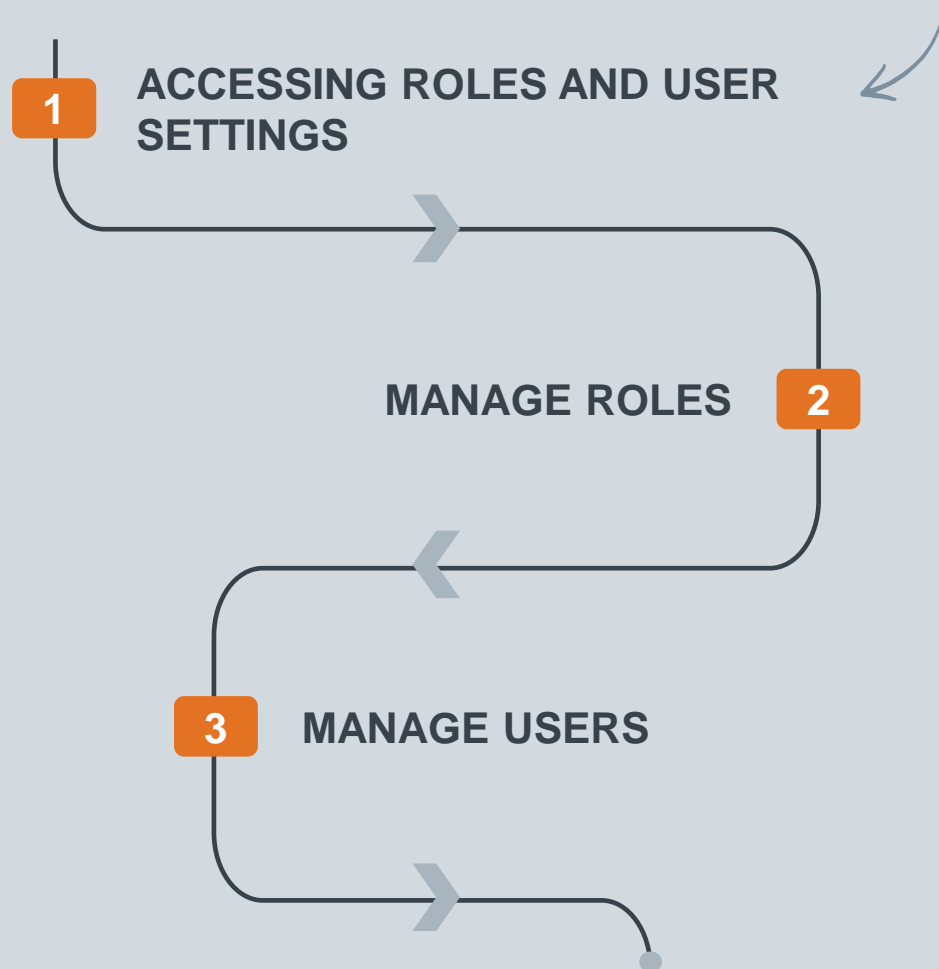


This **Supplier Quick Guide** shows you how to...

HOW TO MANAGE USERS AND ROLES

...in **3 simple steps**



1. ACCESSING USER AND ROLE SETTINGS

From logging in to finding the session to manage users/roles

Step-by-step

When you want to add, manage or edit users to Ariba, please follow the first steps:

