



# Ariba User Account Management

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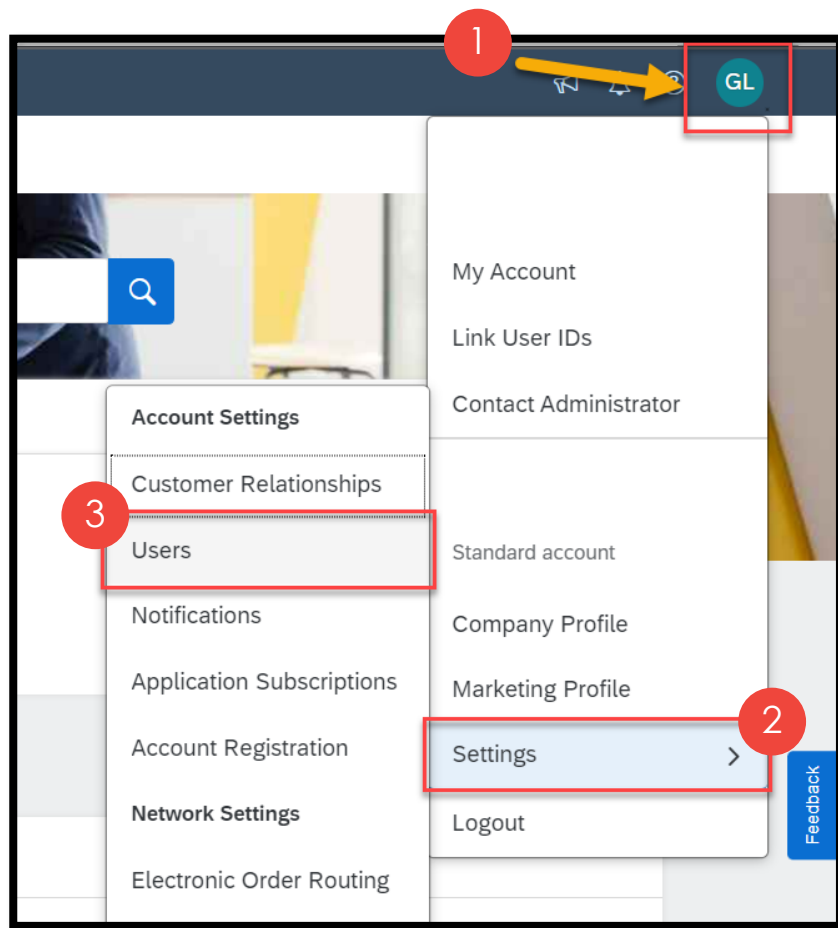




# 1. Creating a Role

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# Creating a Role



**Note:** In your Ariba account, you can add multiple users that will perform specific tasks.

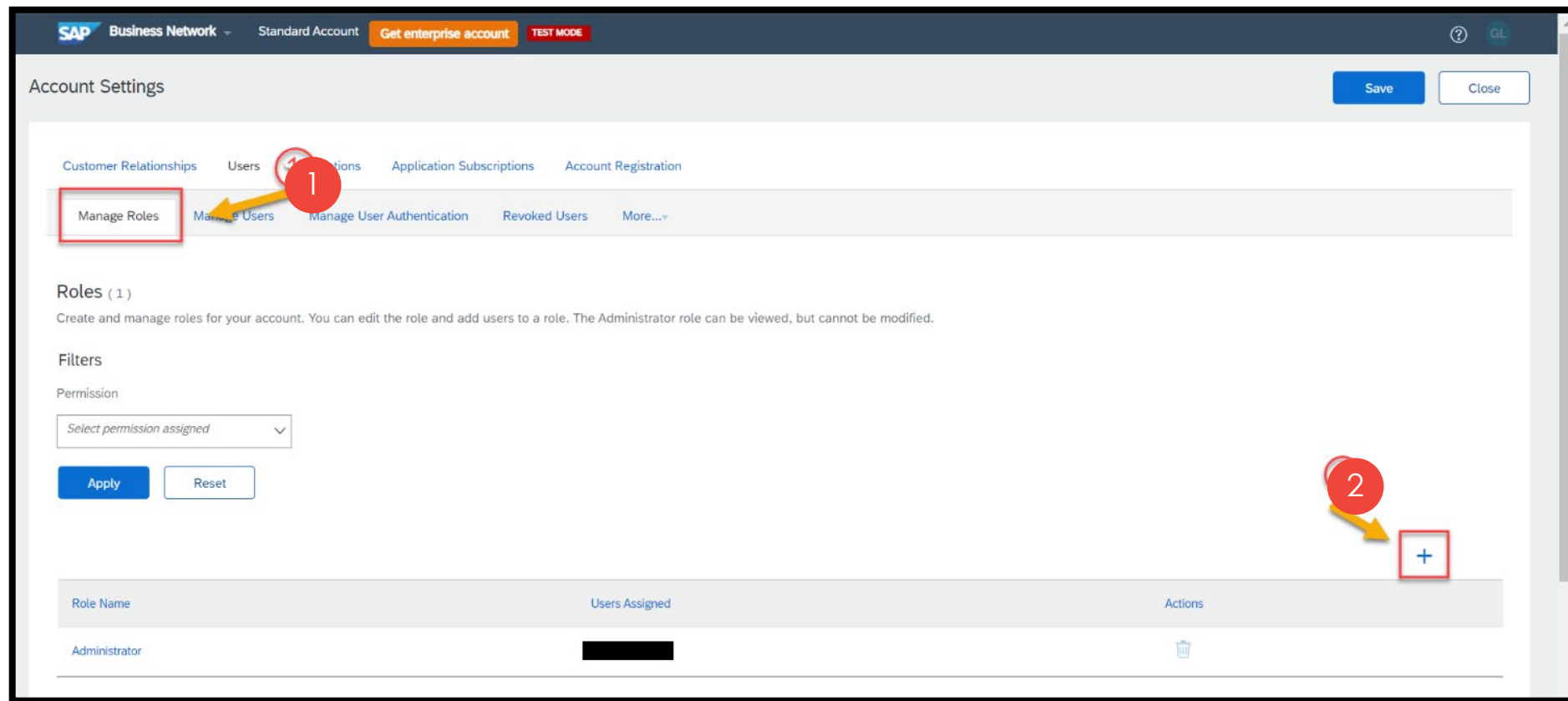
For example, user A will participate in procurement opportunities, user B will be responsible for supplier onboarding, and user C will issue invoice. For these users to perform these tasks, they must be assigned a role.

