



HOW CAN SUPPLIER ADMIN ADD USERS FROM THEIR ORGANIZATION?

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▶ ADDING NEW USERS TO SAP Ariba ACCOUNT

STEP 1: CREATE A ROLE DEFINING THE PERMISSION

If you want to add another user under your company, please proceed with following steps:

- a. Click **settings**.
- b. Click on **“Users”**.
- c. Click **“Create Role”** button.

Note: You need to create a role if you have not defined anything yet. Otherwise, just continue adding the user.

The image shows two screenshots from the SAP Ariba Account Settings interface. The left screenshot shows the 'Settings' menu with 'Users' highlighted. The right screenshot shows the 'Manage Users' page with the 'Create Role' button highlighted.

Left Screenshot: The 'Settings' menu is open, showing options like 'Supplier Dummy Produ...', 'Company Profile', 'Service Subscriptions', 'ACCOUNT SETTINGS', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'SOURCING & CONTRACTS SETTINGS', 'Sourcing & Contracts Notifications', and 'View All'. The 'Users' option is highlighted with a red box labeled 'b'. The 'Settings' icon in the top navigation bar is highlighted with a red box labeled 'a'.

Right Screenshot: The 'Account Settings' page is shown, with the 'Manage Users' section active. The 'Create User' button is highlighted with a red box labeled 'c'. The 'Create Role' button is also highlighted with a red box labeled 'c'.

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STEP 1: CREATE A ROLE DEFINING THE PERMISSION

- d. Enter the **"Name"** of the role that you are creating. You can also add description.
- e. Select the correct permission that applies:
 - For strategic eSourcing events & answering tactical Quotation Requests, select **"Access Proposals and Contracts"**.
- f. Click **"Save"** button..

Note: *Creating a role is important and mandatory before you can add a user. The type of permission you can provide is also listed down with description.*

Create Role Save Cancel

* Indicates a required field

New Role Information d

Name:

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Premium Membership and Service Management	Manage your premium service subscriptions
<input type="checkbox"/> Access Proposals and Contracts e	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

f Save Cancel

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STEP 2: CREATE A USER & ASSIGN THE ROLE CREATED IN STEP 1

To add a user, please click on **"Create User"** button. Then, follow the steps below:

- Fill out all the mandatory fields.
- Tick the **"Role Assignment"** you created.
- Specify **"Customer Assignment"**. In this case if you are creating a user only for specific customer tick **"Select Customers"**. Otherwise, select **"All Customers"**.
- Click **"Done"**.

The screenshot shows the 'Create User' form in SAP Ariba. The form is divided into several sections: 'New User Information', 'Role Assignment', and 'Customer Assignment'. Annotations 'a', 'b', 'c', and 'd' are placed on the form to highlight specific steps:

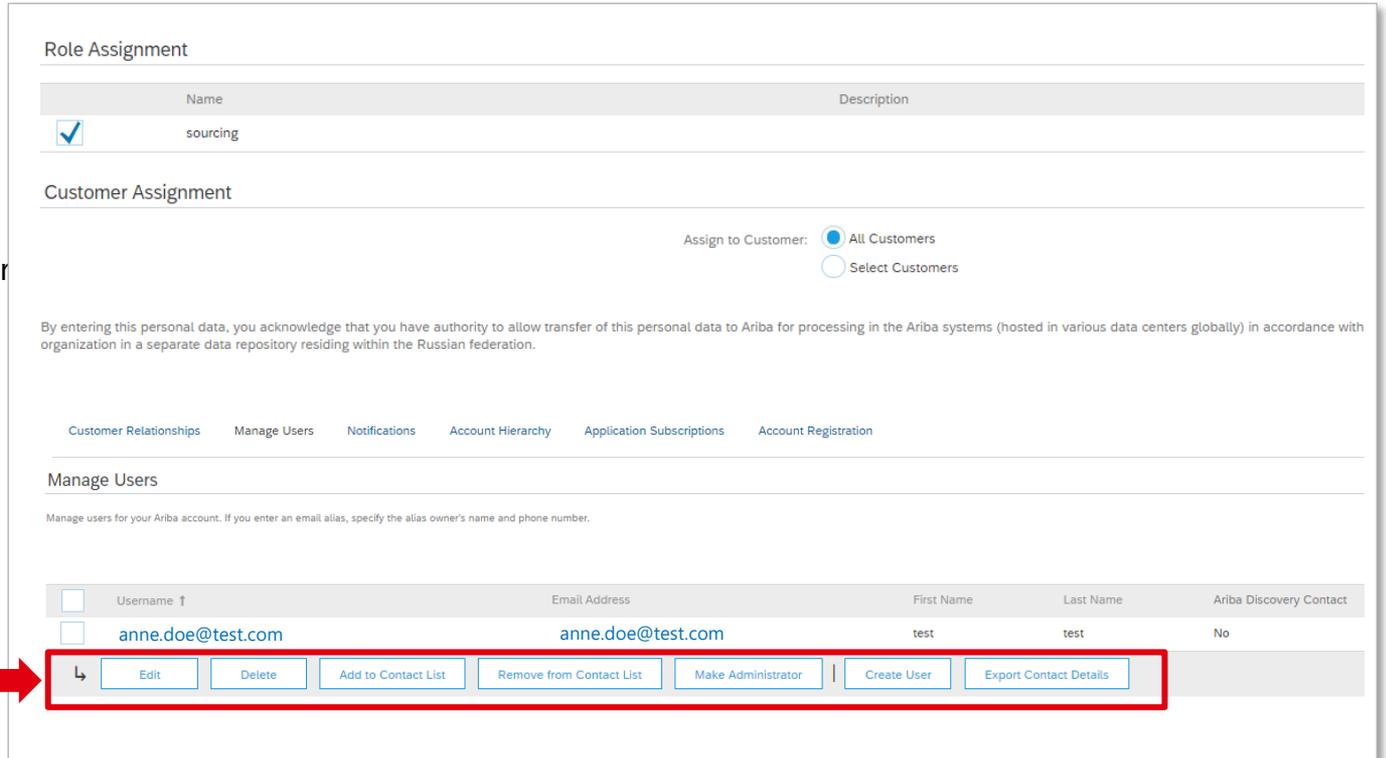
- a**: A red box highlights the 'New User Information' section, which includes fields for Username, Email Address, First Name, and Last Name, all marked with an asterisk to indicate they are mandatory. There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. Below these are fields for 'Country', 'Area', and 'Number' for the 'Office Phone'.
- b**: A red box highlights the 'Role Assignment' section, which contains a table with columns 'Name' and 'Description'. The first row has 'sourcing' in the 'Name' column and a checked checkbox in the 'Name' column.
- c**: A red box highlights the 'Customer Assignment' section, which has a radio button for 'All Customers' (selected) and a radio button for 'Select Customers'.
- d**: A red box highlights the 'Done' button in the top right corner of the form.

