

Roles and Users: How to create a Role

The screenshot illustrates the process of creating a role in the Ariba Network. It is divided into two main sections: the navigation menu and the 'Create Role' form.

Navigation Menu:

- 1. Click on the 'MY' initials in the top right corner.
- 2. Click on 'Settings' in the 'Company Profile' section.
- 3. Click on 'Users' in the 'Customer Relationships' section.
- 4. Click on 'Manage Roles' in the 'Users' section.
- 5. Click on the '+' icon on the right side of the page.

Create Role Form:

- 6. Enter the role name in the 'Name' field.
- 7. Enter the role description in the 'Description' field.
- 8. Click on the 'Save' button.

Permissions Table:

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"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type

5. Select the permissions for the role. Note that there are two pages of permissions, and you need to select the permissions on both pages.

You can allow other users to login to your Ariba Network Account and give them permission for specific account areas based on their job function. There can be up to 250 users on one account. First, a **Role** needs to be created.

Follow these steps:

- 1) Click on Initials in the right up corner and then click on **Settings** and select **Users**.
- 2) Click on **Manage Roles**.
- 3) Click on “+” on the right side down on the page.
- 4) Enter the title of the role you are about to create.
- 5) and 6) Assign permissions to allow users with this role to perform their tasks. **Note there are two pages where you need to select the permissions.**
- 7) Click on **Save**.

Roles and Users: How to create a User

1 Click on Initials in the right up corner then click on **Settings** and select **Users**.

2 Choose **Manage Users**.

3 Click on “+” on the right side down on the page to create a new user.

4 Fill the Username (Email address format is required but it doesn't need to be a valid Email), Email address, Name and Surname of the new user.

5 [Assign the role](#) you previously created.

6 Click on **Done**.

Note: New users will receive two email messages:

- The first message contains the new username
- The second one contains a temporary password. When they log in for the first time, they must change their password

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- 1) Click on Initials in the right up corner then click on **Settings** and select **Users**.
- 2) Choose **Manage Users**.
- 3) Click on “+” on the right side down on the page to create a new user.
- 4) Fill the Username (Email address format is required but it doesn't need to be a valid Email), Email address, Name and Surname of the new user.
- 5) [Assign the role](#) you previously created.
- 6) Click on **Done**.

Note: New users will receive two email messages:

- The first message contains the new username
- The second one contains a temporary password. When they log in for the first time, they must change their password