

**Ariba Network for Suppliers Administrator Quick Guide – Adding Roles, Create New User & Make A User as the Administrator.**

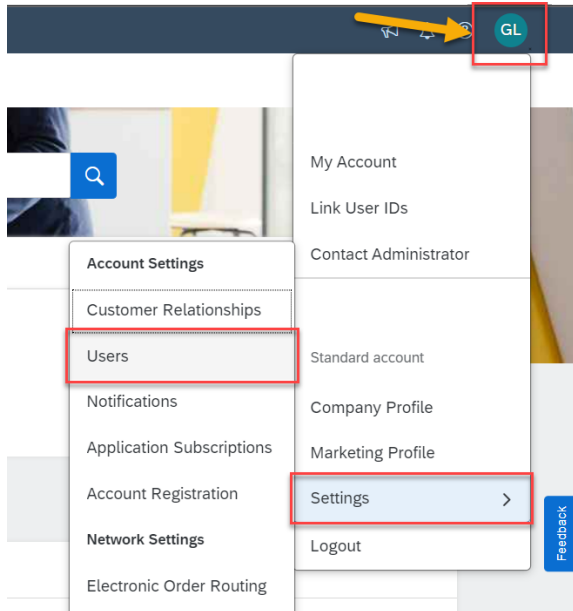
**Contents within this guide**

1. Creating a Role .....	2
1.1 Modifying Roles.....	4
2. Create New User .....	4
3. Assigning an Existing User to a New Role. ....	6
4. Change the Administrator of the account.....	9

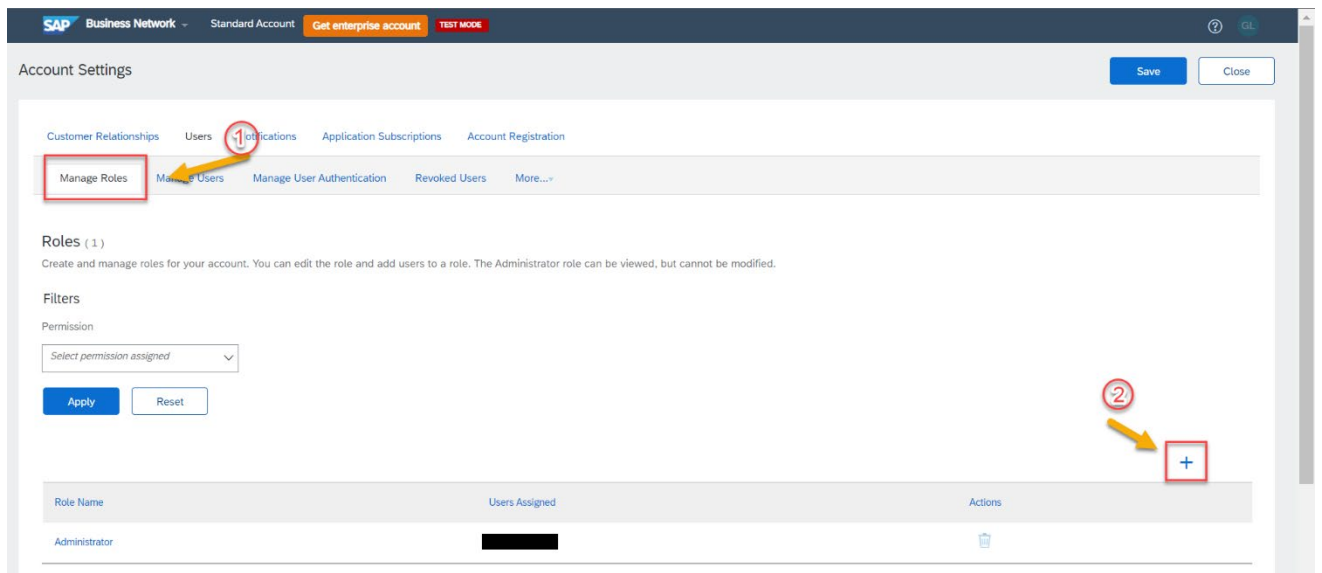
## 1. Creating a Role

You can create specific roles for each different activity your users may perform on Ariba Network.

1. After you logged into your account, navigate to [Supplier Initial] > Click “Settings” > Select and click “Users”.



2. Click “+” button to create role in the “Manage Roles” section. This action will bring you to a page where you can create the role for your account.