This guide will show you how to create a role that can be assigned to a user.

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

# Creating a Role

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 users.



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# Creating a Role

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.

<input type="checkbox"/>	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 P
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities

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# Creating a Role

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.

The screenshot shows the 'Create Role' form. The 'New Role Information' section has a 'Name' field with 'Sample Role' and an empty 'Description' field. The 'Permissions' section has a note: 'Each role must have at least one permission. Upgrade your Ariba Network, standard account is'. Below this is a table of permissions. The first checkbox is highlighted with a red circle and the number '1'. A green callout bubble points to the first checkbox with the text: 'Select the permission you want to give to this Role.' The table has two columns: 'Permission' and 'Description'.

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

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

Page 1 ▾ »

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# Creating a Role

Click Save.



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).

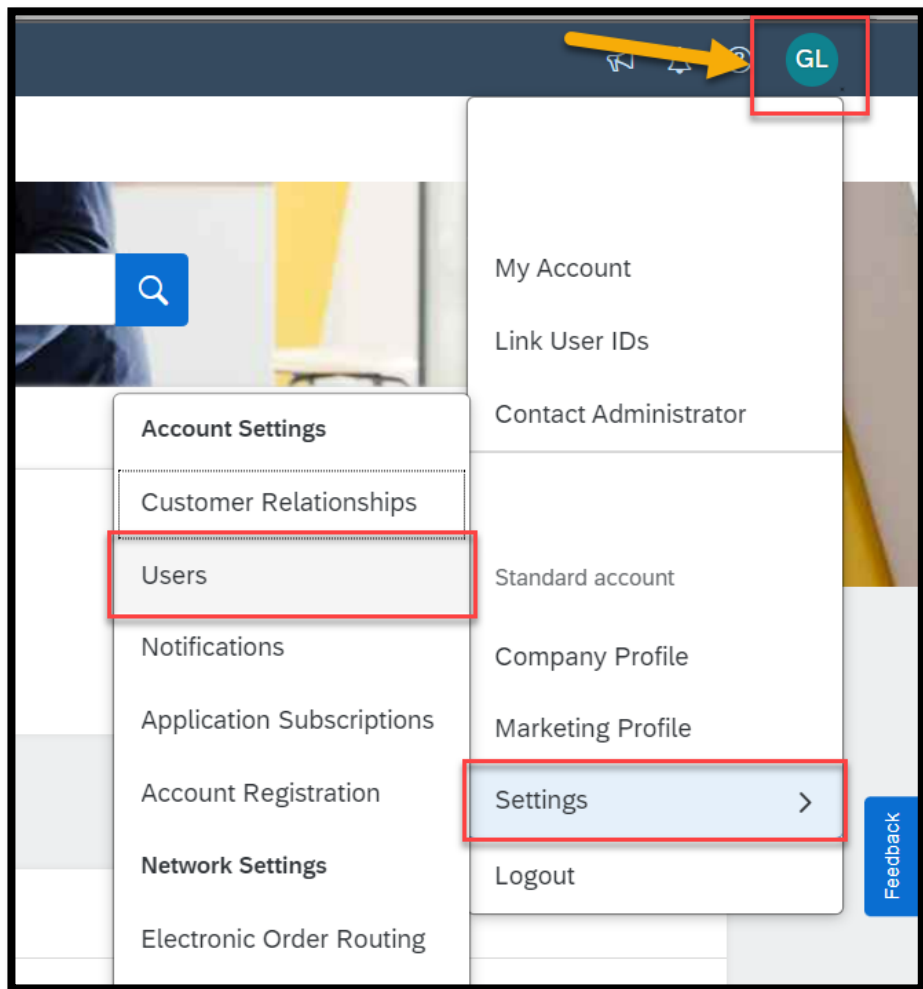




# 1.1. Modifying Roles

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# Modifying Roles



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

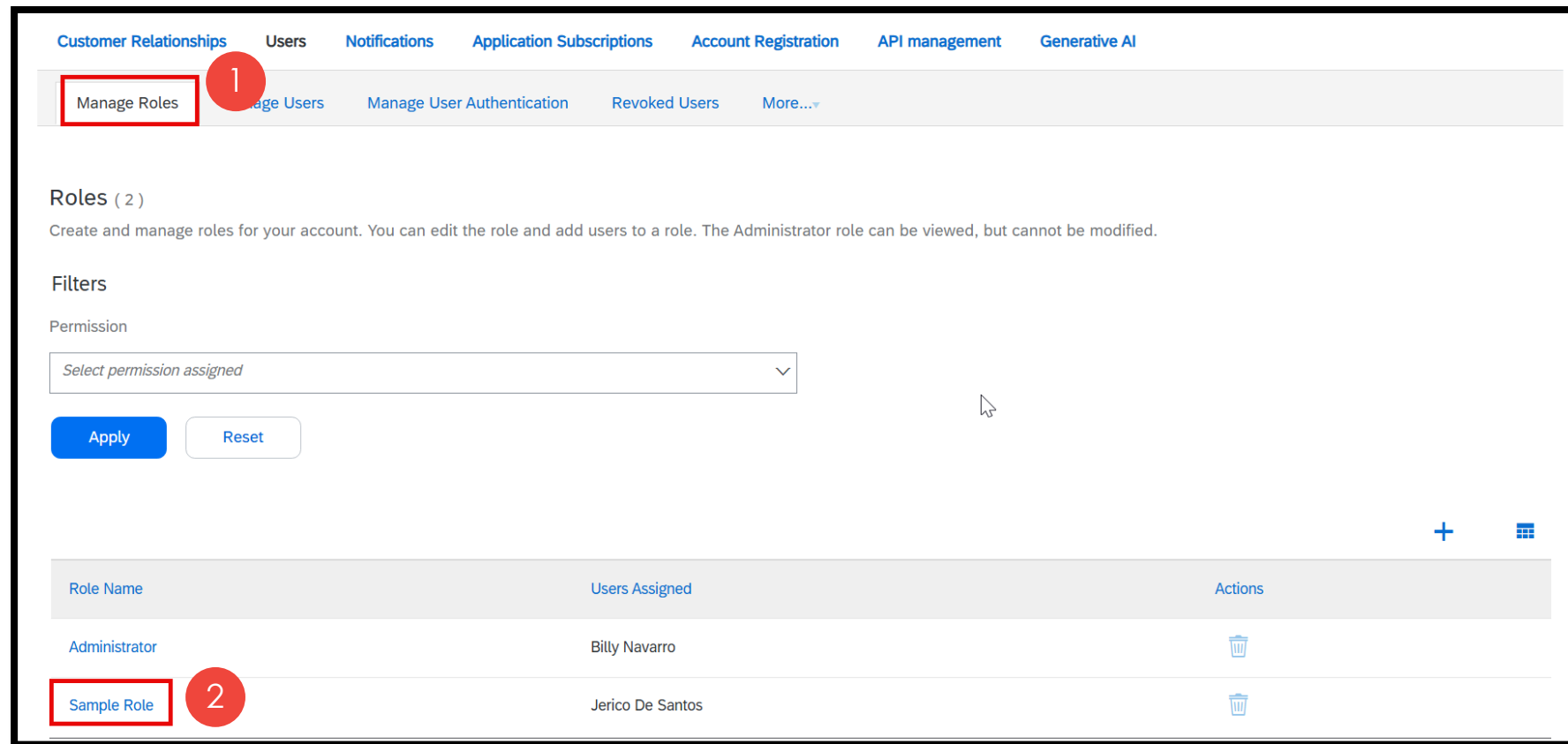
From the Company **Settings** menu, select **Users** to navigate to the Manage Roles section.

