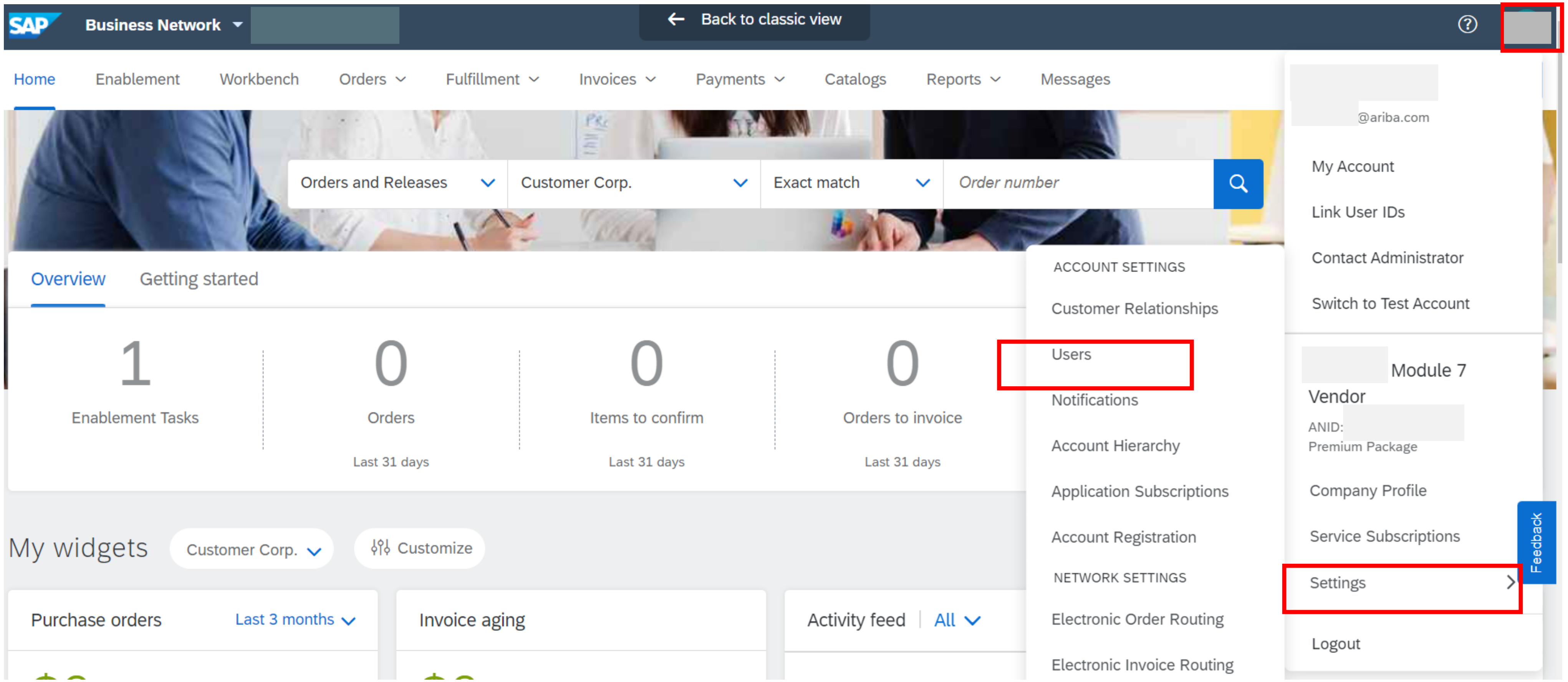
Guide for suppliers Ariba Network administrator
How to create new users

How to add a new user to AN Supplier Account (For ANS Admin)

To add users to the account, the Admin must first create at least one role.

