifying Your User Information and Access \[page 9\]](#).

## Related Information

[Changing Your User Information \[page 10\]](#)

[Reviewing Your Group Memberships to Understand Your Access Permissions \(SAP Ariba Procurement solutions\) \[page 12\]](#)

[Requesting Changes to Your Purchasing Unit Responsibilities \(SAP Ariba Procurement solutions\) \[page 13\]](#)

[Changing Your Password \[page 14\]](#)

[Changing Your Secret Question \[page 15\]](#)

[Retrieving or Resetting Forgotten Sign-In Information \[page 16\]](#)

[Creating a Nonstandard Shipping Address for Deliveries \(SAP Ariba Procurement solutions\) \[page 17\]](#)

[Changing or Deactivating a Nonstandard Shipping Address \(SAP Ariba Procurement solutions\) \[page 18\]](#)

[Setting Up Multifactor Authentication on Your Account \[page 18\]](#)

[Setting Up Multifactor Authentication from the User Preference Menu \[page 19\]](#)

[Setting Up Multifactor Authentication Using a New Device \[page 20\]](#)

[Downloading Information About Your User Record \[page 20\]](#)

[Revoking Consent for Privacy Policies \[page 21\]](#)

## Changing Your User Information

Use this procedure to change your user information (for example, your name, group membership, or shipping information) by submitting a user profile request.


### Context

#### Note

You can't request changes to your monetary approval limit. If your site allows, you can change your purchasing unit responsibilities.

If your site is enabled for team requisitioning, you can also add or modify the list of team members and user groups who can access team requisitions in which you are the preparer. Similarly, if someone else prepares a requisition on your behalf, you become the requester for that requisition. In such a case, your team members can manage the receipts associated with the requisition only if you include them as your team members in your user profile. Depending on the configuration of your site, you might be able to request changes to your team requisitions.

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Change your profile** .

The **Personal Profile** wizard opens.

2. Review the name, email address, and supervisor information, and make any changes necessary.
3. In SAP Ariba Procurement sites that support job profiles, you can assign a job profile by choosing an appropriate value.
  - a. Click **Job Profile**.

The **Choose Value for Job Profile** window opens.

- b. Choose a job function from the available list, or search for job functions using the **Job Id** or another filter.
  - c. Click **Done** to complete the selection.
4. To request changes to your group memberships (that is, your access rights in your SAP Ariba solution):
    - a. Click the **select** link in the **Groups** field.

The **Choose Values for Groups** window opens.

- b. To add yourself to a group, in the **Add to Currently Selected** section, click the check box for the group.
- c. To remove yourself from a group, in the **Currently Selected** section, clear the check box for the group.
- d. Click **Done** to close the window.

The changes are reflected in the **Groups** field.

5. If your site supports team requisitioning, you can define individual users and user groups as your team members:
  - a. Click the **select** link in the **Team Requisition Members** field.

The **Choose Values for Team Requisition Members** window opens.

- b. Choose the appropriate users and user groups and click **Done**.

6. On some sites, users can request changes to purchasing unit responsibilities. If your SAP Ariba Procurement site lets you request changes to purchasing unit responsibilities, an **Add/Remove** button appears at the bottom of the **Limited Responsibilities** table. Click the **Add/Remove** button to make changes to your purchasing unit responsibilities.

### Note

If you are adding a group to your purchasing unit responsibilities, and you are not already a member of the group, first add the group in the **Groups** section. Adding a group in the **Limited Responsibilities** table does not automatically add you to the group.

7. Click **Next** or click the **Account/Ship** wizard step to review your accounting and shipping information and to make any changes required.

The fields available on this screen depend on your back-end ERP system.

8. Click **Next** or click the **Justify Changes** wizard step to enter a justification for your profile change request.
9. Click **Next** or click the **Approval Flow** wizard step to review the approval flow. You can add approvers if required.
10. Click **Next** or click the **Review Changes** wizard step to review the changes you made to your user profile.
11. Click **Submit**.

