

Setting Personal Profile



Setting Personal Profile

Users can access their Personal Profile and update basic details such as name, shipping information, floor & room number, and Cost Center. These settings will flow to all Purchase Requisitions (PRs).

The screenshot shows the Ariba Buying interface. In the top-right corner, there is a user icon labeled 'ET' (1). A dropdown menu is open, showing options: 'New your profile', 'Change your profile' (2), 'Manage your teams', 'Change default locale', 'Delegate authority', 'Activate mobile device', 'Deactivate mobile device', and 'Change email notification preferences'. The 'Change your profile' option is highlighted with a red box. Below this, the 'Personal Profile' section is visible, with a 'Next' button highlighted (4). The 'Personal Profile' section includes a sidebar with steps 1 through 5, and the main content area shows the 'Personal Information - User Profile' form. The 'Name' field is highlighted with a red box (3).

1 Click the **User Profile** icon in the top-right corner.

2 Click **App Settings** and select **Change your profile**.

3 Update the "Personal Info" section if necessary (i.e., edit "Name")

4 Click **Next**.

Note: Approvers and watchers are added at checkout.

Adding approvers and watchers in your Personal Profile will not add them to your PR for approval.

Setting Personal Profile

Within the **Account/Ship** tab, update default accounting and shipping information. Values will flow to all PRs and can be changed at checkout.

Note: Internal Orders and WBS Elements cannot be set in your Personal Profile.

1 Personal Info

2 Account/Ship

3 Justify Changes

4 Approval Flow

5 Review Changes

Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1202020000 (BIOLOGY)

3. Change your shipping and delivery information:

ShipTo Address: 1202020000 (BIOLOGY)

Deliver To: Search more

Choose Value for Cost Center

6 Description ▼ sourcing Search 7

Cost Center description

1020400000 SOURCING & PROC Select 8

Done

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Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1020400000 (SOURCING & PROC) 9

3. Change your shipping and delivery information:

ShipTo Address: 1202020000 (BIOLOGY)

Deliver To: 1202020000 (BIOLOGY)

5 Select the drop-down to search for and update the **Cost Center**.

Click **Search more**. Previously used Coster Centers will display.

6 Search by Cost Center Number or Description

7 Enter the value in the search field and click **Search**.

8 Click **Select** next to the appropriate Cost Center.

9 Verify updated **Cost Center**.

Setting Personal Profile

Update **ShipTo Address** and **Deliver To** information. Values will flow to all PRs and can be changed at checkout.

Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1020400000 (SOURCING & PROC)

3. Change your shipping and delivery information:

ShipTo Address: 5442 (928 Commonwealth Avenue)

Deliver To: 4000 (NEIDL Plant)

5452 (983 Commonwealth Avenue)

5004 (1 Raleigh Street)

(*) indicates a required field

You expressly agree and understand the terms and conditions of the purchase order.

Search more

Choose Value for ShipTo Address

Name: 5442 (928 Commonwealth Avenue) Search New

ID: 5442

Name: 5442 (928 Commonwealth Avenue) Select

5452 983 Commonwealth Avenue Select

5450 975 Commonwealth Avenue Select

5445 949 Commonwealth Avenue Select

5443 930 Commonwealth Avenue Select

5442 928 Commonwealth Avenue Select

5441 925 Commonwealth Avenue Select

5440 922B Commonwealth Avenue Select

5439 916 Commonwealth Avenue Select

5438 915 Commonwealth Avenue Select

Done

Personal Profile: LUPRIS, Erika Leonardo

Prev Next Exit

The accounting and shipping information is used as the default account to which the terms you order are charged, and the default address to which the terms are sent. You can change the information for a specific request, by selecting different values when you create the request.

Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1020400000 (SOURCING & PROC)

3. Change your shipping and delivery information:

ShipTo Address: 5452 (983 Commonwealth Avenue)

Deliver To: Erika Leonardo - Floor 5, Room #550

10 Select the drop down next to **ShipTo Address**. Click **Search more**. Previously used addresses will display.

11 Search by **Name**. Enter the address in the search field and click **Search**.

12 Click **Select** next to the appropriate address.

13 View the updated **address**.

14 Update the **Deliver To** field (i.e., John Doe, Floor 5, Room #550).

15 Click **Review Changes**.

Setting Personal Profile

Once you have completed necessary changes and reviewed your edits, click **Submit**.

Personal Profile UP205: Erika Lonardo

Review your request and then submit it for approval.

Change	From	To
Ship-To Address	5442 (528 Commonwealth Avenue)	5450 (575 Commonwealth Avenue)
Deliver To	Shopper 1	Erika Lonardo - Floor 1, Room #120
Cost Center	1202020000 (BIOLOGY)	1020400000 (SOURCING & PROC)

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the [Arba Privacy Statement](#), [Privacy Statement](#)

16 On the final tab, review changes made to the Personal Profile.

17 Click **Submit** to apply changes.

Next Steps/Notes about Purchase Requisitions (PR):

- Fields set in your Personal Profile will flow to your PRs but can be modified at checkout.
- If someone places an order your behalf, information from your Personal Profile will flow to the PR they create and submit.
- Internal Order Numbers and WBS elements can be added at checkout.
- Approvers and watchers can be added during the checkout process.