3. Enter a distinctive **Name** for the role, and optionally, you can enter a Description to record your intentions for this role.

**Create Role**

\* Indicates a required field

**New Role Information**

Name: \* <Sample Role>

Description:

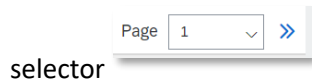
**Permissions**

Each role must have at least one permission.  
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities

4. Next, you need to assign **Permissions** for this Role you're creating. Click the **check box** next to one or more permissions for the new role. **Each role must have at least one permission.** Please select the permission you want to give to this Role.

NOTE: There are several pages of permissions. Navigate through the list using the page



**Create Role** Save Cancel

\* Indicates a required field

**New Role Information**

Name: \* Sample Role

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Select the permission you want to give to this Role.

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel

Page 1

5. Click Save.



6. After a Role has been created, you can assign a User to this role. Please refer to Section **2. Create New User** (if the user you want to assign this newly created Role is not created yet) or Section **3. Assigning an Existing User to a New Role.** (if you already have an existing User and want to assign a new Role to this User).

## 1.1 Modifying Roles

After you create a role, you can modify it. If the role is already assigned to a user, the modifications take effect for that user the next time they log in.

1. From the Company Settings menu, select Users to navigate to the Manage Roles section.
2. Click on the Role to navigate to the Edit Role page for the role you want to update.

**Edit Role** Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

\* Indicates a required field

**Selected Role Information**

Name: \*

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your Arriba Network, standard account to an enterprise account to enable all permissions.

Show me all the available permissions

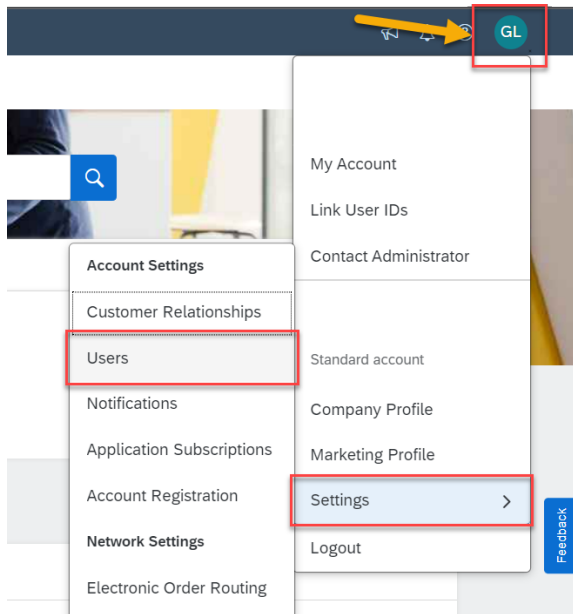
<input checked="" type="checkbox"/>	Permission ↑	Description ↑
<input checked="" type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input checked="" type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload

3. Update the role Name, and optionally, the Description.
4. Update selected Permissions for this role. Click on “Show me all the available permissions” to expand the list of permissions to choose from.
5. Click Save.

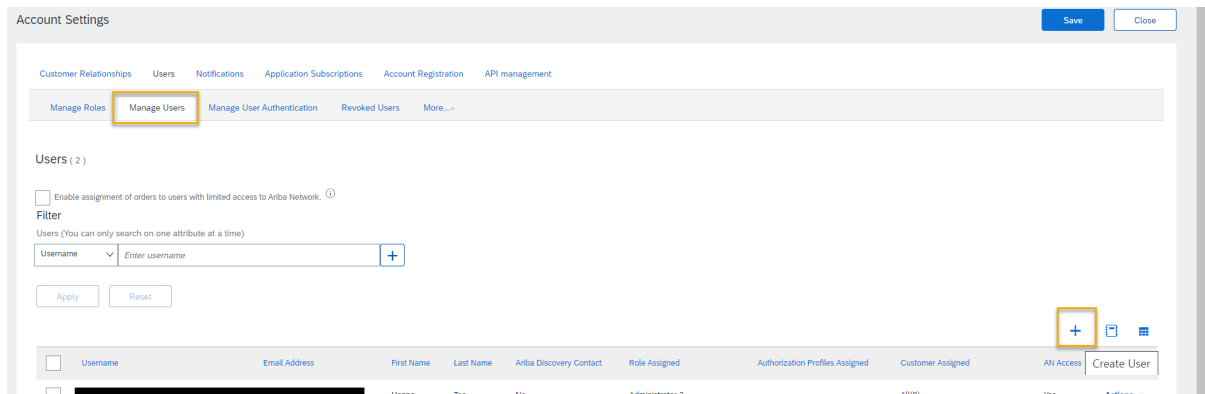
## 2. Create New User

You can create new user to be included in your Account and assigned them the specific roles.