## Results

The request is sent to the first approver in the approval flow.

The changes you requested do not take effect until the request is fully approved. If no approvals are required, the changes take effect immediately.

## Additional references

For more information about adding approvers, see [Adding Serial or Parallel Approvers to the Approval Flow](#).

# Reviewing Your Group Memberships to Understand Your Access Permissions (SAP Ariba Procurement solutions)

Use this procedure to review your group memberships in your SAP Ariba Procurement solutions.

## Prerequisites

Your site must have one or more SAP Ariba Procurement solutions.

## Context

You can see which groups you belong to by viewing your user profile.

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Change your profile** ►.

The **Personal Profile** wizard opens to the first step, **Personal Info**.

2. Look at the **Groups** field, which lists all the groups you belong to.
3. To see a side-by-side list of the groups you belong to and do not belong to, click the **select** link at the end of the list of groups.
4. If the Visibility Control feature is enabled on your site, your user profile includes a **Limited Responsibilities** section, which shows whether your group responsibilities are restricted to specific purchasing units. Review your assigned responsibilities. For each group, you can act on the approvables that are associated with the purchasing units listed in the **Purchasing Unit** column.
5. To close the wizard without making changes, click **Exit**.

## Next Steps

Your organization might allow you to request changes to your responsibilities through your user profile. If that is the case, the **Limited Responsibilities** section includes an **Add/Remove** button. Otherwise, if you need to make a change to your purchasing unit responsibilities, contact the administrator for your SAP Ariba solution.

## Related Information

[Requesting Changes to Your Purchasing Unit Responsibilities \(SAP Ariba Procurement solutions\) \[page 13\]](#)

# Requesting Changes to Your Purchasing Unit Responsibilities (SAP Ariba Procurement solutions)

Use this procedure to request changes to your purchasing unit responsibilities by submitting a user profile request.

## Prerequisites

If your organization allows you to request changes to your purchasing unit responsibilities, the **Limited Responsibilities** section of the user profile includes an **Add/Remove** button.

### Note

Your administrator determines which groups are available for responsibility requests.

If you want to add a group to your purchasing unit responsibilities, and you are not already a member of the group, first add the group in the **Groups** section of the user profile request. Adding a group in the **Limited Responsibilities** table does not automatically add you to the group.

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Change your profile** .

The **Personal Profile** wizard opens to the first step, **Personal Info**.

2. In the **Groups** field, click the **select** link at the end of the list of groups.

A **Choose Values** dialog box opens, listing the groups that allow responsibility requests.

3. In the **Add to Currently Selected** section, click the check box for the groups that you want to restrict based on purchasing unit.
4. In the **Currently Selected** section, clear the check box for the groups for which you want responsibility regardless of purchasing unit.
5. Click **Done**.

The **Limited Responsibilities** section reflects the groups you added and removed.

6. Click the **select** link in the **Purchasing Units** column for one of the groups.

A **Choose Values** dialog box opens.

7. Select the purchasing units you want to be responsible for on behalf of the group, and click **Done**.
8. Repeat step 6 and step 7 for each group you want to change.
9. Click step 3 of the **Personal Profile** wizard, **Justify Changes**, and add comments to justify your request.
10. Click the **Approval Flow** wizard step to review the approval flow for the request.
11. Click the **Review Changes** wizard step, review the changes, and click **Submit**.

## Results

The request is sent to the first approver in the approval flow.

The changes do not take effect until the request is fully approved.

## Changing Your Password

Use this procedure to change your SAP Ariba password if your organization doesn't use corporate authentication.

## Context

Corporate authentication requires users to sign in with their corporate identity rather than a password specific to their SAP Ariba solution.

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Change password** ►.  
The **Change Password** dialog box opens.
2. Enter your current password in the **Current Password** field.
3. Enter a new password in the **New Password** field and the **New Password** (confirmed) field. Click **OK**.

## Related Information

[Changing Your Secret Question \[page 15\]](#)

[Retrieving or Resetting Forgotten Sign-In Information \[page 16\]](#)

# Changing Your Secret Question

Use this procedure to change your secret question for retrieving a forgotten password.

