

Setting Up a Team

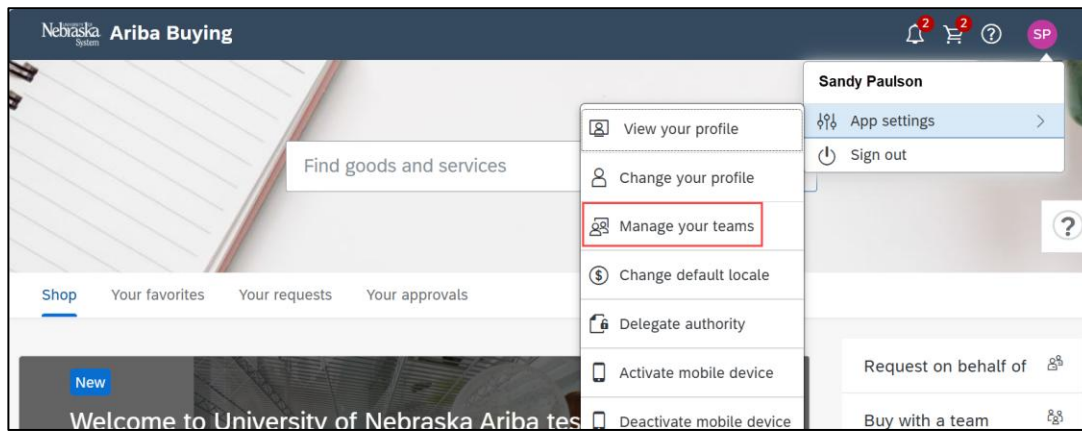
Updated March 13, 2026

Purpose

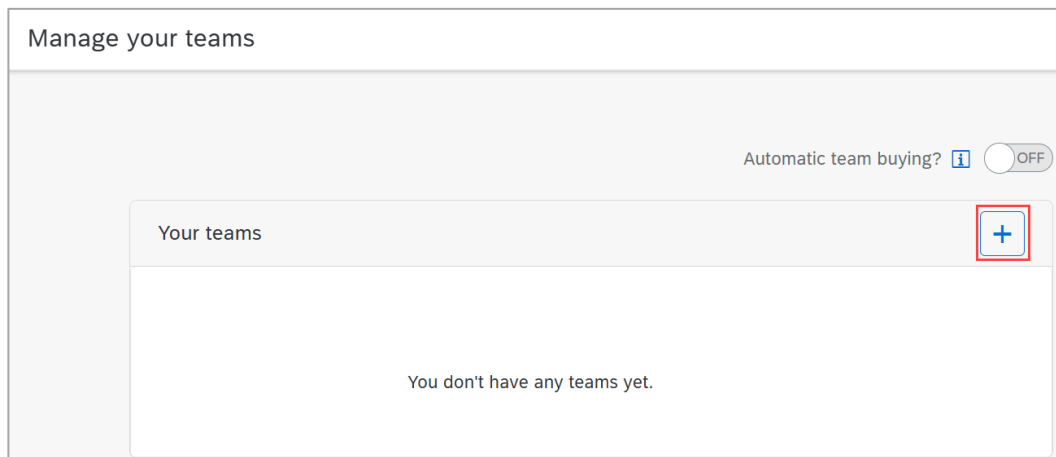
This document demonstrates how to create a team in Guided Buying interface in SAP Ariba.

Procedure

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



Click the **plus icon** to create a team.



Setting Up a Team

Updated March 13, 2026

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

Create a team ✕

Team name*

Description

Set as your default team.


Next

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

Create a team ✕

Add team members*

Team member **Role**

 Sandy Paulson	Team owner
---	------------

Create

Setting Up a Team

Updated March 13, 2026

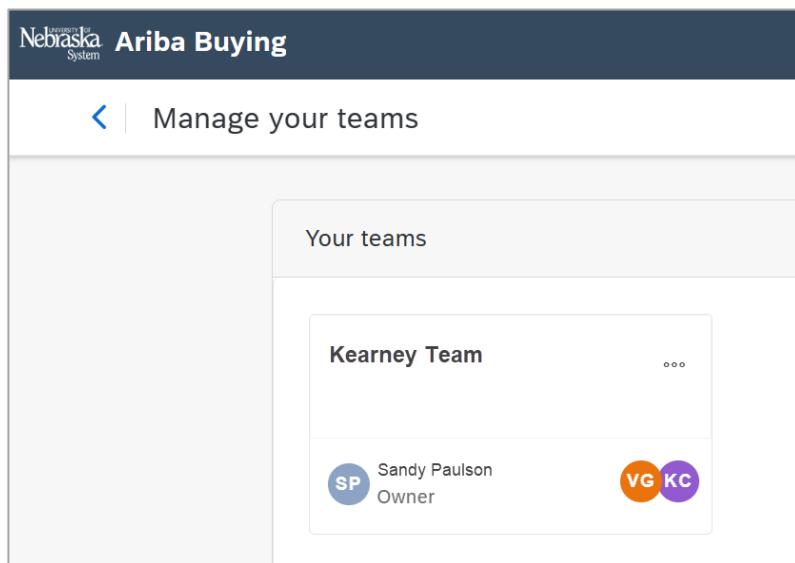
When all team members have been added, click **Create**.

The screenshot shows a 'Create a team' dialog box with a close button (X) in the top right. Below the title is a search bar labeled 'Add team members*' with a clear (X) and search (Q) icon. A table lists team members and their roles:

Team member	Role
Sandy Paulson	Team owner
Valerie Glaser	Contributor ▼
Kim Christensen	Contributor ▼

At the bottom right, there are two buttons: 'Create' (highlighted with a red border) and 'Back'.

The team has been created.



For questions regarding this process please contact P2P@nebraska.edu.