What is an SAP Business Network Account Administrator?

**Administrator Role**

A single person in your organization is assigned the **Administrator** role. A user with the **Administrator** role can create a role with certain permissions and assign the role to your users.

A role defines a user function within SAP Business Network, such as Inbox and Order Access. Each role has a unique name and a set of associated permissions that specify what users who are assigned to the role can see and do in your SAP Business Network account. A role can be assigned to any number of users.

After you complete registration, SAP Business Network creates a single default role named **Administrator**. The **Administrator** role is automatically linked to the username and sign in that you entered during registration. The **Administrator** role is to be assigned to the individual at your organization who is responsible for setting configuration options, managing relationships and contacts, and maintaining the account over time. The assigned administrator serves as the primary point of contact for users with questions or problems.

As the SAP Business Network administrator, you control who can sign in to your organization's SAP Business Network account and which areas of the service each user can access. To do this, you create roles and then add users. As a best practice, create roles that reflect the way your company does business, to prevent confusion for your account users and to maximize the efficiency of your team.

**NOTE**: Only one SAP Business Network user can be assigned to the **Administrator** role. You cannot modify this role or assign it to an additional user. The administrator is the only user who can add, modify, and delete users, and can reset passwords.

➤ Transferring the Account Administrator role