1. After you logged into your account, navigate to [Supplier Initial] > Click “Settings” > Select and click “Users”.



2. Navigate to **“Manage Users”**. Click **“+”** button to **create new user** in the Manage Users section.



3. Update the field with asterisk (\*). The **username** will be the username used for the **User login**.

4. Select the **Role Assignment**. This is the Role you created previously that include the permission this user will have when they login into the account.

5. You can either choose this User to have the Role applied to all the customer under your organization or selected customers.

**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 ⓘ

Office Phone: Country  Area  Number

USA-1

**Role Assignment**

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Administrator 2	
<input type="checkbox"/>	Sample Role	

**Customer Assignment**

Assign to Customer:  All Customers  Select Customers

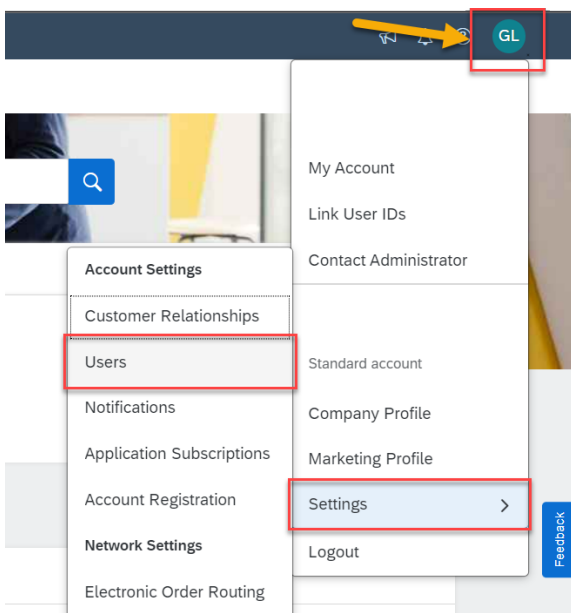
By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

6. Click **Save**.

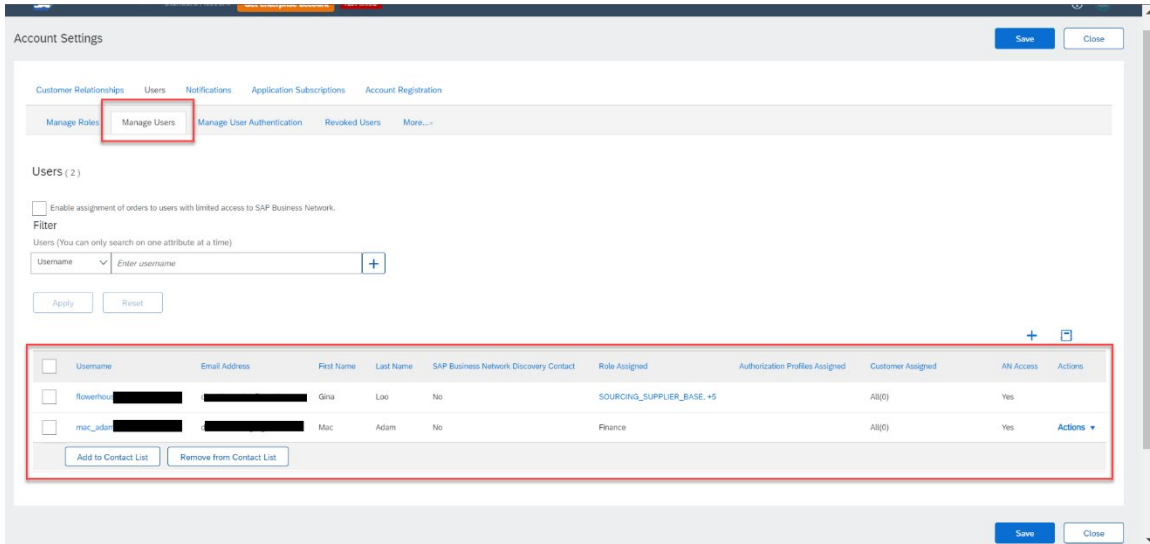
7. This new **User** will then need to **open their email and find and email from Ariba that will include a temporary password** to be used by User.