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STEP 2: CREATE A USER & ASSIGN THE ROLE CREATED IN STEP 1

After clicking "Done", user is already created.

You can manage users by editing, deleting, removing from contact list, making administrator or create another user.



The screenshot displays the SAP Ariba user management interface. It is divided into several sections:

- Role Assignment:** A table with columns 'Name' and 'Description'. A row for 'sourcing' is checked with a blue checkmark.
- Customer Assignment:** A section with the label 'Assign to Customer:' and two radio buttons: 'All Customers' (selected) and 'Select Customers'.
- Disclaimer:** A paragraph stating: "By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with organization in a separate data repository residing within the Russian federation."
- Navigation:** A horizontal menu with links: 'Customer Relationships', 'Manage Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'.
- Manage Users:** A section with the heading 'Manage Users' and a sub-heading 'Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.'
- User List:** A table with columns: 'Username', 'Email Address', 'First Name', 'Last Name', and 'Ariba Discovery Contact'. A single row is shown for 'anne.doe@test.com' with first name 'test' and last name 'test'. Below this row, a set of action buttons is highlighted with a red box and pointed to by a red arrow. The buttons are: 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', 'Create User', and 'Export Contact Details'.

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STEP 3: CREATED USER RECEIVES EMAIL WITH LOG-IN DETAILS

Created user will receive two emails – one including his/her username and other one contains temporary password.

Dear test test,

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01489925507) with the following username:

Username: anne.doe@test.com

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- click **Save**, then click **Done**.
-

If you have any questions contact your Account Administrator:
Production Test Production Test
unanemarr-2109@yopmail.com

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

Dear test test,

This message contains important information about your new user account related to your company's Ariba account(AN01489925507).

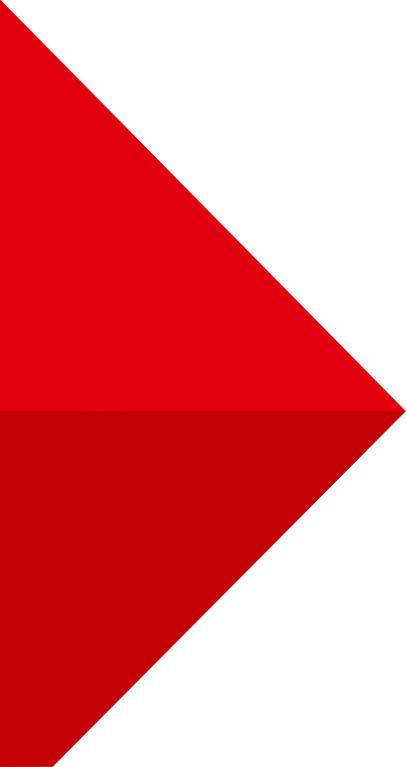
Your temporary password to access your new user account is:

Temporary Password: **RaKDhEXz**

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:
Production Test Production Test
unanemarr-2109@yopmail.com

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

A large red arrow graphic pointing to the right, starting from the left edge of the slide and pointing towards the text.

THANK YOU!