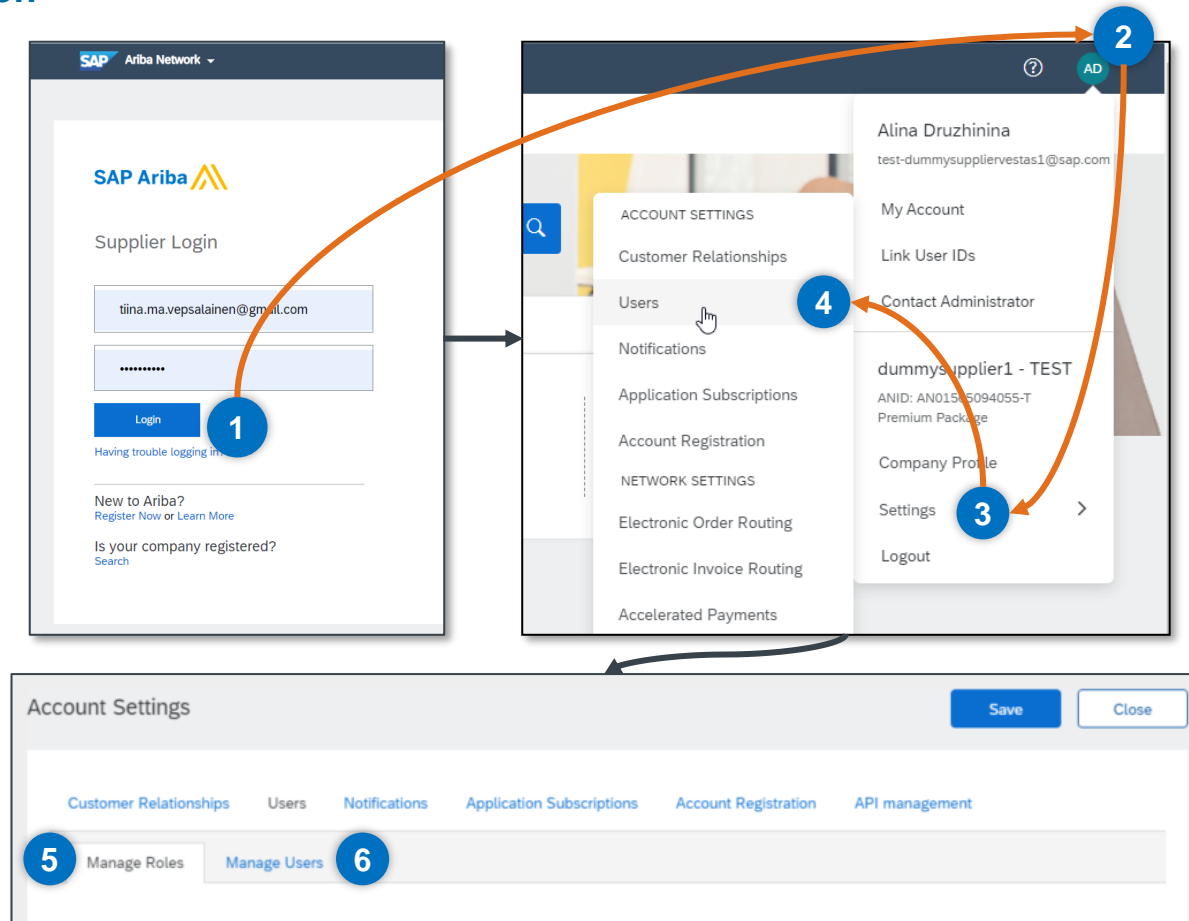
- 1) Log in to your Ariba Supplier account [HERE](#).
- 2) Go to the 'user account' icon
- 3) Go to 'Settings'.
- 4) Select 'Users'.

Afterwards, you will go directly to the Account Settings Overview for the user session. Here you have two options:

- 5) 'Manage Roles'
- 6) 'Manage Users'

The next slides will explain Step 5) and 6)

Illustration



2. MANAGE ROLES

Add role(s) and select permissions

Step-by-step

How to add a role

- 1) Choose 'Manage Roles'
- 2) Select Create Role ("+" sign).

A new screen will appear.

- 3) Enter a desired 'name' and 'description' which describes the new role.
- 4) Select and mark what permissions the new role is required to have access to.
- 5) Click the 'Save' button and Save your changes after you return to 'Account Settings'.

Tips & Tricks

- Each role must have at least one permission.

Illustration

The illustration shows the 'Account Settings' window with 'Manage Roles' selected (1). Below it, the 'Create Role' window is open, showing 'New Role Information' with 'Name' (3) and 'Description' fields. The 'Permissions' section shows a table with 'Quality Notification Access' and 'Quality Notification Creation' selected (4). The 'Save' button (5) is highlighted. The 'Users Assigned' table shows 'Tilna Laustsen'.

Permissions	Description
<input type="checkbox"/> Quality Inspection Signature	Allows electronic signature of quality inspection results
<input checked="" type="checkbox"/> Quality Notification Access	Access to view quality notification documents
<input checked="" type="checkbox"/> Quality Notification Creation	Access to create quality notification documents
<input type="checkbox"/> Quality Notification Approval	Perform quality notification approval with limited access to inspection information

3. MANAGE USERS

Add user(s), select role assignment(s) and customer assignment

Step-by-step

How to add a new user

- 1) Choose 'Manage Users'
- 2) Select Create User ("+" sign).

A new screen will appear.

- 3) Enter necessary user information and review if access restrictions should be selected.
- 4) Select 'Role' under the Role Assignment section.
- 5) Specify whether the user has access to All Customers or Selected Customers.
- 6) Click the 'Done' button and 'Save' your changes after you return to Account Settings.

Illustration

The illustration shows the 'Create User' dialog box with the following details:

New User Information

- Username: * TinaOrder@vestas.com
- Email Address: * TinaOrder@vestas.com
- First Name: * Tina
- Last Name: * Order
- 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: GBR 44, Area: , Number:

Role Assignment

Name	Description
<input type="checkbox"/> Test role	
<input type="checkbox"/> Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/> Quality Notification Access	Access to view quality notification documents

Customer Assignment

Assign to Customer: All Customers Select Customers

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](#)