### 3. Assigning an Existing User to a New Role.

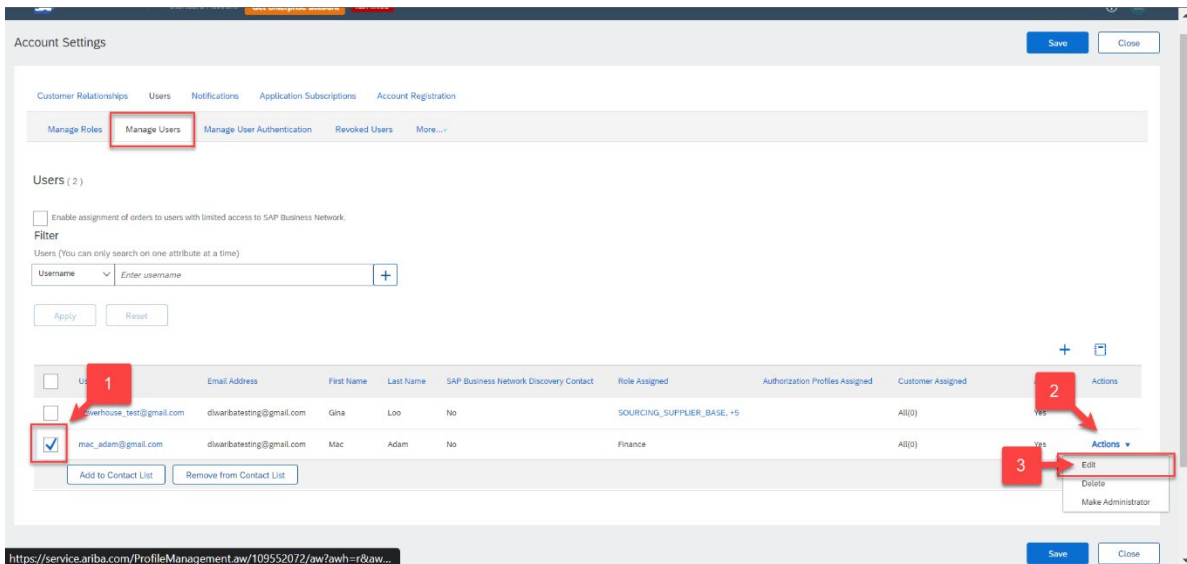
1. After you logged into your account, navigate to [Supplier Initial] > Click "Settings" > Select and click "Users".



2. Find the existing user by navigating to "**Manage Users**". This menu will display all the Existing Users created / available in your Ariba Account. It'll display the [username], [email address], [first name], [last name], [Role Assigned] of the Users.



3. Once you identified the User you want to assign a new Role for, select the User by clicking on the **check box** > then click **“Actions”** > select and click **“Edit”**



4. In Edit User page > **Tick on the check box** under Role Assignment section to select the Role you want to assign for the User.

**SAP Business Network** - Standard Account [Get enterprise account](#) **TEST MODE**

### Edit User

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: mac\_adam  
 Email Address: [REDACTED]  
 First Name: Mac  
 Last Name: Adam  
 Office Phone: [REDACTED]

Do not allow the user to resend invoices to the buyer's account.  
 This user is the SAP Business Network Discovery Contact  
 Limited access

**Role Assignment**

	Name	Description
<input checked="" type="checkbox"/>	Sample Role	
<input type="checkbox"/>	Finance	

**Customer Assignment**

Assign to Customer:  All Customers  Select Customers

5. Once you have selected the Role for the user > Click "Save"

6. The new role is now assigned to the User. Click "Save" to save all of your new settings.

Users (2)

Enable assignment of orders to users with limited access to SAP Business Network.

