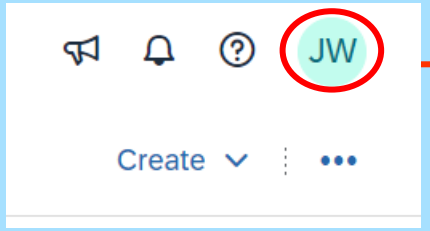
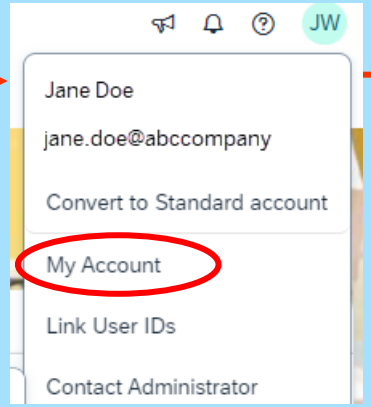
Anonymous 5-question Survey QR code or **Click Me**

SAP Business Network – Time Zone and Currency

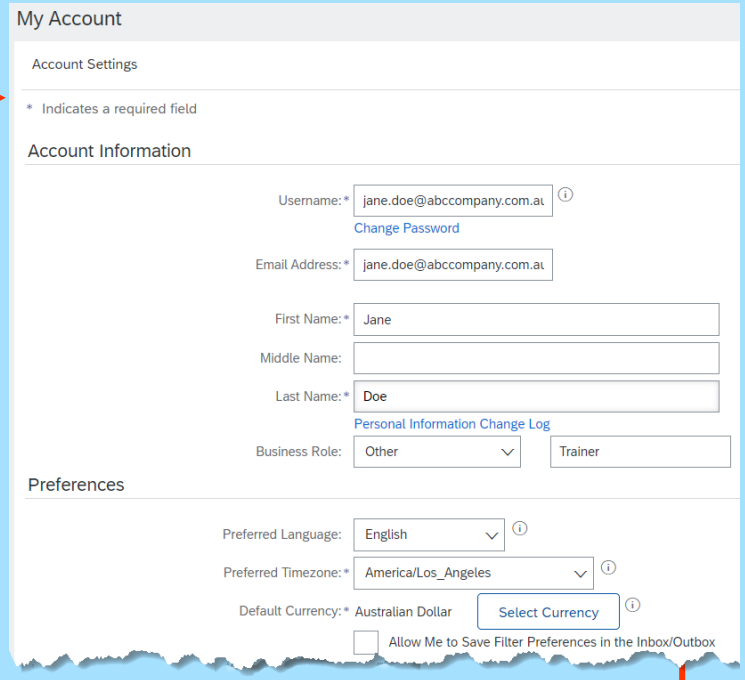
Step 1: Log on to the SAP Business Network click on your initials on the top right of the screen



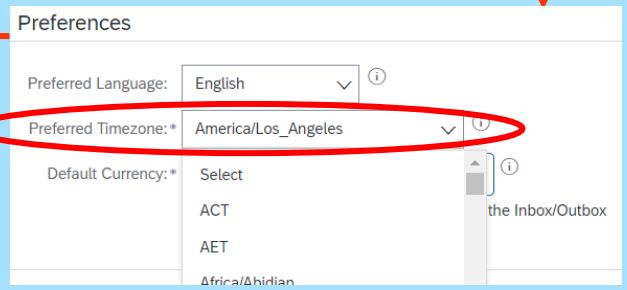
Step 2: Select **My Account**



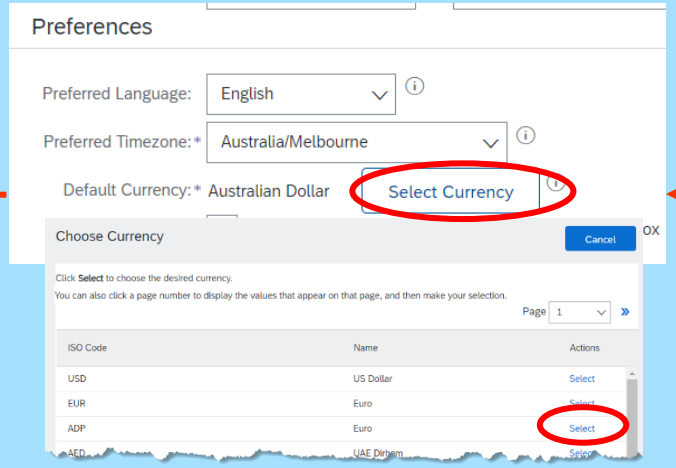
Step 3: The **My Account** screen is displayed, locate Preferences



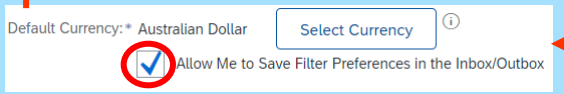
Step 4: To change Time Zone, click on **"Preferred Timezone"** and select the time zone required



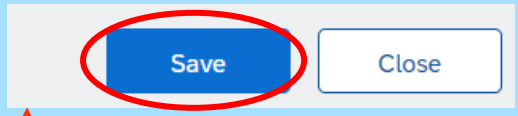
Step 5: To change Currency, click on **"Select Currency"**, select the required Currency



Step 6: To activate the "**Preferences**" you have selected, click the "**Allow Me to Save Filter Preferences in the Inbox/Outbox**"



Step 7: Click on **Save**

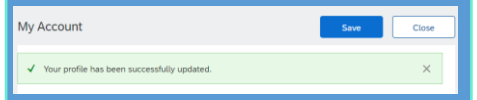


Did you know?

If you are using a generic login that has many users the changes will impact all users using the same credentials

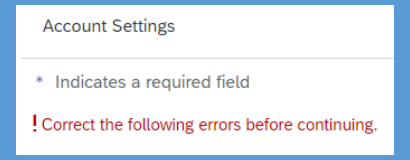
An ⓘ shown at the end of a field indicates there is further information

A green ribbon indicates that the information provided is acceptable and saved successfully



Errors are highlighted in red and need to be corrected before they can be successfully saved.

Locate the error and correct based on the information displayed.



Did you know?

The inbox represents documents that are sent from the Buyer/Customer to the Supplier, such as Purchase Orders

The outbox represents documents sent from the Supplier to the Buyer such as Invoices

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Version 1