



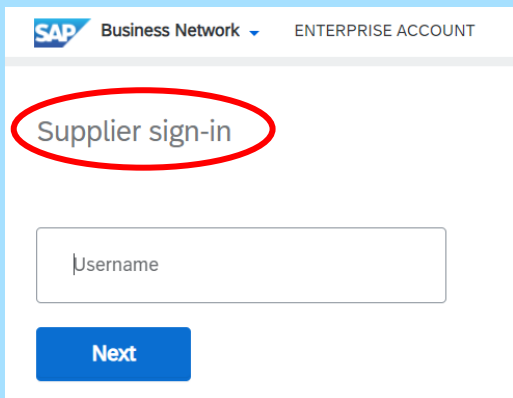
Anonymous 5-question Survey QR code or [Click Me](#)

SAP Business Network – Who is my System Administrator

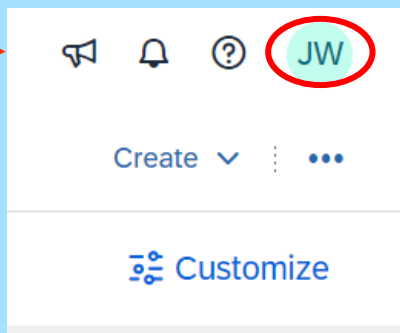


How do I find out who my System Administrator is?

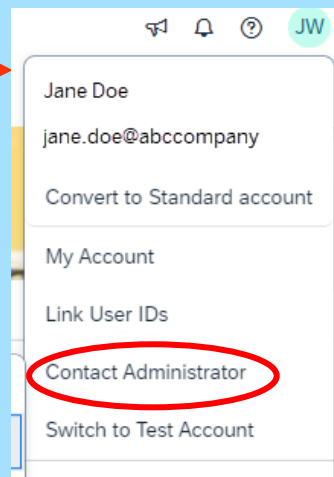
Step 1: Log on to the SAP Business Network using your credentials



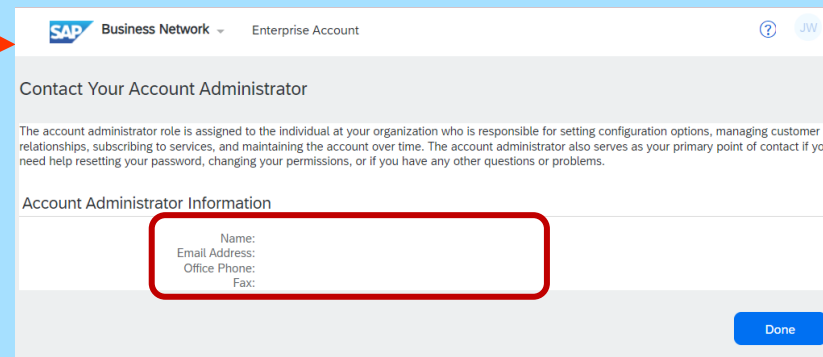
Step 2: Click on your initials on the top right of the screen



Step 3: Click on **Contact Administrator**



Step 4: The name and contact details of the **System Administrator** is shown



Name	Information
Roles	Roles can be created based on the requirements and positions within your Business
Permissions	Permissions are assigned to a role and provides access to SAP Business Network functions
System Administration Guide	The System Administration Guide provides details about each of the permissions available – Click Me , refer to Glossary & Terminology

Information

A role needs to be created prior to creating Users, if you are unable to see Purchase Orders or create Invoices, reach out to your Business/Organisation System Administrator

Only the System Administrator has access to **all** SAP Business Network Functions and there is only one System Administrator



Only the System Administrator can add or remove permissions

A role must be created or already existing for a User to be assigned. Each role should reflect the positions within your business/organisation



Only the System Administrator can create Users and assign the permissions that are accessible with your Username

Refer to the General Functionality Process Guide for general user information – [Click Me](#)