

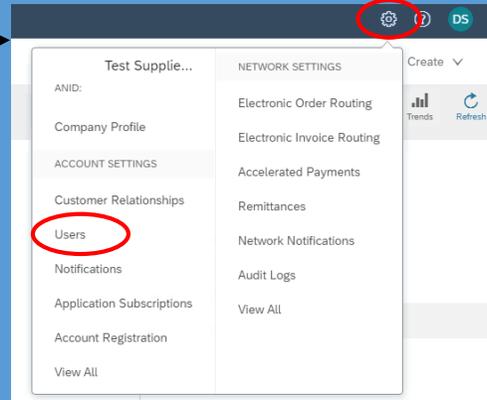
**START**

**Step 1: Login** - Are you the Ariba

Network System Administrator? → **Yes**

**No** - Refer to Quick Tips

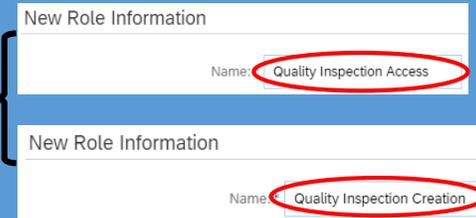
**Step 2: Click on Company Settings**  
Click on **Users**



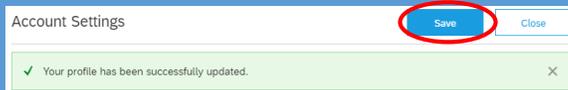
**Step 3: Locate Role**  
Click on **Create Role**



**Step 4: Enter the name of the role**

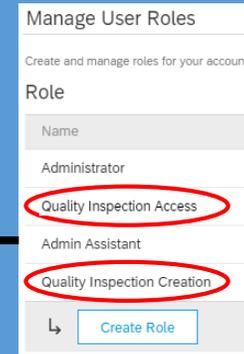


**Step 10: Click on Save**, green indicates the information entered updated successfully



**Step 9: For existing Users of Ariba** – Add the role to their user name. For new Users – create user and complete process. Refer to the Ariba Network Administration Guide – [Click Here](#)

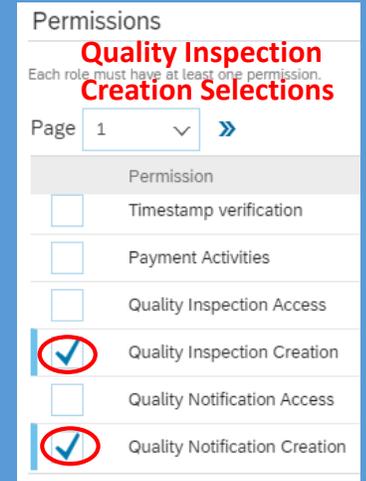
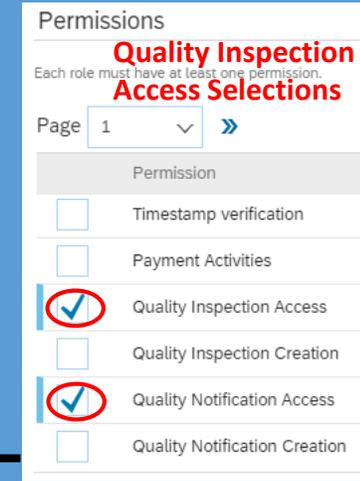
**Step 8: Repeat Steps 3 – 6** to add the other quality role



**Step 7: Roles added appear** in the **Role** list



**Step 6: Click Save**



**Step 5: Select the required Quality Permissions** to be assigned

**NOTE:**

To access guides and training clips refer to the Ariba Network Supplier Education Materials Portal for BHP Suppliers – [Click Here](#)



**Only** the System Administrator can add users, create roles and add permissions – **USERS CANNOT ADD OR UPDATE PERMISSIONS**

There is only ANID for a Supplier to transact with BHP – Do not change any routing or other information unless you have contacted your System Administrator



To identify who your System Administrator is:

1. Click on your initials after logging into the Ariba Network
2. Select Contact Administrator

The contact details for your businesses Administrator will be displayed



There are **TWO** Quality Inspection roles that System Administrators can add:

- **Quality Inspection Access** – the supplier user has access to view Quality Inspection documents
- **Quality Inspection Creation** – the supplier user has access to create Quality Inspection document