To create a role: 1.Click [User Initials] > Settings and select Users



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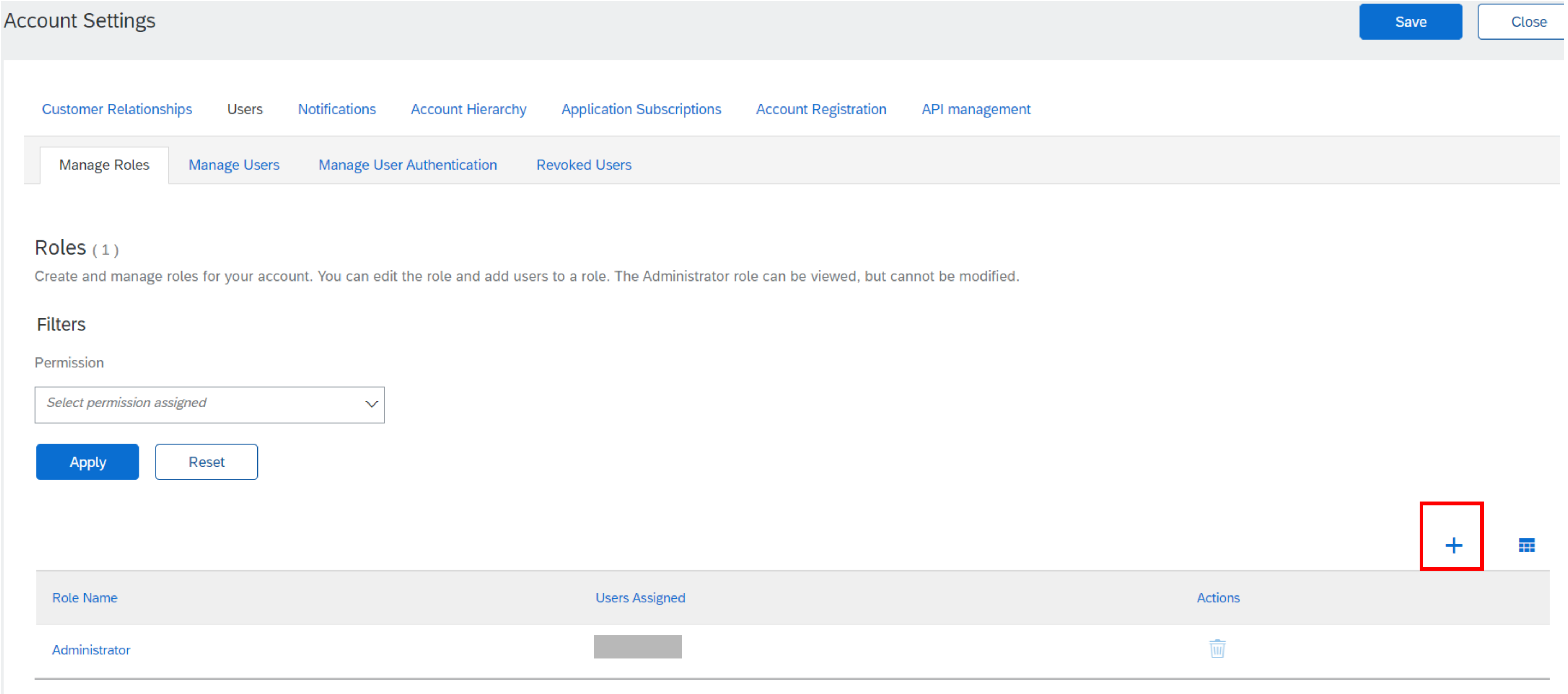
2. Under the Manage Roles tab, click +



