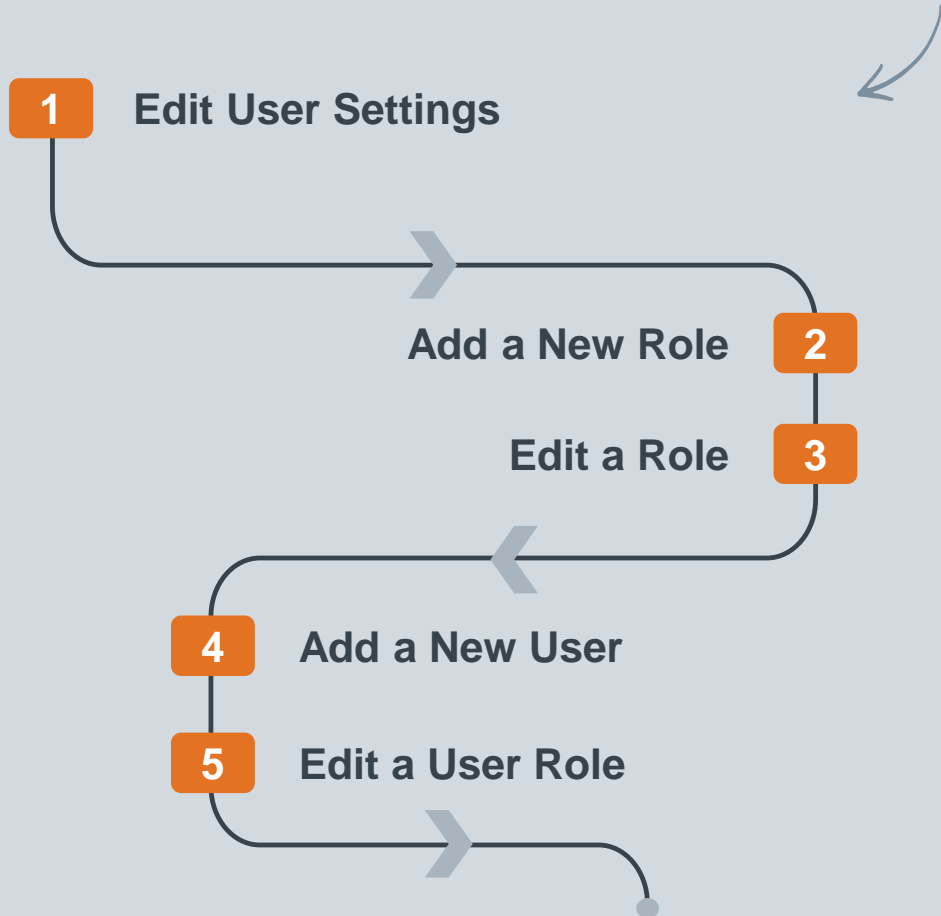


This **Supplier Quick Guide** shows you how to...

# ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

...in **five simple steps**



# 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. On the left, the 'Supplier Login' form is visible with a red circle '1' highlighting the 'Login' button. In the center, a banner for 'Buyers are looking for new suppliers' is shown. On the right, the user profile dropdown menu is open, with a red circle '2' highlighting the 'Settings' option. A red circle '3' highlights the 'Users' option in the dropdown menu. The background shows a dashboard with '6 Orders' and '35% Completed' progress indicator.

## 2. ADD 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** button to save your changes.

### Illustration

The illustration shows two overlapping screenshots from a software interface. The background screenshot is the 'Account Settings' page, specifically the 'Manage Roles' section. It features a navigation bar with 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. Below this, there are tabs for 'Manage Roles' and 'Manage Users'. A section titled 'Roles (3)' contains a description and a 'Filters' section with a 'Permission' dropdown menu and 'Apply' and 'Reset' buttons. At the bottom, a table lists roles with columns for 'Role Name', 'Users Assigned', and 'Actions'. A red circle with the number '1' highlights a plus sign icon next to the table.

The foreground screenshot is the 'Create Role' dialog box. It has a 'Save' button and a 'Cancel' button. The 'New Role Information' section includes a 'Name' field with the value 'Order Processing' and a 'Description' text area with the value 'User role for employees handling customer orders'. A red circle with the number '2' highlights the 'Name' field. The 'Permissions' section contains a table with columns for 'Permission' and 'Description'. A red circle with the number '3' highlights the first row of the table, which has a checked checkbox. The table lists several permissions, including 'Inbox and Order Access', 'Folio Management', 'Invoice Generation', 'Logistics Access', and 'Outbox Access'. A red circle with the number '4' highlights the 'Save' button.

### Tips & Tricks

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

## 3. EDIT A ROLE

### Step-by-step

1. Select role you want to **Edit** under Manage User Roles section.
2. Update **Name** and/or **Description** which describes the role.
3. Update selected **Permissions** for the role by selecting the tick mark on the required access. **Select Show me all the available permissions** to see all options.
4. Click **Save** button to save your changes.

### Illustration

The illustration shows the 'Edit Role' interface. The modal window is titled 'Edit Role' and contains the following sections:

- Selected Role Information:**
  - Name: \* Order Handler Access (marked with a 2)
  - Description: Grant Access to manage orders and order confirmations
- Permissions:**
  - Each role must have at least one permission. Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.
  - Show me all the available permissions (marked with a 3)
  - Table of permissions with checkboxes:
 

Permission	Description
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox 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"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
- Assigned Users (2):**
  - You can add users to this role, remove users from this role or move users to another role

The background shows the 'Account Settings' page with the 'Manage Roles' section selected. The 'Order Handler Access' role is highlighted in the list (marked with a 1).

## 4. ADD A NEW USER (1/2)

### Step-by-step

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

### Illustration

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles 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 ▾

## 4. ADD A NEW USER (2/2)

### Step-by-step

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

### 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"/> Order Handler Access	Grant Access to manage orders and order confirmations

Customer Assignment 4

Assign to Customer:  All Customers  Select Customers

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

## 5. 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"/>	Order Handler Access	Grant Access to manage orders and order confirmations

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](#)