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# Modifying Roles

Click on the “Manage Roles” tab. Then, click on the role that you want to update.



The screenshot shows a web interface for managing roles. At the top, there is a navigation bar with tabs: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, API management, and Generative AI. Below this, a secondary navigation bar contains links: Manage Roles (highlighted with a red box and a red circle with the number 1), Manage Users, Manage User Authentication, Revoked Users, and More... The main content area is titled 'Roles ( 2 )' and includes a description: '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.' Below the description is a 'Filters' section with a 'Permission' dropdown menu (showing 'Select permission assigned') and 'Apply' and 'Reset' buttons. At the bottom, there is a table with two columns: 'Role Name' and 'Users Assigned'. The table has two rows: 'Administrator' with 'Billy Navarro' and 'Sample Role' with 'Jerico De Santos'. The 'Sample Role' row is highlighted with a red box and a red circle with the number 2. There are also icons for adding (+) and deleting (trash) roles.

Role Name	Users Assigned	Actions
Administrator	Billy Navarro	
Sample Role	Jerico De Santos	

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# Modifying Roles

Edit Role

3

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

1

Name: \*

Sample Role

Description:

Sample Role for User Guide

Permissions

Each role must have at least one permission.  
Upgrade your SAP Business 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"/>	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input checked="" type="checkbox"/>	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)