## Context

If your organization does not use corporate authentication, you can configure a secret question and answer for retrieving your SAP Ariba password. (Corporate authentication requires users to sign in with their corporate identity rather than a password specific to their SAP Ariba solution.)

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Change secret question** ►.  
The **Change Secret Question/Answer** dialog box opens.
2. Enter the answer to the current question in the **Current Secret Answer** field.
3. Select a new secret question from the **New Secret Question** pull-down menu.
4. Enter an answer to the secret question in the **New Secret Answer** field, and click **OK**.

## Related Information

[Retrieving or Resetting Forgotten Sign-In Information \[page 16\]](#)

# Retrieving or Resetting Forgotten Sign-In Information

Use this procedure to retrieve a forgotten user name or password using a link sent to the email address associated to your user profile.

## Context

If your organization does not use corporate authentication, you can retrieve or reset your sign-in information in your SAP Ariba solution. (Corporate authentication requires users to sign in with their corporate identity rather than a password specific to their SAP Ariba solution.)

## Procedure

1. Go to the URL for your company's SAP Ariba site.

The sign-in page opens.

2. Click either the **user name** link or the **password** link below the **Sign In** button.
3. Fill in the information requested.
  - If you forgot your password, you are prompted to enter your user name. User names are case sensitive.
  - If you forgot your user name, you are prompted for your email address. The email address you enter must match the email address associated with your user profile.
4. Click **Submit**.
5. Your SAP Ariba solution sends an email to the email address associated with your user profile. Use the information in the email to retrieve or reset your information.

## Related Information

[Changing Your Password \[page 14\]](#)

[Changing Your Secret Question \[page 15\]](#)



# Creating a Nonstandard Shipping Address for Deliveries (SAP Ariba Procurement solutions)

Use this procedure to create a nonstandard shipping address for deliveries.

## Prerequisites

Your SAP Ariba solution must be configured to allow users to create nonstandard addresses.

### Note

You can also create a nonstandard shipping address when filling out a requisition.

## Procedure

1. In the upper right corner of the dashboard, click your name and select **Preferences** > **Manage nonstandard addresses**.

The **Manage Nonstandard Addresses** page opens.

2. Click **Create New**.

The **Create Nonstandard Address** page opens.

3. Enter a name for the nonstandard address to distinguish it from any other nonstandard addresses that you have.
4. Fill in the remaining fields on the page, and click **Save**.

## Related Information

[Changing or Deactivating a Nonstandard Shipping Address \(SAP Ariba Procurement solutions\) \[page 18\]](#)

# Changing or Deactivating a Nonstandard Shipping Address (SAP Ariba Procurement solutions)

Use this procedure to change or deactivate a nonstandard shipping address.

## Prerequisites

Your SAP Ariba solution must be configured to allow users to create nonstandard addresses.

## Procedure

1. In the upper right corner of the dashboard, click your name and select ► **Preferences** ► **Manage nonstandard addresses** ►.

The **Manage Nonstandard Addresses** page opens.

2. Find the address you want to edit.
3. Click the **Actions** button for the address and perform one of the following actions:
  - Select **Deactivate** to deactivate the address.
  - Select **Edit** to edit the address.

The **Edit Nonstandard Address** page appears.

4. Make the required changes and click **Save**.

## Related Information

[Creating a Nonstandard Shipping Address for Deliveries \(SAP Ariba Procurement solutions\) \[page 17\]](#)

# Setting Up Multifactor Authentication on Your Account

Use this procedure to set up multifactor authentication on your account.

## Context

If a customer administrator enables multifactor authentication on your account, you must set up multifactor authentication the next time you sign on to your SAP Ariba solution.

## Procedure

1. Sign in to your SAP Ariba solution using your user name and password.

The **Multi-Factor Authentication** setup page opens. To defer the setup, click **Remind me later** on this page.

