Quick reference guide
for suppliers

Sydney WATER

Transferring account administrator rights

Proper handing over of Ariba administration duties for suppliers is imperative. Your ability to access Sydney Water sourcing opportunities and manage POs is dependent on a stable connection between our Ariba account and your Ariba account.

	As your organisation's Ariba account administrator, follow this guide to transfer account administration rights to a colleague.
	Related guides:
	System administration guide

1. Go to Settings > Account Settings > Users
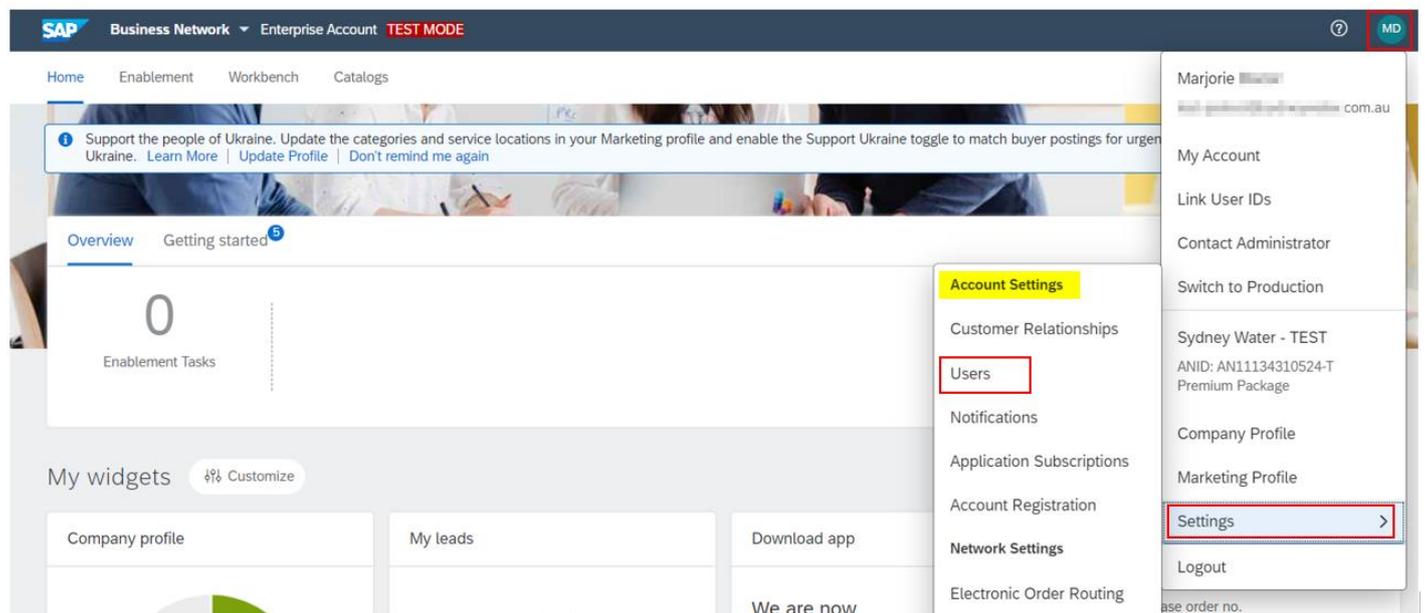
2. Transfer administrator rights

1. Go to **Manage Users**.

2. Identify the new administrator. Click **Actions**.

3. Click **Make Administrator**.

If the new administrator has not yet been created as a user, refer to System administration guide for steps on how to create a new user.

3. Support

Sydney WATER	Did not find what you're looking for? Access all Sydney Water supplier support resources here.
Sydney WATER	To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au.
SAP	For SAP product documentation and supplier support, visit the SAP Help Centre.