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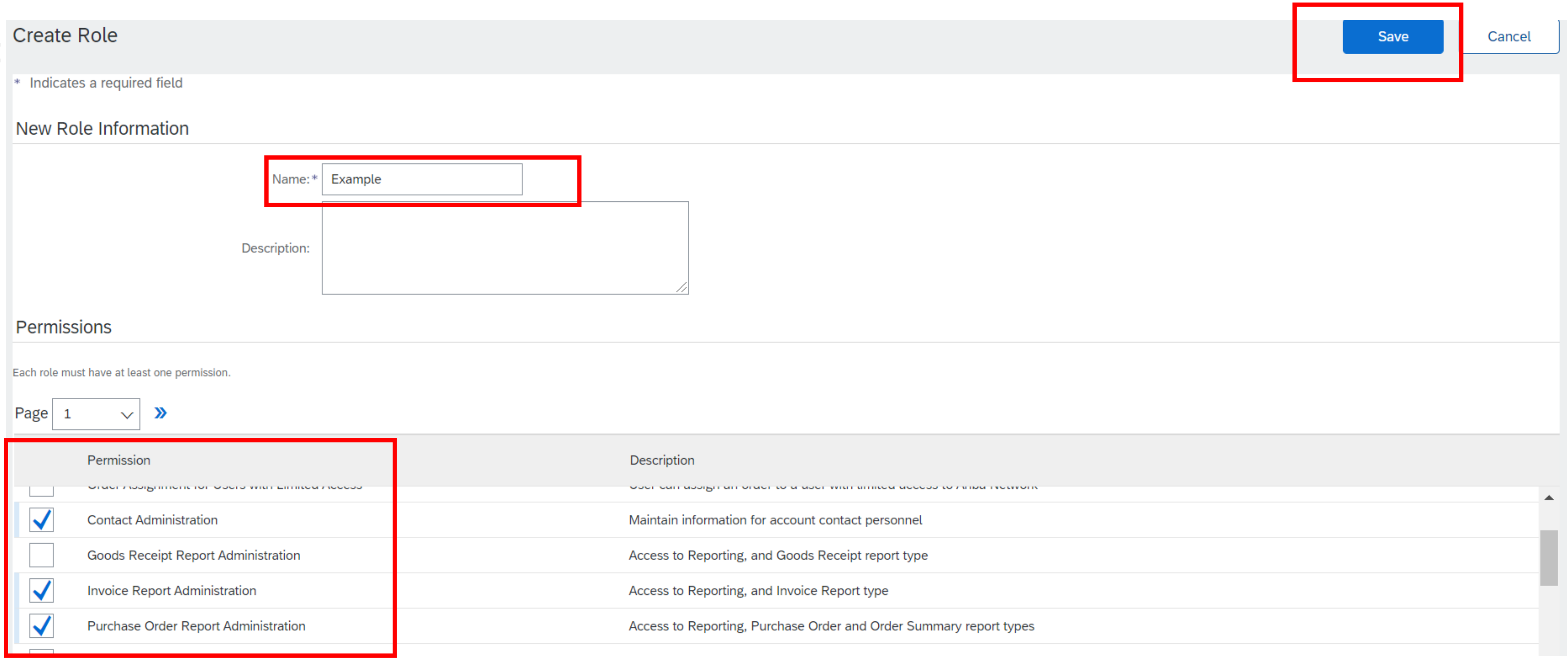
3. Enter a Name for the role.

4. Select the appropriate permissions using the check boxes.

5. Click “Save:



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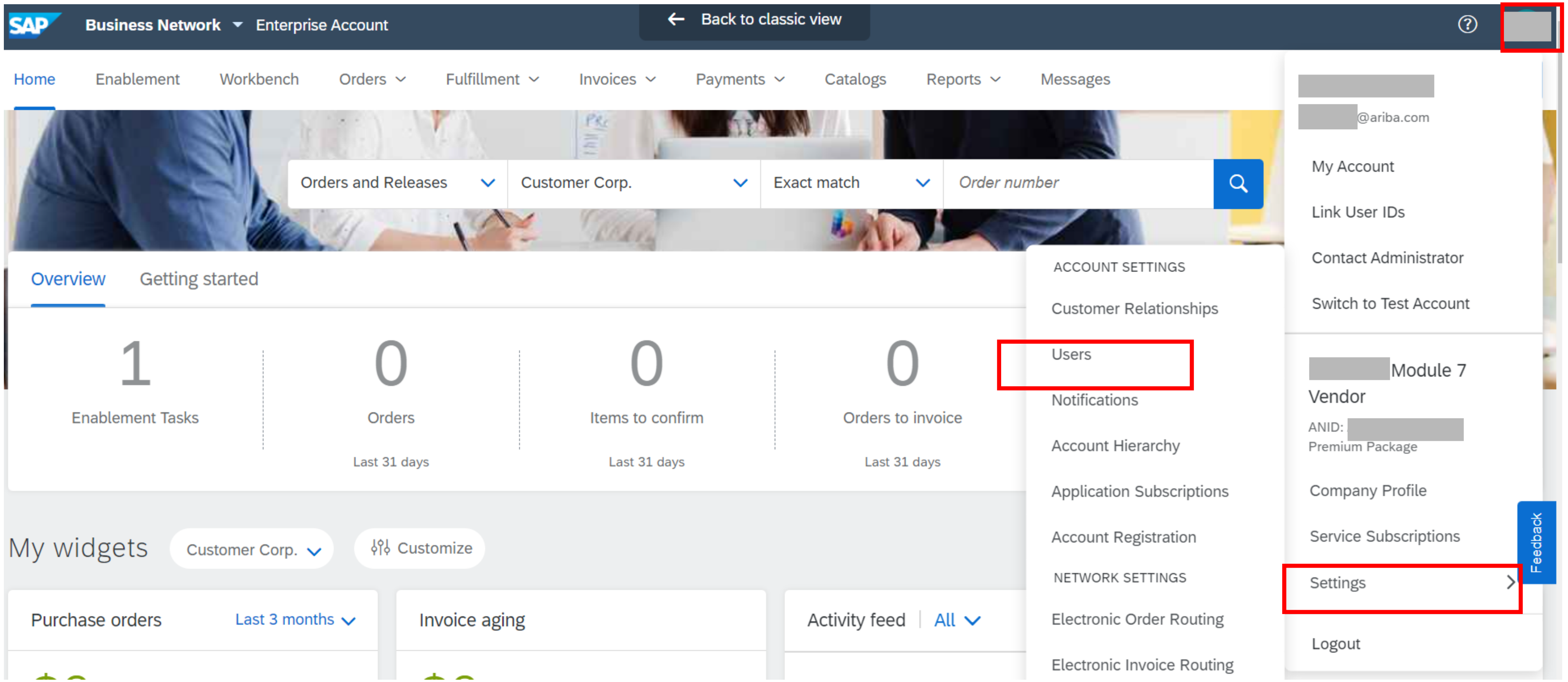
Next is to create user.

