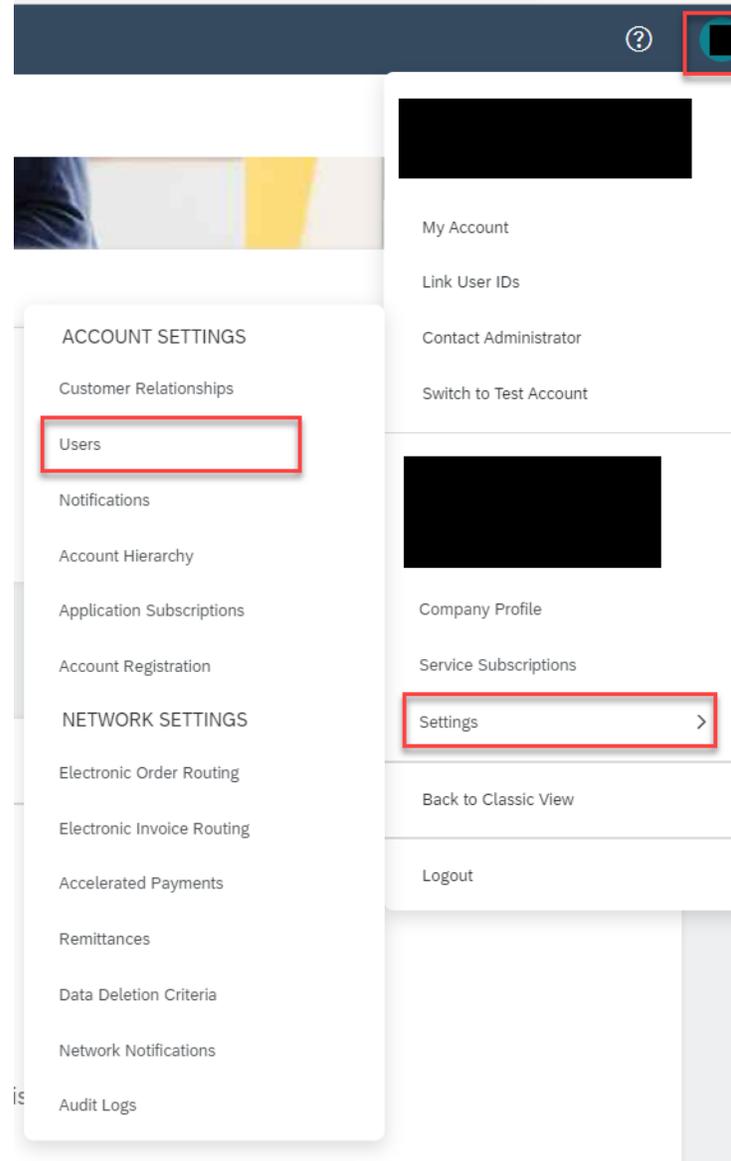




How to create users on the Ariba Network.

To start creating a user on your Ariba Account you need to follow steps below:

1. Log in to your Ariba Account (this can be either an Enterprise or a Standard Account).
2. Click on the initials at the top right corner.
3. Click on Settings.
4. Select the option “ Users ”.



Before you start creating users on the network, you need to set up Roles and assign permissions to them. (Reminder, only the account administrator will be able to complete this set up)

Lets start with the Role creation:

1. When you enter the page, you will see your name listed and assigned to the Role “Administrator” this is automatically created by system to the account administrator.
2. Click on the plus sign.
3. Start with the specific name for that Role and a brief description of the tasks they need to fulfill on the Ariba Network.
4. We will use this example for an Invoice role.

The screenshot displays the 'Account Settings' interface. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'API management'. Below these, there are sub-tabs: 'Manage Roles', 'Manage Users', 'Manage User Authentication', and 'Revoked Users'. The 'Manage Roles' sub-tab is active, showing a section titled 'Roles (1)' with a description: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this, there are 'Filters' for 'Permission' with a dropdown menu set to 'Select permission assigned' and 'Apply' and 'Reset' buttons. A table lists the existing role 'Administrator' with a plus sign icon in the 'Actions' column, which is highlighted with a red box. Below the table is the 'Create Role' section, which includes a legend '* Indicates a required field' and a form titled 'New Role Information'. The form has a 'Name:*' field containing 'Invoices' and a 'Description:' text area containing 'This role will be specific for users that needs to manage the invoice creation process for our customers on the Ariba Network'.

1. Here are the permissions recommended to assign on this specific Invoice Role.
2. Once you select all of them click on Save.
3. Once you clicked on save, you will see the new role was successfully created.

Permissions

Each role must have at least one permission.

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Permission	Description
<input checked="" type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role
<input checked="" type="checkbox"/> Timestamp verification	Verify timestamp token on invoices
<input checked="" type="checkbox"/> Time & Expense Sheet Management	Review and update Time and Expense sheets

Role Name	Users Assigned	Actions
Administrator	[Redacted]	
Invoices		

Now, it's time to create the users on the network and assign the role we just created, for this just click on the "Manage Users" tab and select the plus sign to start the process.

Manage Roles **Manage Users** Manage User Authentication Revoked Users

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

Apply Reset

+  

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>										

↳ Add to Contact List Remove from Contact List

Note: You can have +250 users on your Ariba Network.

1. First you need to give a Username for the specific user, this has to be on an email format but not necessarily be a valid email address.
2. Then select the email address for your User, this needs to be a valid email address that the User will use to authenticate the account.
3. Provide the contact information for the User (Name + Phone Number).
4. Assign the role we just created.
5. You can see the user to have access to all the customers relationships you have on the network or just specific ones.
6. Click on done.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Invoices	This role will be specific for users that needs to manage the invoice creation process for our customers on the Ariba Network

Customer Assignment

Assign to Customer: All Customers Select Customers

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 the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Once you are back on the Manage Users tab you will see the new User has been successfully created.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>										
<input type="checkbox"/>	user@testsupplier.com	user@testsupplier.com	User First Name	User Last Name	No	Invoices		All(0)	Yes	Actions ▾

↳ [Add to Contact List](#) [Remove from Contact List](#)

Reminders:

- Only the account administrator can manage the Role/User creation.
- Once the role is created, you can assign multiple users to that role, and you can edit to add/remove permissions to the roles created.
- You can have over 250 different users on the network.
- You can add/remove users from your Ariba Account at any time.
- In order to completely remove a Role you need to first remove the users assigned to it.
- All the user/roles FAQs can be accessed from the Help Center on your Ariba Account.

Thank you.