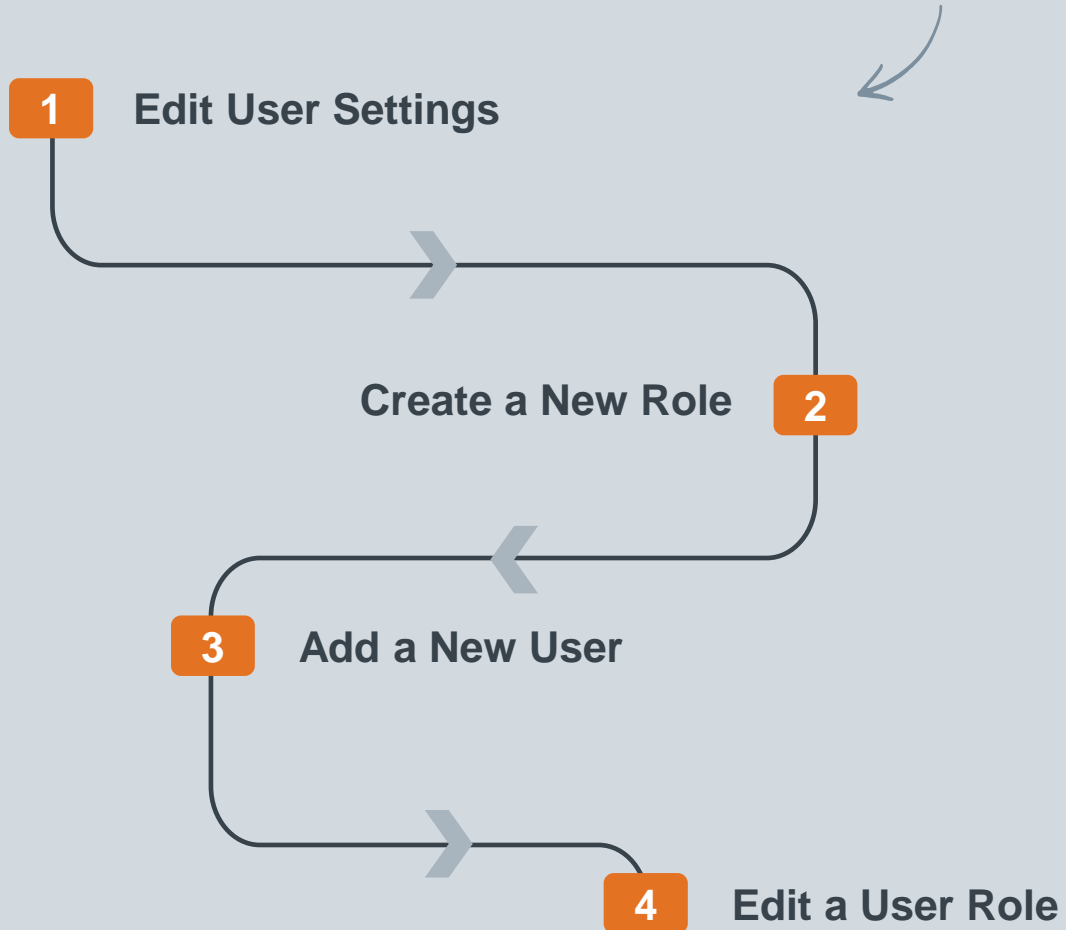


This **Supplier Quick Guide** shows you how to...

ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

...in **five simple steps**



VERSION: 1.0
UPDATED: MARCH 2022

1. EDIT USER SETTINGS

Step-by-step

1. Log in to your Ariba Supplier account [HERE](#).
2. Go to **Company Settings**.
3. Select **Users**.

Illustration

The illustration shows the SAP Ariba Supplier account interface. It is divided into three main sections corresponding to the steps in the 'Step-by-step' section:

- Step 1:** The 'Supplier Login' form is shown with the email address 'ilina.ma.vepsalainen@gmail.com' and a password field. A red circle with the number '1' is placed over the 'Login' button.
- Step 2:** The 'Company Settings' menu is shown. A red circle with the number '2' is placed over the 'Settings' option.
- Step 3:** The 'Users' sub-menu is shown. A red circle with the number '3' is placed over the 'Users' option.