6. Go back to Home page, click [User Initials] > Settings and select Users



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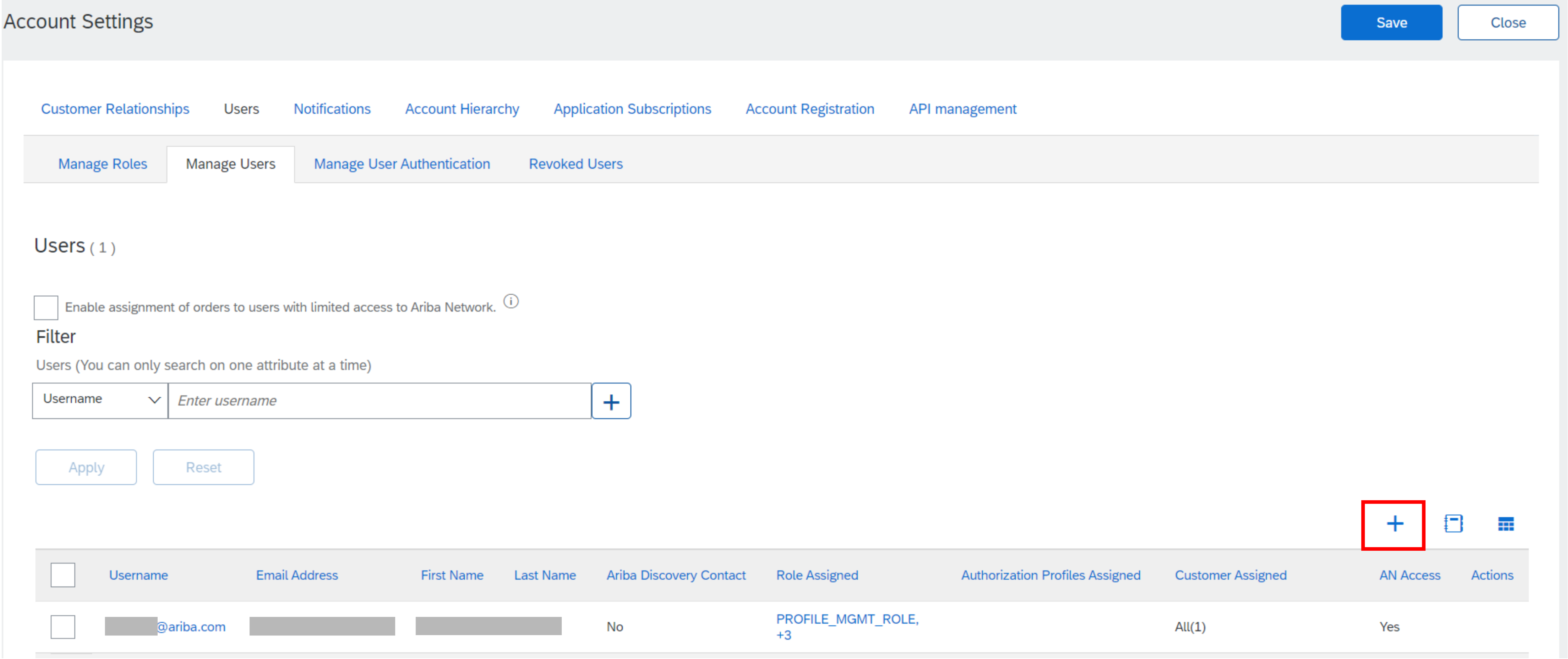
7. Under the Manage Users tab, click +