**Filter**  
 Users (You can only search on one attribute at a time)  
 Username: [dropdown] [input type="text" value="Enter username"] [input type="button" value="+"]

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	flowerhou	[REDACTED]	Gina	Loo	No	SOURCING_SUPPLIER_BASE_+5		All(0)	Yes	
<input type="checkbox"/>	mac_adam	[REDACTED]	Mac	Adam	No	Sample Role		All(0)	Yes	Actions

**NOTE: You can assigned more than one Role for one User. You just need to tick all the check box for all the Role you want to assign to the User during Edit User mode.**

### Role Assignment

	Name
<input checked="" type="checkbox"/>	Sample Role
<input checked="" type="checkbox"/>	Finance

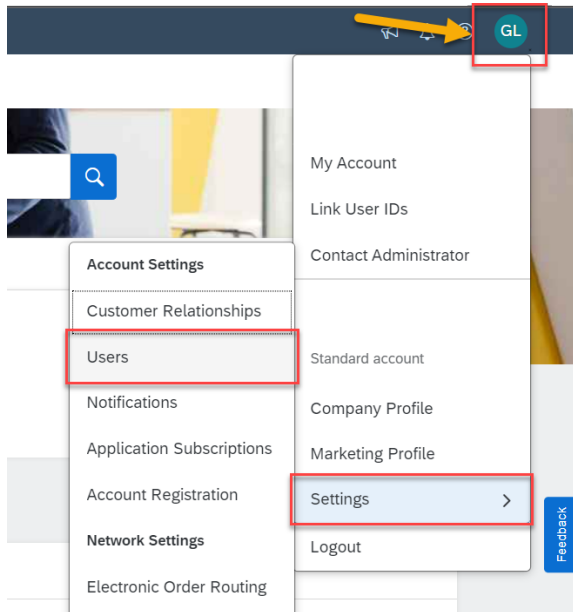
<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	flowerhou	[REDACTED]	Gina	Loo	No	SOURCING_SUPPLIER_BASE_+5		All(0)	Yes	
<input type="checkbox"/>	mac_adam	[REDACTED]	Mac	Adam	No	Sample Role_+1		All(0)	Yes	Actions



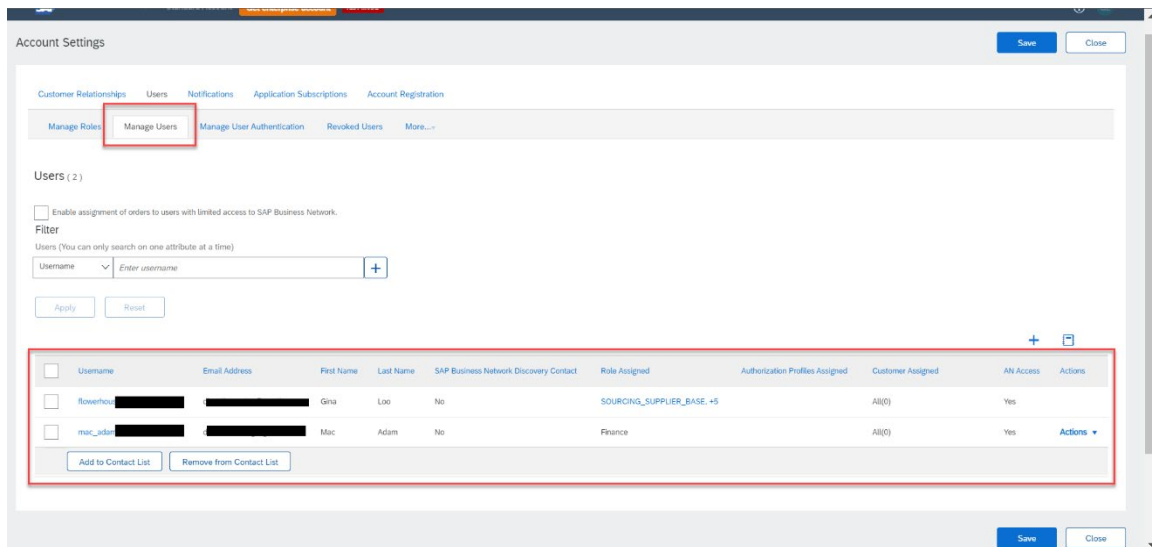
## 4. Change the Administrator of the account

You can re-assign another user to be the administrator of the account. The user with Administrator role will have the permission to access the account as the administrator.

