

ARIBA Network

Manage Users Accounts and Roles

January 2021

faurecia
inspiring mobility

Account Users and Administrator

> Administrator

- There can only be one administrator per account
- Automatically linked to the username and login entered during registration
- Responsible for account setup/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Create Roles and Users (Administrator only)

- > 1. From the Company Settings menu, click on Users. The Users page will load.
- > 2. If you need to create a role, make sure to stay under the tab Manage Roles, then click on the "+" sign.
- > 3. Enter a name and a description for the role, then select one or several permissions for this role. Click on Save when you're done.
- > 4. To create a user, go to the Manage Users tab and click on the "+" sign. Enter a username (email format), email address, first and last name, and optionally a phone number for this user.
- > 5. Select a role in the Role Assignment section and decide if the user is to be assigned to all customers or to specific ones
- > 6. Click on Done.

The image shows two overlapping screenshots from a software interface. The top screenshot is titled 'Create Role' and contains the following sections:

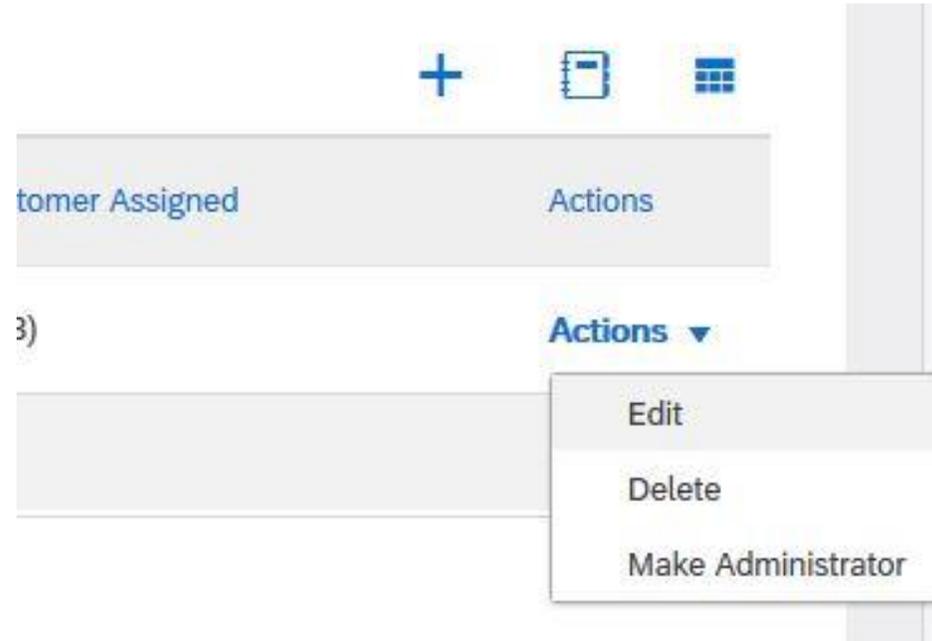
- New Role Information:** A form with a 'Name' field containing 'Sales Opportunities' and a 'Description' field containing 'Allows to answer sourcing events and Ariba Contract Management'.
- Permission:** A table with columns 'Permission' and 'Description'. Several permissions are listed with checkboxes, some of which are checked.

The bottom screenshot is titled 'New User Information' and contains the following sections:

- New User Information:** A form with fields for 'Username', 'Email Address', 'First Name', and 'Last Name'. There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account' and 'Limited access'. An 'Office Phone' field is present with a dropdown for 'Country' (set to USA 1) and input boxes for 'Area' and 'Number'.
- Role Assignment:** A table with columns 'Name' and 'Description'. It lists three roles: 'Invoicing role', 'PO view', and 'INVOICING 2' (with description 'invoicing only'). Each role has a checkbox.
- Customer Assignment:** A section with the label 'Assign to Customer:' and two radio buttons: 'All Customers' (selected) and 'Select Customers'.

Edit and Modify Users (Administrator only)

- > 1. Click on the Manage Users tab.
- > 2. Click on Actions for the selected user.
- > 3. Click on Edit to modify role assignment or reset the password of the user.
- > 4. Other options:
 - Delete User
 - Make Administrator
 - Add to Contact List
 - Remove from Contact List