Other visible elements in the interface include the SAP Ariba logo, a search bar, a 'Feedback' button, and a '35% Completed' progress indicator.

2. CREATE A NEW ROLE

Step-by-step

1. Select **Create Role** by pressing the **+ sign** under Manage User Roles section.
2. Enter a **Name** and **Description** which describes the role.
3. Select **Permissions** for the role by selecting the tick mark on the required access. Each role must have at least one permission.
4. Click **Save** to save your changes.

Illustration

The illustration shows two overlapping screenshots from a user interface. The foreground screenshot is a 'Create Role' modal dialog. It has a 'Name' field containing 'Forecast Users' (marked with a '2') and a 'Description' field containing 'Users of this role can view and edit forecast information.' Below these are 'Permissions' with a table. The table has columns 'Permission' and 'Description'. The row 'Planning Collaboration Visibility' is checked (marked with a '3'). Other permissions include 'Cloud Integration Gateway Configuration', 'Cloud Integration Gateway Access', and 'Respond to postings on Ariba Discovery'. A 'Save' button (marked with a '4') is at the top right. The background screenshot is the 'Account Settings' page, showing a 'Manage Roles' section with a '+ sign' button (marked with a '1') to create a new role.

Tips & Tricks

- By selecting a user and clicking Make Administrator, you can transfer the role to this user.

3. ADD A NEW USER (1/2)

Step-by-step

1. Click on **Manage Users**
2. Select **Create User** by pressing the **+ sign** under Manage Users section.

Illustration

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **1** Manage Users

Users (3)

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

Require two-factor authentication (applies for all users of your organization)

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	Actions
<input type="checkbox"/>	timve@gmail.com	timve@gmail.com	Test	User	No	Order Handler Access		All(2)	Actions ▾
<input type="checkbox"/>	tiina.vepsalainen1@outlook.com	tiina.vepsalainen@outlook.com	Tiina	Vepsäläinen	No	Order Handler Access		All(2)	Actions ▾

2 +

3. ADD A NEW USER (2/2)

Step-by-step

- Enter a **Username, Email Address, First Name and Last Name** of the user and review if access restrictions should be selected.
- Select **Role** for the user under Role Assignment section.
- Specify whether user has access to **All Customers** or **Selected Customers**.
- Click **Done** button and **Save** your changes after you return to Account Settings.

Tips & Tricks

- Make sure the username is in email format.
- It can be a different email address from your username, but it should be in the email format.

Illustration

Create User 5 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 2

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 3

Name	Description
<input type="checkbox"/> Test role	
<input type="checkbox"/> Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/> Forecast Users	Users of this role can view and edit forecast information

Customer Assignment 4

Assign to Customer: All Customers Select Customers

4. EDIT A USER ROLE (1/2)

Step-by-step

1. In the Manage Users section, select **Actions** next to the user you want to Modify and click **Edit**

Illustration

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users

Users (4)

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

Require two-factor authentication (applies for all users of your organization)

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	Actions
<input type="checkbox"/>	timve@gmail.com	timve@gmail.com	Test	User	No	Order Handler Access		All(2)	1 Actions ▾
<input type="checkbox"/>	tiina.vepsalainen1@outlook.com	tiina.vepsalainen@outlook.com	Tiina	Vepsäläinen	No	Order Handler Access		All(2)	Edit
<input type="checkbox"/>	mojie_03@yahoo.com	mojie_03@yahoo.com	Mojie	Test	No	Test role		All(2)	Delete
<input type="checkbox"/>						Order Handler			Make Administrator

4. EDIT A USER ROLE (2/2)

Step-by-step

- 2. Add or remove roles in the Role Assignment section
- 3. Assign specific customers or all customers in the Customer Assignment section
- 4. Click **Save**.

Illustration

Edit User 4 Save Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click **Forgot Password** on the Ariba log in page if they forget their password. When you click **Reset Password**, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: timve@gmail.com
Email Address: timve@gmail.com
First Name: Test
Last Name: User
Office Phone:

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Reset Password

Role Assignment

2	Name	Description
<input type="checkbox"/>	Test role	
<input type="checkbox"/>	Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/>	Forecast Users	Users of this role can view and edit forecast information

Customer Assignment

3 Assign to Customer: All Customers Select Customers

Save Cancel

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