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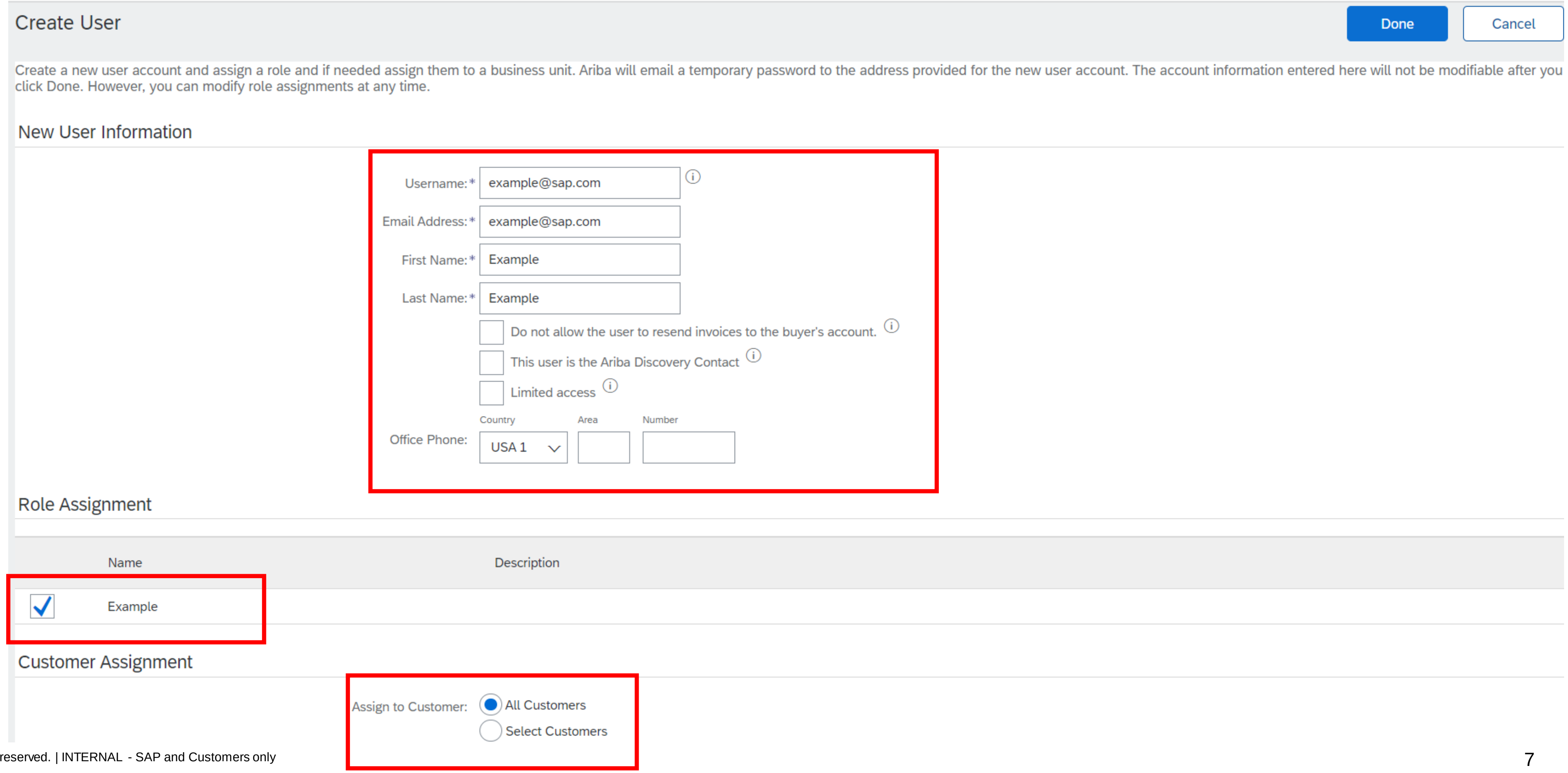
8. Enter the user's information (**Username**, **Email Address**, **First Name**, **Last Name** and **Phone**).

9. Select a role in the **Role Assignment** section.

10. Assign a customer (**All customers** or **Select Customers**).

11. Click **Save**



After new user is created, the user will receive an email with username and temporary password valid for 24 hours

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Additional information:

If any sub users were created through a sourcing invitation they received from a buyer, you will need to approve them by following the directions below:

1. In the upper-right corner of the application, click **[User Initials]** > **Settings** and select **Users.**
2. Click **Manage Unapproved Users.**
3. Select the users to approve.
4. Click **Approve**.
5. Click **Save**.