2. Download and install an authenticator application on your mobile device. We recommend the SAP Authenticator app available for both iOS and Android.
3. Open the authenticator app and scan the QR code shown on the **Multi-Factor Authentication** setup page. Alternatively, click **Show secure key** to view the secure key, and then enter the secure key on your mobile device.

The authenticator application generates a time-based verification code.

4. Enter the 6-digit verification code in the field on the **Multi-Factor Authentication** setup page.

## Results

Multifactor authentication is now set up on your account. The next time you sign in using your user name and password you will see the **Multi-Factor Authentication** page. You can enter the verification code generated by the authenticator application on this page to complete the sign in.

# Setting Up Multifactor Authentication from the User Preference Menu

Use this procedure to set up multifactor authentication from your user preference menu.

## Context

You can initiate the setup of multifactor authentication from your user preferences menu. This option is useful when you have skipped the setup during the initial sign on after multifactor authentication is enabled on your account.

## Procedure

1. Click your profile icon or user name and choose **Multi-Factor Authentication** from the **Preferences** menu.

The **Multi-Factor Authentication** set up page opens.

2. Perform steps 2 through 4 in the procedure to [set up multifactor authentication \[page 18\]](#).

# Setting Up Multifactor Authentication Using a New Device

Use this procedure to set up multifactor authentication on a new device.

## Context

When you change your mobile device, you can reset the multifactor authentication that had been configured using your old device. Using the verification code from the old device, you can set up multifactor authentication on your new device .

## Procedure

1. Sign in to your SAP Ariba solution using multifactor authentication.
2. Click your profile icon or user name and choose **Multi-Factor Authentication** from the **Preferences** menu
3. Enter the verification code from your old mobile device.
4. Set up multifactor authentication again, using a new QR code on your new mobile device.

# Downloading Information About Your User Record

Use this procedure to download information about your user record.

## Prerequisites

You can download this information only when signed in to the SAP Ariba solution as yourself. Delegates and administrators can't perform this task on behalf of another user.

## Context

The **Preferences** menu includes an option for downloading a TXT file of information about your user record. The TXT file includes the following information:

- Date and time of the download
- User name
- Name
- Business email address
- Business address

- Supervisor
- Accepted privacy statement version (Depending on how your site is configured, this is the most recent version of either the **Ariba Privacy Statement** or your organization's privacy policy that you accepted when you signed in, if your site requires you to accept a privacy policy at all.)
- When the user record was created
- When the user record was last updated
- Email notification preferences (the user's settings from ► **Preferences** ► **Change email notification preferences** ►)

## Procedure

1. In the upper right corner of the dashboard, click your name and choose one of the following options:
  - For user info in SAP Ariba Procurement solutions, choose **Download procurement user info**
  - For user info in SAP Ariba Strategic Sourcing and Supplier Management solutions, choose **Download sourcing user info**

The **Download user info to file** page appears.

2. Click **Download**.
3. Open or save the file.

# Revoking Consent for Privacy Policies

Users who revoke consent for a privacy policy or who otherwise do not provide that consent are subject to being blocked from the site.

## Context

Sometimes when you begin the sign in process to your SAP Ariba solution, you are presented with a new privacy policy. If you provide consent for this policy, you can revoke your consent later by following these steps.

### Note

You can only revoke consent to custom privacy policies.

## Procedure

1. Sign in to your SAP Ariba solution, then click **Privacy statement** in the footer.

Optional. In the **Privacy Statement** popup, you can review the privacy statement by clicking its name.

2. Choose ► **Action** ► **Revoke consent** ►.
3. Confirm your decision by checking the **Are you sure you want to revoke consent for the privacy statement?** checkbox, then click **Revoke Consent**.  
If you don't click the checkbox to confirm, you won't be able to revoke your consent. If you decide not to revoke your consent, you can click **No** instead of **Revoke Consent**.

## Results

When you revoke consent for a privacy policy, you get signed out of the SAP Ariba solution. Your **Data Protection Officer** may block your access to the site.

### 📘 Note



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