



# Adjust your Ariba Profile to the correct currency for you

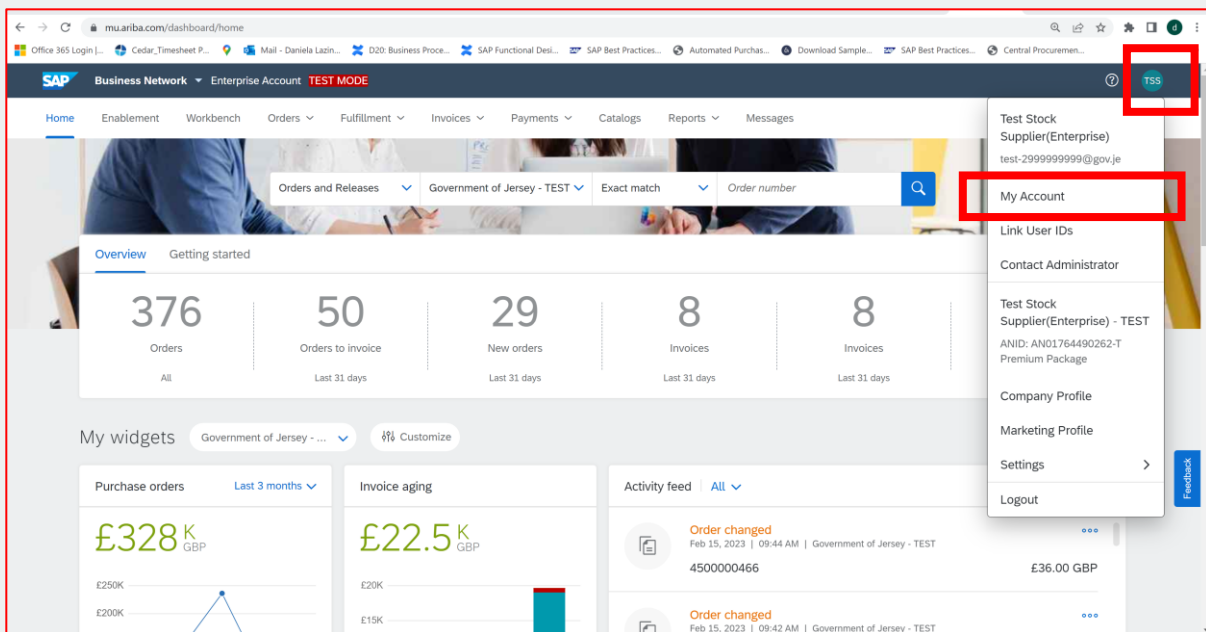
## Guidance

## Instruction

When the user (supplier) logs in for the first time in Ariba Network, the currency in the system defaults to JEP (Jersey Pound). The user will need to change the currency from JEP (Jersey Pound) to GBP (Great British Pound), otherwise, discrepancies in currency transactions will be encountered resulting in errors between Ariba Network and Connect Ariba Guide Buying.

### How to change the currency in Ariba Network?

Select your initials from the top right corner and SELECT <My Account> option.