Managing Multiple Accounts – Account hierarchy

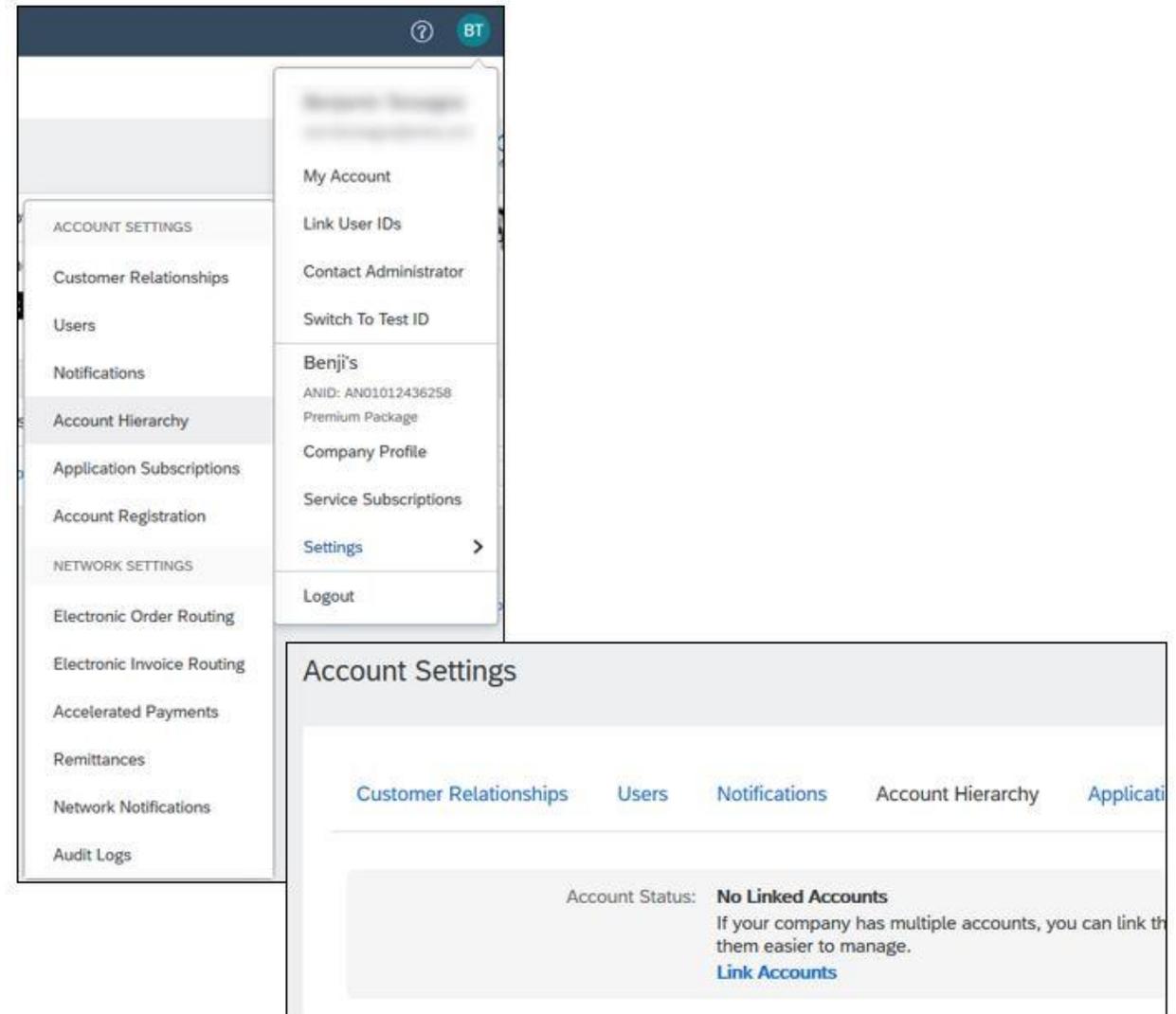
- > An Account Hierarchy is a linkage between individual accounts for account management purposes.

- > The Administrator of the Parent account can log into the child account and take the following actions:
 - Change settings on the child account and complete the company profile
 - Publish catalogs
 - Check the status of payment for the Ariba invoice and pay the invoice
 - Upgrade to a higher Subscription package

- > The administrator of the Parent account cannot take following actions:
 - View buyers on the Child account
 - Create any documents (PO confirmations, Ship Notices, Invoices)
 - Run Reports

Managing Multiple Accounts – Account hierarchy

- > **Setting up an Account Hierarchy :**
- > 1. From the Company Settings menu, click Account Hierarchy.
- > 2. To add child accounts click on Link Accounts.
- > 3. Ariba Network will detect if there is an existing account with corresponding information.
- > 4. On the next page either log in as an Administrator or send a request through an online form as a Not Administrator.
- > 5. Once the request is confirmed by a child account Administrator, the name of the linked account is displayed on the Account Hierarchy page.



·faurecia
inspiring mobility