2

Show desktop

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

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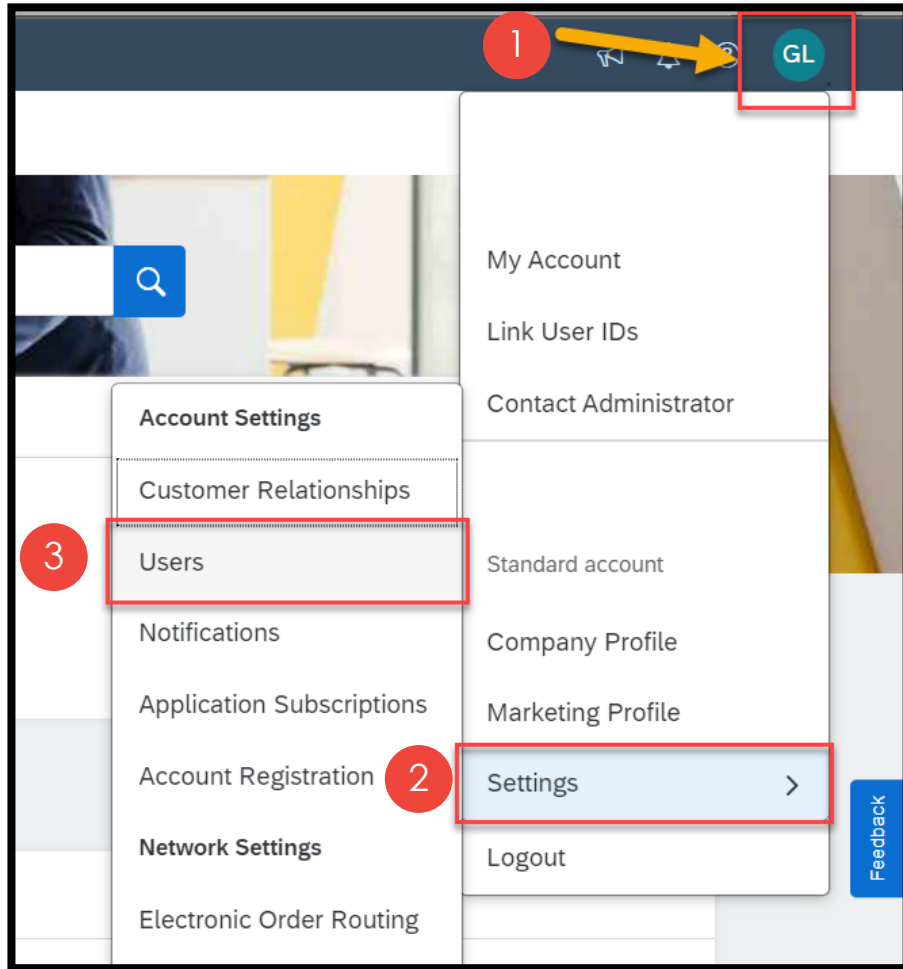




## 2. Create New User

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# Create New User



**Note:** In your Ariba account, you can add multiple users that will perform specific tasks.

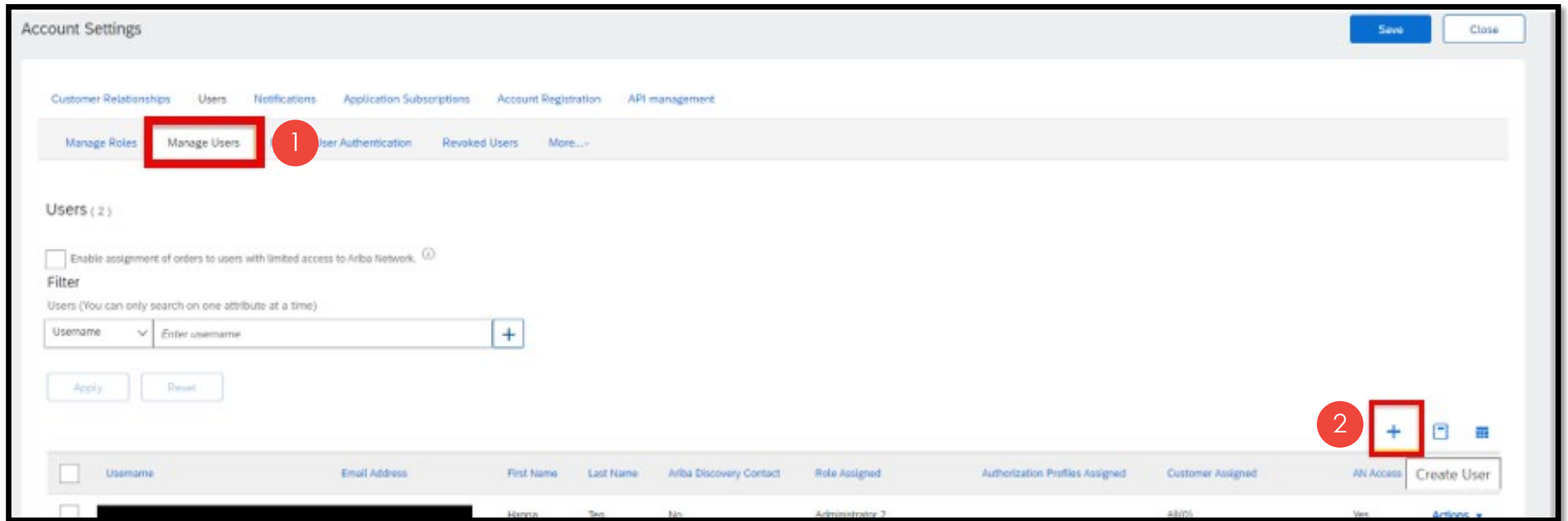
For example, user A will participate in procurement opportunities, user B will be responsible for supplier onboarding, and user C will issue invoice.

