

## Setting Up a Team

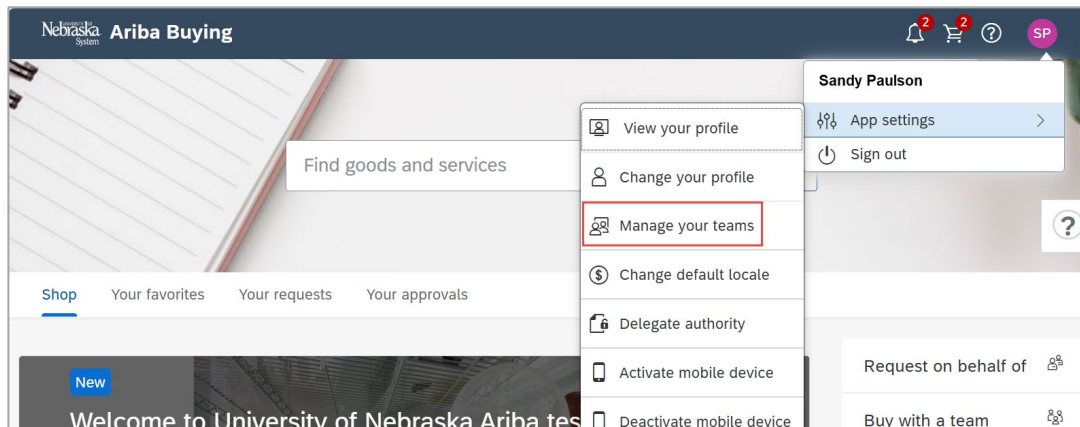
Updated November 13, 2025


### PURPOSE

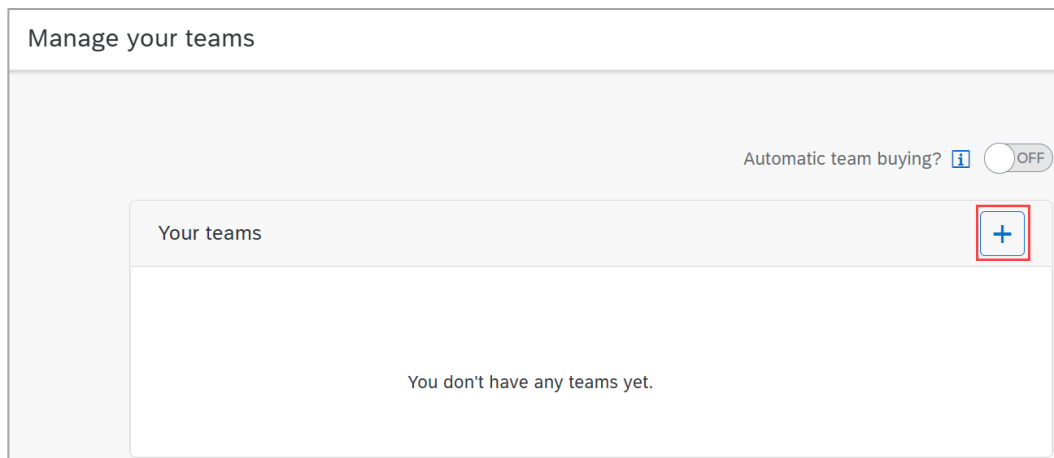
This Quick Reference Guide (QRG) demonstrates how to create a team in Guided Buying interface in SAP Ariba.

### PROCEDURE

From Ariba Guided Buying, click the initials at top right corner, select *App Settings*, and select *Manage your teams*.



Click  icon to create a team.



## Setting Up a Team

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Enter a team name, description (optional), and click *Next*.

Create a team

Team name\*

Kearney Team

Description

You can enter additional information about your team.

☐ Set as your default team.

Next

Cancel

As *team owner*, search and add additional team members.

Create a team

Add team members\*

Team member

Role

SP

Sandy Paulson

Team owner

Create

Back

## Setting Up a Team

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When all team members have been added, click *Create*.

Create a team

Add team members\*

Team member	Role
<div>SP</div> <div>Sandy Paulson</div>	Team owner
<div>VG</div> <div>Valerie Glaser</div>	Contributor
<div>KC</div> <div>Kim Christensen</div>	Contributor

Create

Back

The team has been created.

Nebraska System

Ariba Buying

<

Manage your teams

Your teams

Kearney Team

...

SP

Sandy Paulson

Owner

VG

KC

For questions regarding this process please contact [P2P@nebraska.edu](mailto:P2P@nebraska.edu).