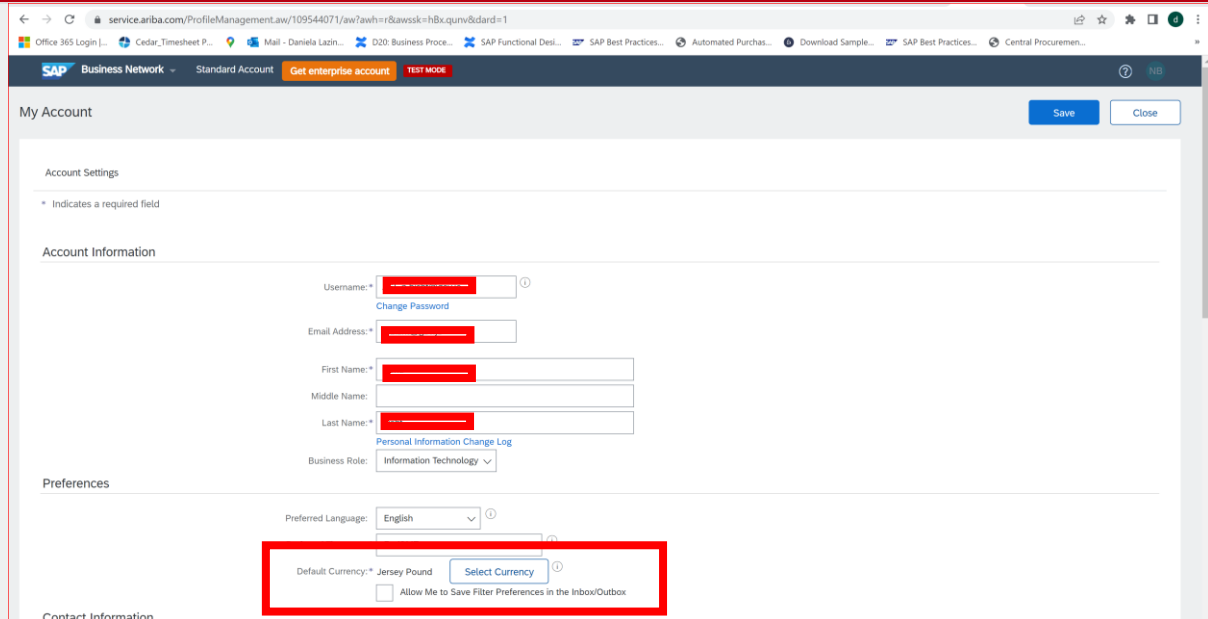


The screenshot shows the SAP Ariba Network dashboard for a user named 'TSS'. The user is logged in as 'Test Stock Supplier(Enterprise)' with the email 'test-299999999@gov.je'. The dashboard displays various metrics such as '376 Orders', '50 Orders to invoice', '29 New orders', and '8 Invoices'. The currency is set to GBP. The 'My Account' dropdown menu is open, showing options like 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. The 'My Account' option is highlighted with a red box.

The user is presented with <My Account> page. As you can see here the <Defaulted currency> is Jersey Pound.

Click on the <Select Currency> button

## Instruction



My Account

Account Settings

\* Indicates a required field

Account Information

Username: [Redacted] [Change Password](#)

Email Address: [Redacted]

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted] [Personal Information Change Log](#)

Business Role: Information Technology

Preferences

Preferred Language: English

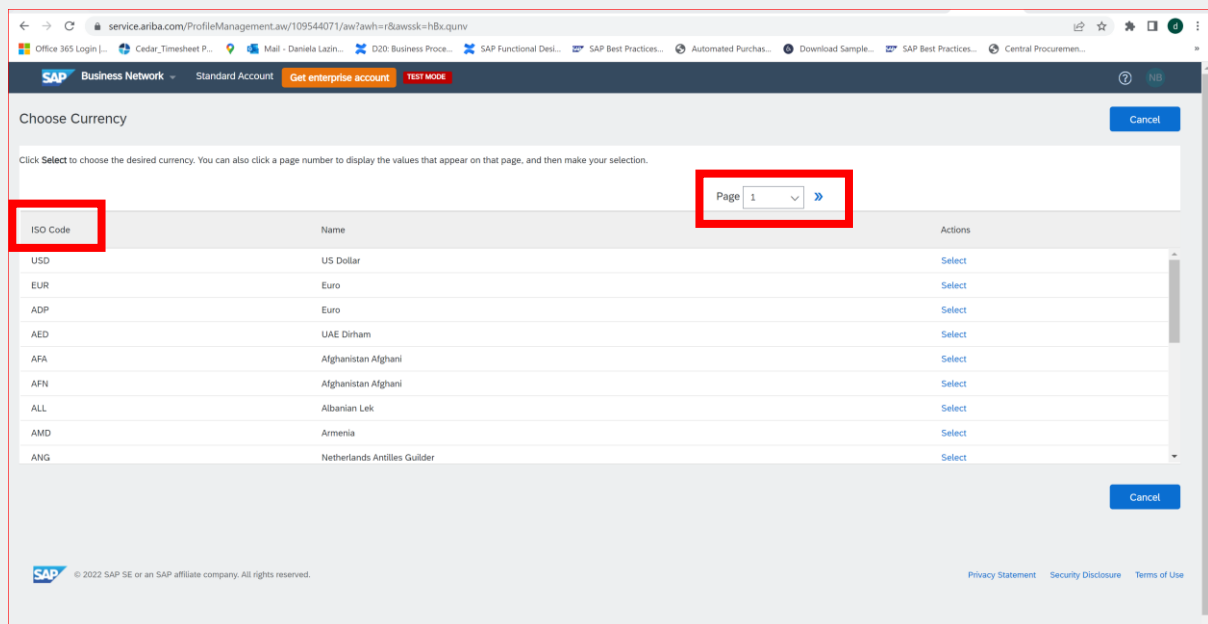
Default Currency: Jersey Pound [Select Currency](#)

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

The user (supplier) will be presented with the <Choose Currency> page.

Select the pagination arrow until you locate GBP under the <ISO> column then choose <Select> from the <Actions> column.



Choose Currency

Click **Select** to choose the desired currency. You can also click a page number to display the values that appear on that page, and then make your selection.

Page 1

ISO Code	Name	Actions
USD	US Dollar	Select
EUR	Euro	Select
ADP	Euro	Select
AED	UAE Dirham	Select
AFA	Afghanistan Afghani	Select
AFN	Afghanistan Afghani	Select
ALL	Albanian Lek	Select
AMD	Armenia	Select
ANG	Netherlands Antilles Guilder	Select

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