This guide will show you how to create a user.

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

# Create New User

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



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# Create New User

**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**

1

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**

2

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

**Customer Assignment**

3

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.

Update the field with asterisk (\*). The **username** will be the username used for the **User login**. The indicated **email address** will receive the activation link. This is also the email address that will be used to reset password.

Select the **Role Assignment**. This is the role you created previously that will contain the permission/access that this user can have.

You can then indicate whether the assigned role of the user will apply to all partners/buyers under your organization or only to a select few.

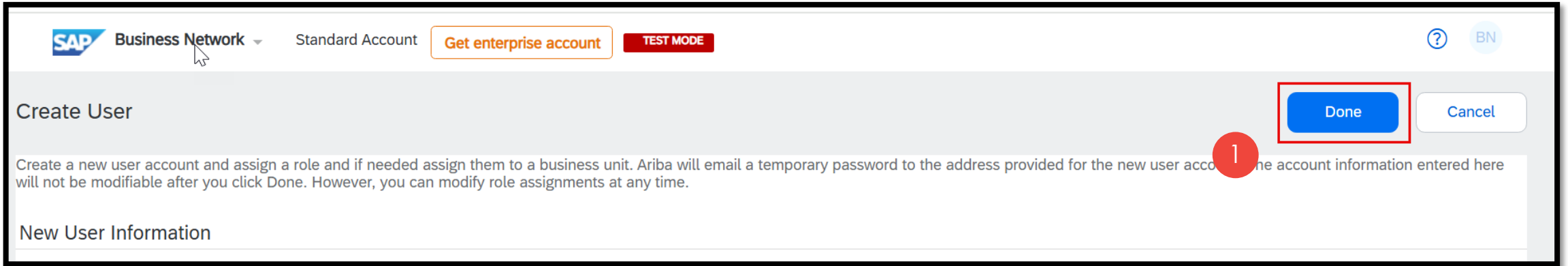
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# Create New User

Click **Done**.



The screenshot shows the SAP Business Network interface for creating a new user. The top navigation bar includes the SAP logo, 'Business Network' with a dropdown arrow, 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' button. On the right, there are help icons (a question mark and 'BN'). The main heading is 'Create User'. Below it, a text block explains: '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.' At the bottom right, there are two buttons: 'Done' (highlighted with a red box and a red circle with the number 1) and 'Cancel'. Below the text block is a section titled 'New User Information'.

**Note:** After this, Ariba will send an activation link via the indicated email address. They will also send the temporary password. The new user will then need to activate his/her Ariba account.

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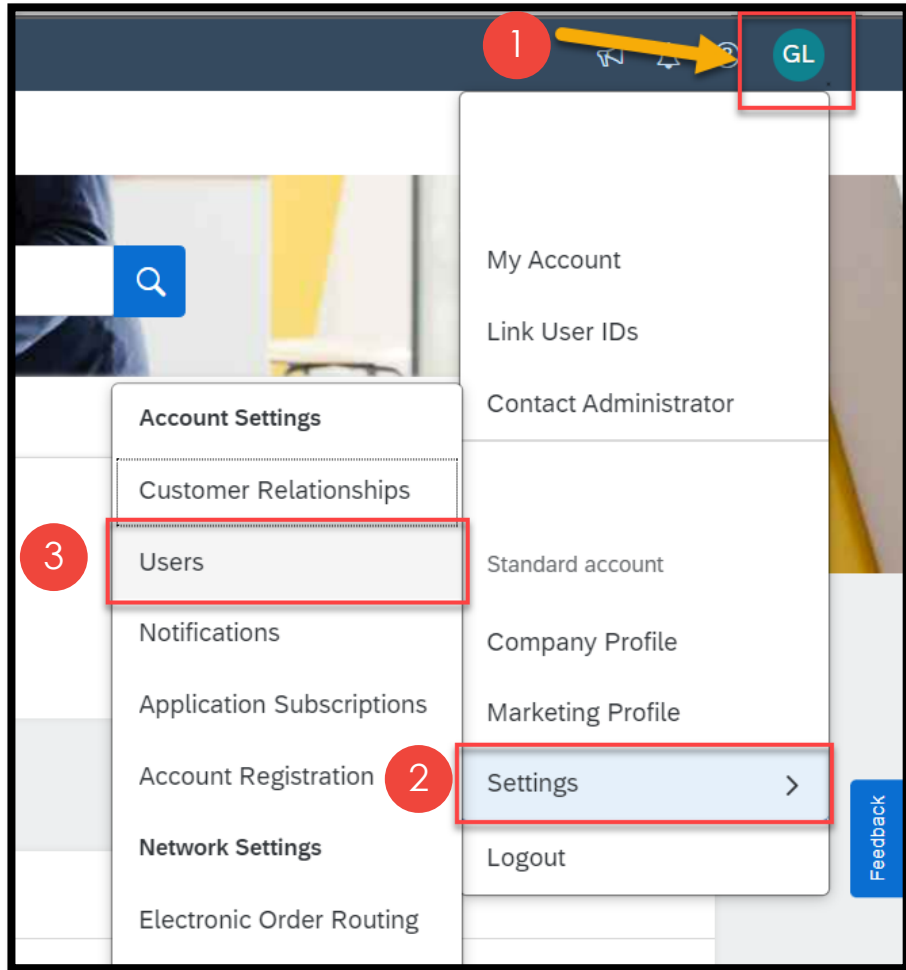




### 3. Assigning an Existing User to a New Role

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# Assigning an Existing User to a New Role



**Note:** Please follow this guide if you want to assign a new role to an existing user in your Ariba account.

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

# Assigning an Existing User to a New Role

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

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  +

Apply Reset

<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"/>	flowerhouse		Gina	Loo	No	SOURCING_SUPPLIER_BASE, +5		All(0)	Yes	
<input type="checkbox"/>	mac_adam		Mac	Adam	No	Finance		All(0)	Yes	Actions

Add to Contact List Remove from Contact List

Save Close

Find the existing user by navigating to “**Manage Users**”.

