

Guide for suppliers Ariba Network administrator How to create new users

INTERNAL - SAP and Customers only

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

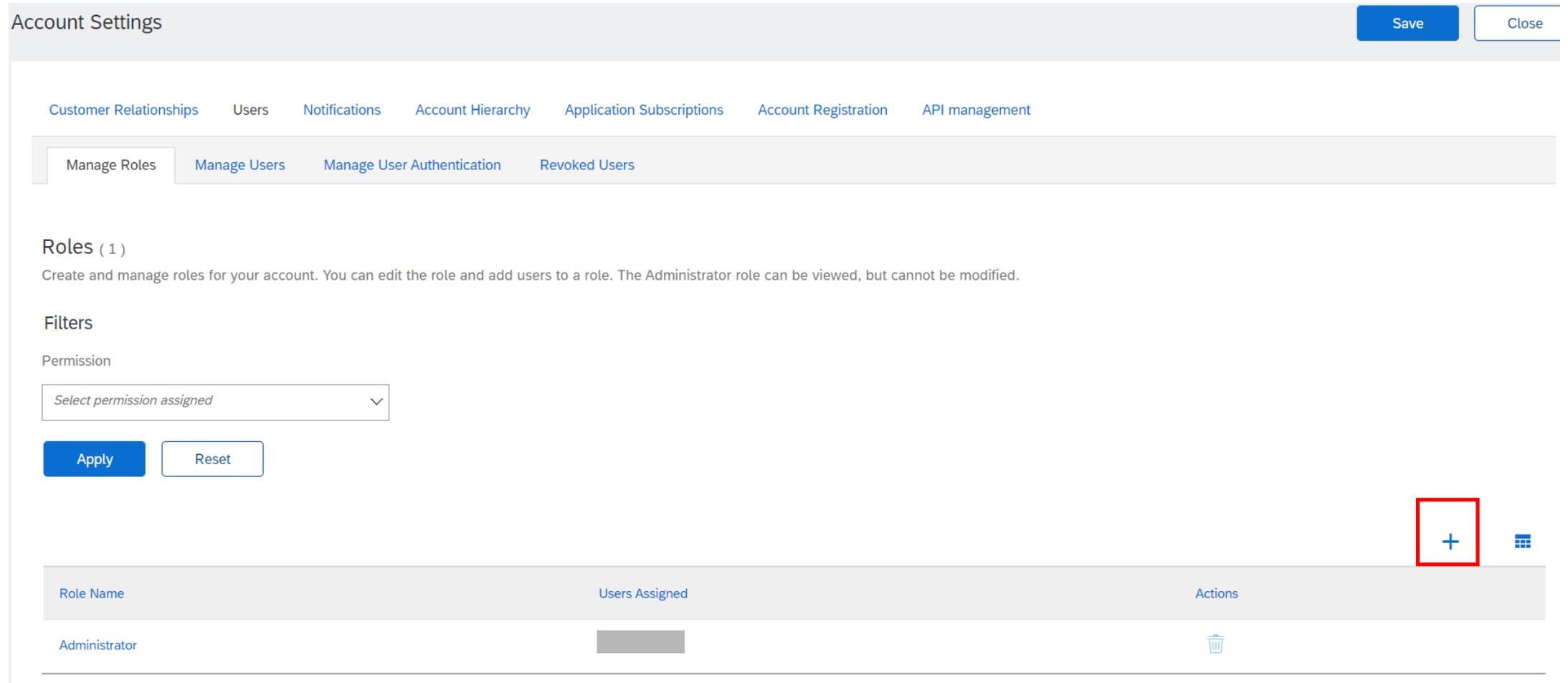
To add users to the account, the Admin must first create at least one role.

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

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', and a 'Back to classic view' button. Below the header is a navigation bar with links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is present with filters for 'Orders and Releases', 'Customer Corp.', 'Exact match', and 'Order number'. The main content area shows a dashboard with four cards: 'Enablement Tasks' (1), 'Orders' (0), 'Items to confirm' (0), and 'Orders to invoice' (0). Below this is a 'My widgets' section with 'Purchase orders' and 'Invoice aging' widgets. On the right side, a user profile menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. A dropdown menu is also open, listing various settings such as 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', and 'Electronic Invoice Routing'. The 'Users' option in the dropdown and the 'Settings' option in the user profile menu are both highlighted with red boxes. A 'Feedback' button is visible at the bottom right of the user profile menu.

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2. Under the Manage Roles tab, click +



Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users

Roles (1)
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.

Filters

Permission

Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator		

+ 

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3. Enter a Name for the role.

4. Select the appropriate permissions using the check boxes.

5. Click “Save:

Create Role

* Indicates a required field

New Role Information

Name: * Example

Description:

Permissions

Each role must have at least one permission.

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Permission	Description
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to ANSA Network
<input checked="" 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
<input checked="" type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

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Next is to create user.

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

The screenshot displays the SAP Business Network Enterprise Account interface. At the top, the header includes the SAP logo, 'Business Network', and 'Enterprise Account'. A 'Back to classic view' button is visible. The main navigation bar contains links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is present with filters for 'Orders and Releases', 'Customer Corp.', 'Exact match', and 'Order number'. Below the search bar, there are tabs for 'Overview' and 'Getting started'. A dashboard section shows four key metrics: '1 Enablement Tasks', '0 Orders (Last 31 days)', '0 Items to confirm (Last 31 days)', and '0 Orders to invoice (Last 31 days)'. A 'My widgets' section includes 'Purchase orders (Last 3 months)', 'Invoice aging', and 'Activity feed (All)'. On the right side, a user profile dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. A 'Settings' option is highlighted with a red box, and a 'Users' option is also highlighted with a red box. A 'Feedback' button is located at the bottom right of the user profile menu.

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

7. Under the Manage Users tab, click +

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

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"/>	████████@ariba.com	████████	████████		No	PROFILE_MGMT_ROLE, +3		All(1)	Yes	+ 📄 ☰

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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

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

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 ⓘ

Country Area Number

Office Phone:

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Example	

Customer Assignment

Assign to Customer: All Customers Select Customers

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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**.