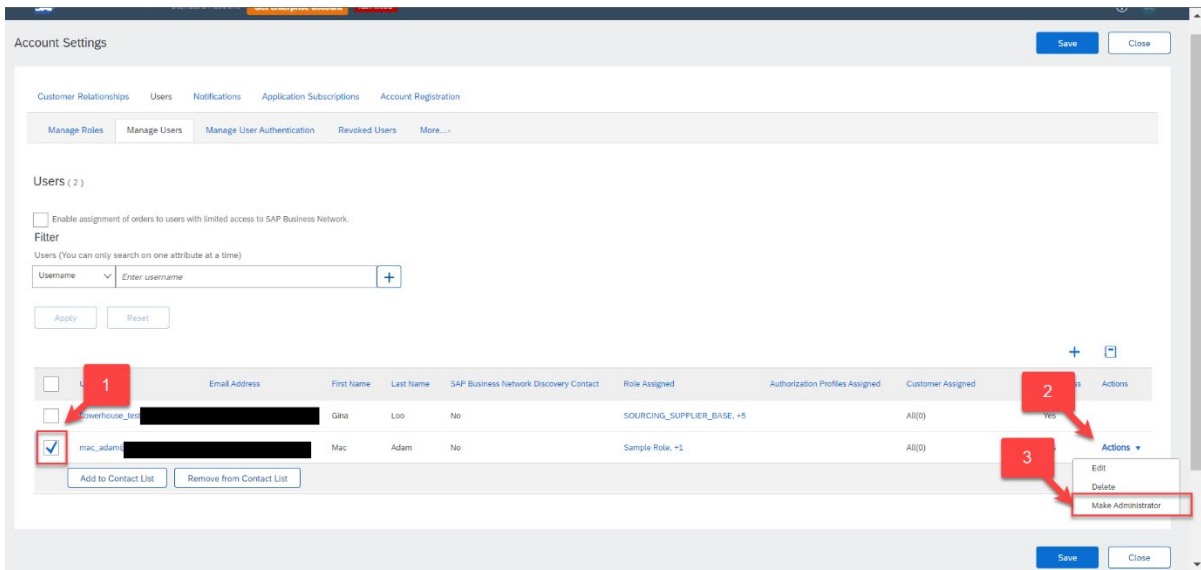
1. After you logged into your account, navigate to [Supplier Initial] > Click “Settings” > Select and click “Users”.



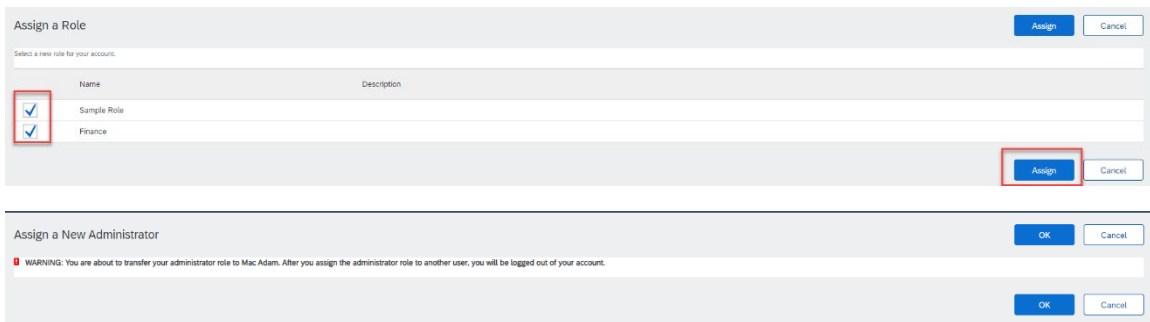
2. Find the existing user by navigating to “**Manage Users**”. This menu will display all the Existing Users created / available in your Ariba Account. It'll display the [username], [email address], [first name], [last name], [Role Assigned] of the Users.



3. Once you identified the **User** you want to assign as **Administrator**, select the User by clicking on the **check box** > then click “**Actions**” > select and click “**Make Administrator**”



3. Follow the next steps as shown by Ariba. If you're brought to "Assign a Role" page, select the check box of all the Role display. > click "Assign" > Ariba will prompt a warning to warn you that you're transferring the administrator role to the new user. To proceed, click "OK".



2. Once done, click "Save".