This menu will display all the Existing Users created under your Ariba Account. It will display the [username], [email address], [first name], [last name], [Role Assigned] of the users.

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# Assigning an Existing User to a New Role

The screenshot shows the 'Account Settings' window with the 'Manage Users' tab selected. Below the navigation bar, there's a 'Users (2)' section with a filter input and a table of users. The first user, 'dlw@house\_test@gmail.com', is selected with a red box and arrow labeled '1'. The second user, 'mac\_adam@gmail.com', has a checked checkbox. A red box and arrow labeled '2' points to the 'Actions' dropdown menu for the second user. A red box and arrow labeled '3' points to the 'Edit' option in the dropdown menu. The table has columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The URL at the bottom is 'https://service.ariba.com/ProfileManagement.aw/109552072/aw?awh=r&aw...'.

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
dlw@house_test@gmail.com	dlw@ribatesting@gmail.com	Gina	Loo	No	SOURCING_SUPPLIER_BASE, +5	All(0)	Yes	Yes
mac_adam@gmail.com	dlw@ribatesting@gmail.com	Mac	Adam	No	Finance	All(0)	Yes	Yes

Once you identified the user that you want to assign a new role, select the user by clicking on the **check box** > then click **“Actions”** > select and click **“Edit”**.

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# Assigning an Existing User to a New Role

**Edit User** [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: 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

[Reset Password]

**Role Assignment**

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

**Customer Assignment**

Assign to Customer: ☒ All Customers ☐ Select Customers

[Save] [Cancel]

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

Once you have selected the Role for the user > Click **“Save”**

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# Assigning an Existing User to a New Role

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

<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"/>	flowerhous		Gina	Loo	No	SOURCING_SUPPLIER_BASE, +5		All(0)	Yes	
<input type="checkbox"/>	mac_adam		Mac	Adam	No	Sample Role		All(0)	Yes	Actions ▾

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# Assigning an Existing User to a New Role

### Role Assignment

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

NOTE: You can assign multiple roles for one user. You just need to select all the roles that you want to assign to the said user.

<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"/>	flowerhouse		Gina	Loo	No	SOURCING_SUPPLIER_BASE, +5		All(0)	Yes	
<input type="checkbox"/>	mac_adam		Mac	Adam	No	Sample Role, +1		All(0)	Yes	Actions ▾
<div>Add to Contact ListRemove from Contact List</div>										

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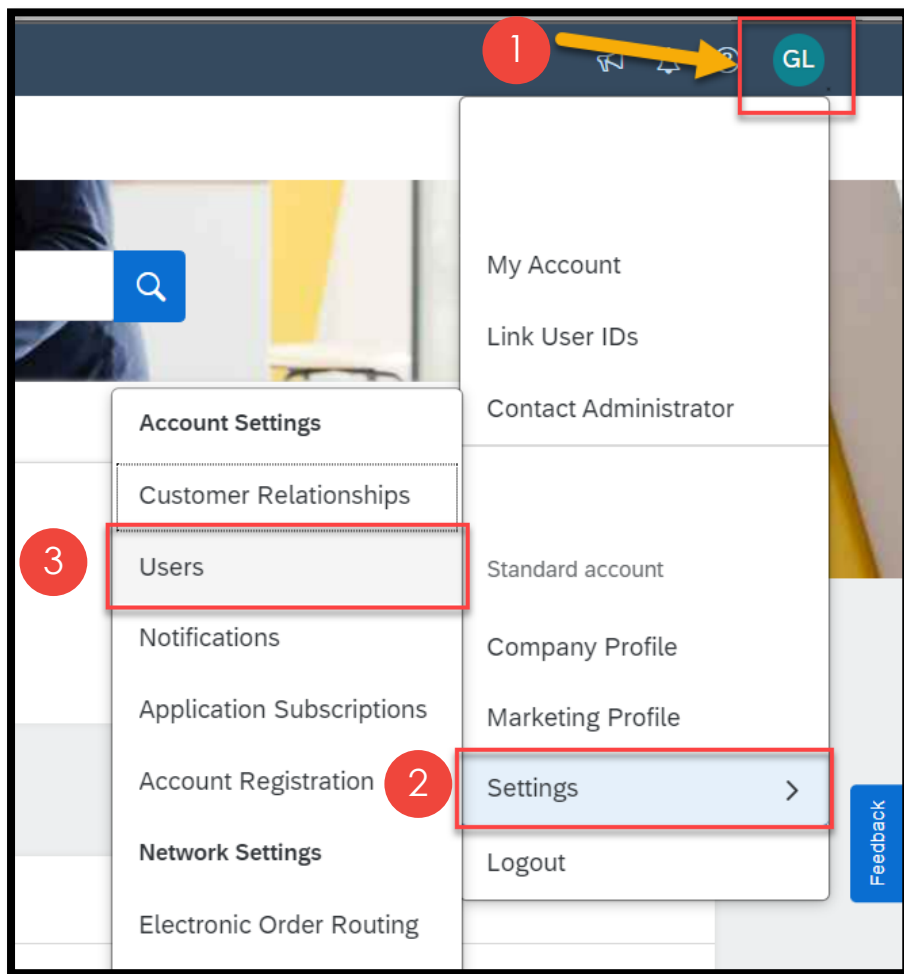




## 4. Change the Administrator of the Account

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# Change the Administrator of the Account



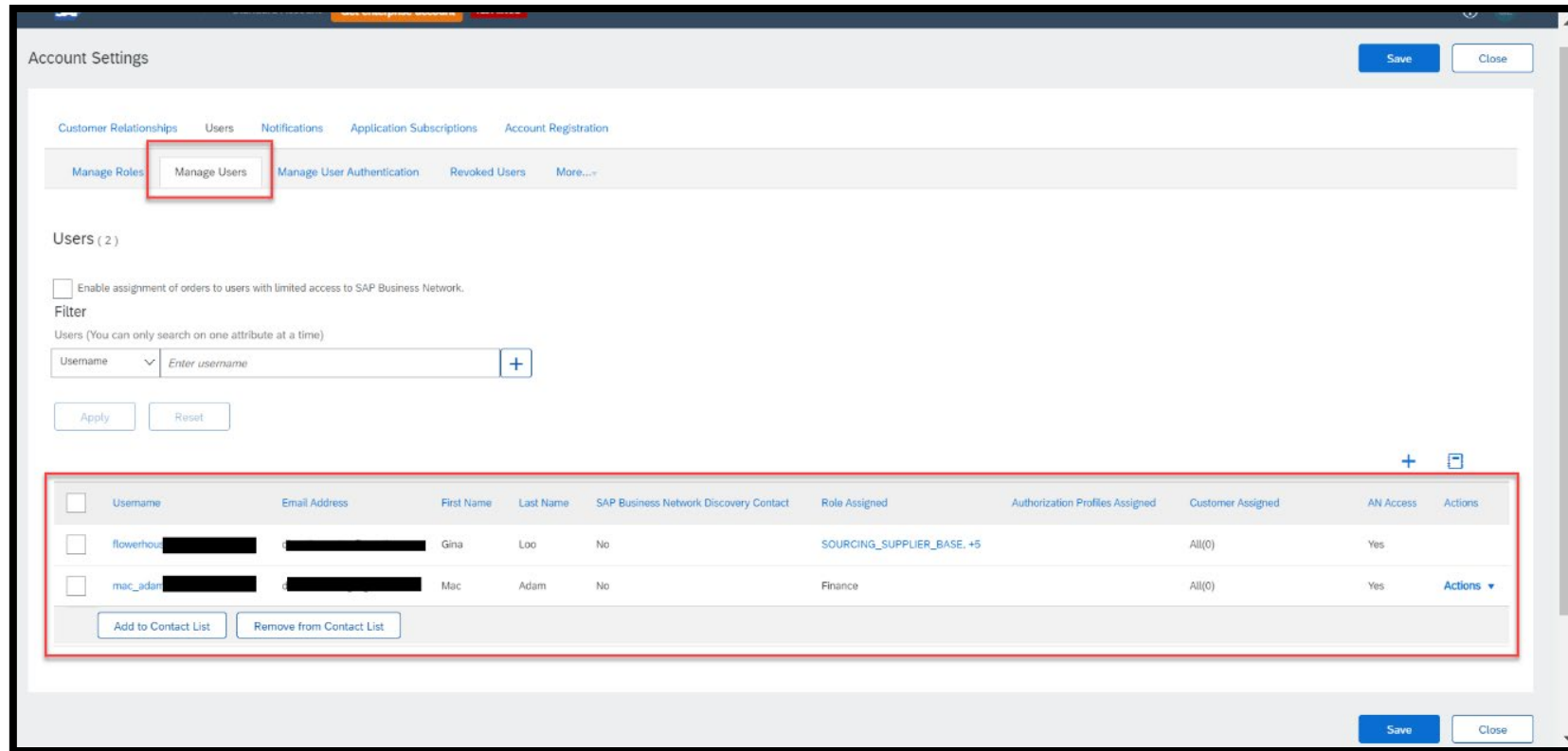
**Note:** Your Ariba account will have an administrator. This is the user with the most powerful role – highest read and write access to all documents and transactions in your Ariba account.

Please follow this guide if you want to update the administrator (i.e., user A is the administrator, and you want to update it to user B).

Do note that only the current administrator can reassign his/her role to another user.

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

# Change the Administrator of the Account



Find the existing user by navigating to **“Manage Users”**.

This menu will display all the Existing users created / available in your Ariba Account.

It will display the [username], [email address], [first name], [last name], [Role Assigned] of the users.

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# Change the Administrator of the Account

The screenshot shows the 'Account Settings' window with the 'Users' tab selected. The 'Users' section has a filter and a table of users. The first user is 'lowerhouse\_test' and the second is 'mac\_adam'. The 'mac\_adam' user's checkbox is checked (1). The 'Actions' dropdown for the 'mac\_adam' user is open, showing 'Edit', 'Delete', and 'Make Administrator' (2). The 'Make Administrator' option is highlighted (3).

	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Is	Actions
<input type="checkbox"/>	lowerhouse_test	Gina	Loo	No	SOURCING_SUPPLIER_BASE, +5	All(0)	Yes		
<input checked="" type="checkbox"/>	mac_adam	Mac	Adam	No	Sample Role, +1	All(0)			Actions

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**”

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# Change the Administrator of the Account

Follow the next steps as shown by Ariba. If you're brought to “Assign a Role” page, select the check box of all the roles displayed > click “**Assign**” > Ariba will prompt a message to warn you that you're transferring the administrator role to the new user. To proceed, click “**Ok**”.

Assign a Role

Select a new role for your account.

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

Assign Cancel

Assign a New Administrator

WARNING: You are about to transfer your administrator role to Mac Adam. After you assign the administrator role to another user, you will be logged out of your account.

OK Cancel

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# Change the Administrator of the Account

Once done, click **“Save”**.



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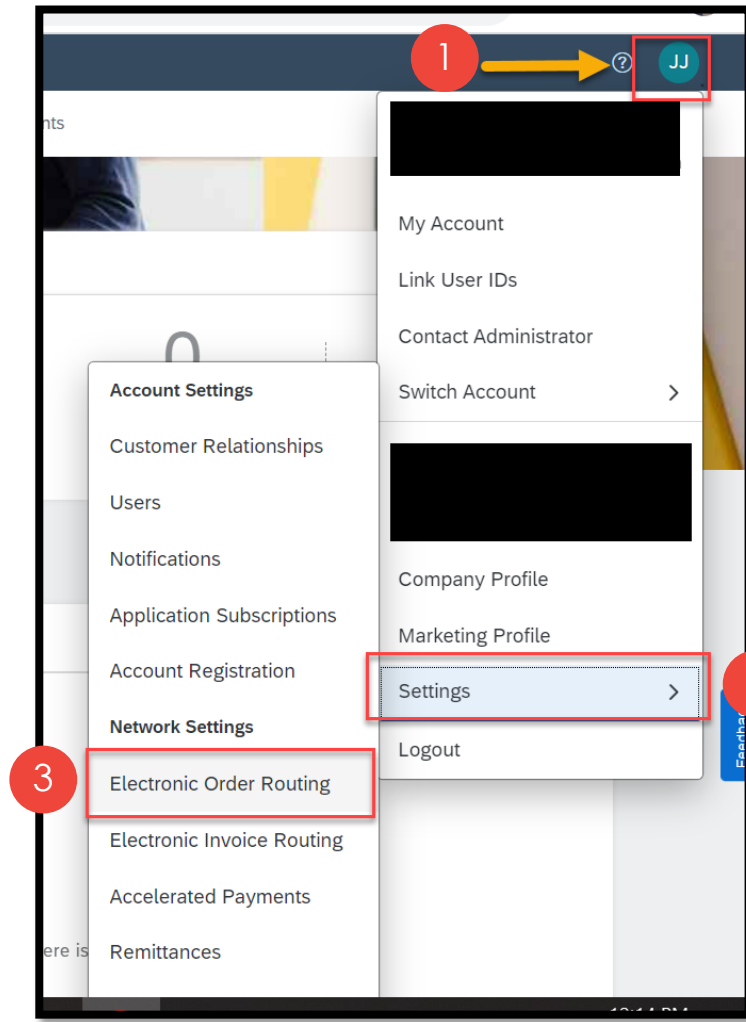




## 5. Update Electronic Routing Email

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# Update Electronic Routing Email



**Note:** Please follow this guide if you want to maintain/update the email addresses that will receive the PO issued by SUTD.

- 1 After you logged into your account, navigate to [Supplier Initial]
- 2 Click “Settings”
- 3 Select and click “Electronic Order Routing”

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# Update Electronic Routing Email

- 1 Select **Electronic Order Routing**
- 2 Change the highlighted field with the new email address you want to use as the routing email address.
  - Email address(es) maintained in the below field will receive the POs from SUTD.

The screenshot shows the SAP Business Network 'Network Settings' page. The 'Electronic Order Routing' tab is selected and highlighted with a red box and a red circle with the number '1'. Below the tabs, there are sections for 'External System Integration', 'Non-Catalog Orders with Part Numbers', 'Status Update Request Notifications', and 'New Orders'. The 'New Orders' section contains a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' is set to 'Email'. The 'Options' section includes a red box around the 'Email address' field, which is highlighted with a red circle and a yellow arrow with the number '2'. Below the email address field are four checkboxes: 'Attach cXML document in the email message', 'Include document in the email message' (which is checked), 'Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".', and 'Attach PDF document in the email message'.

**Note:** You can maintain up to 5 email addresses separated by comma with no space.

Example:  
email1@gmail.com,email2@gmail.com,email3@gmail.com

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# Update Electronic Routing Email

1 Click **Save** button to save the changes made.

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE ? BN

Network Settings 1 Save Close

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

\* Indicates a required field

External System Integration

[Configure cXML \(native\) integration](#)

**Note: All email addresses maintained must be active and valid.** If at least one email address is invalid or inactive, this may cause issues with the issuance of PO, Goods Receipt, Service Entry Sheet, and Invoice.

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Thank you  
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