Ariba User Account Management

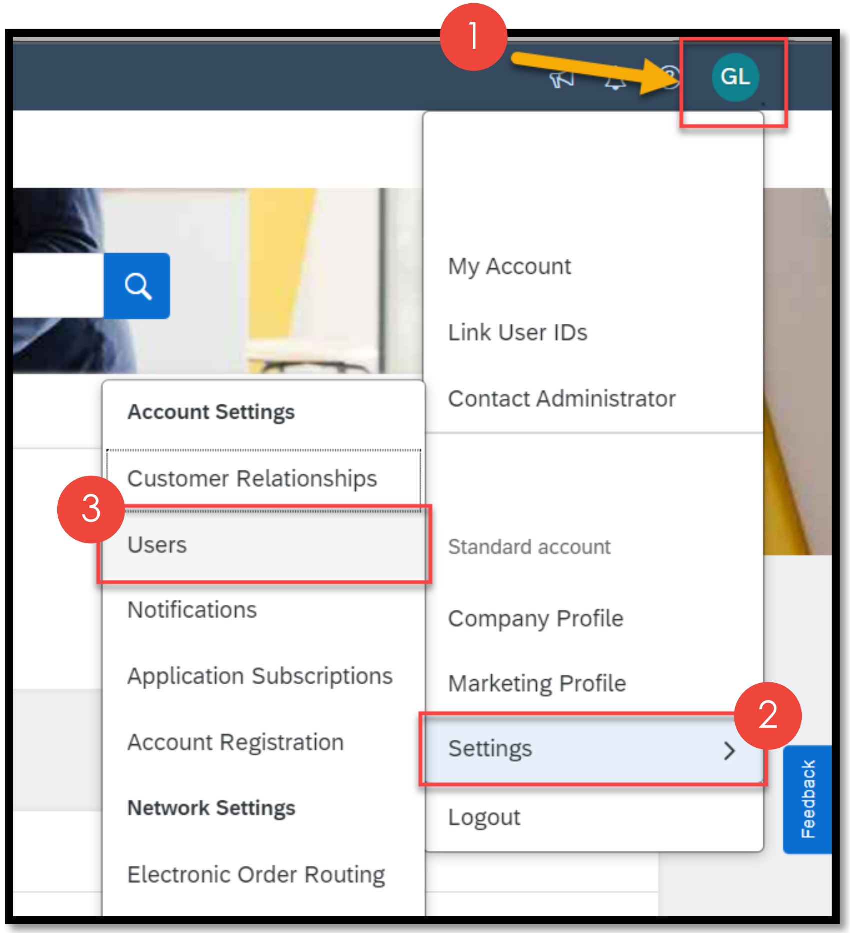
SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

Table of Contents

1. Creating a Role

SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN

Creating a Role



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

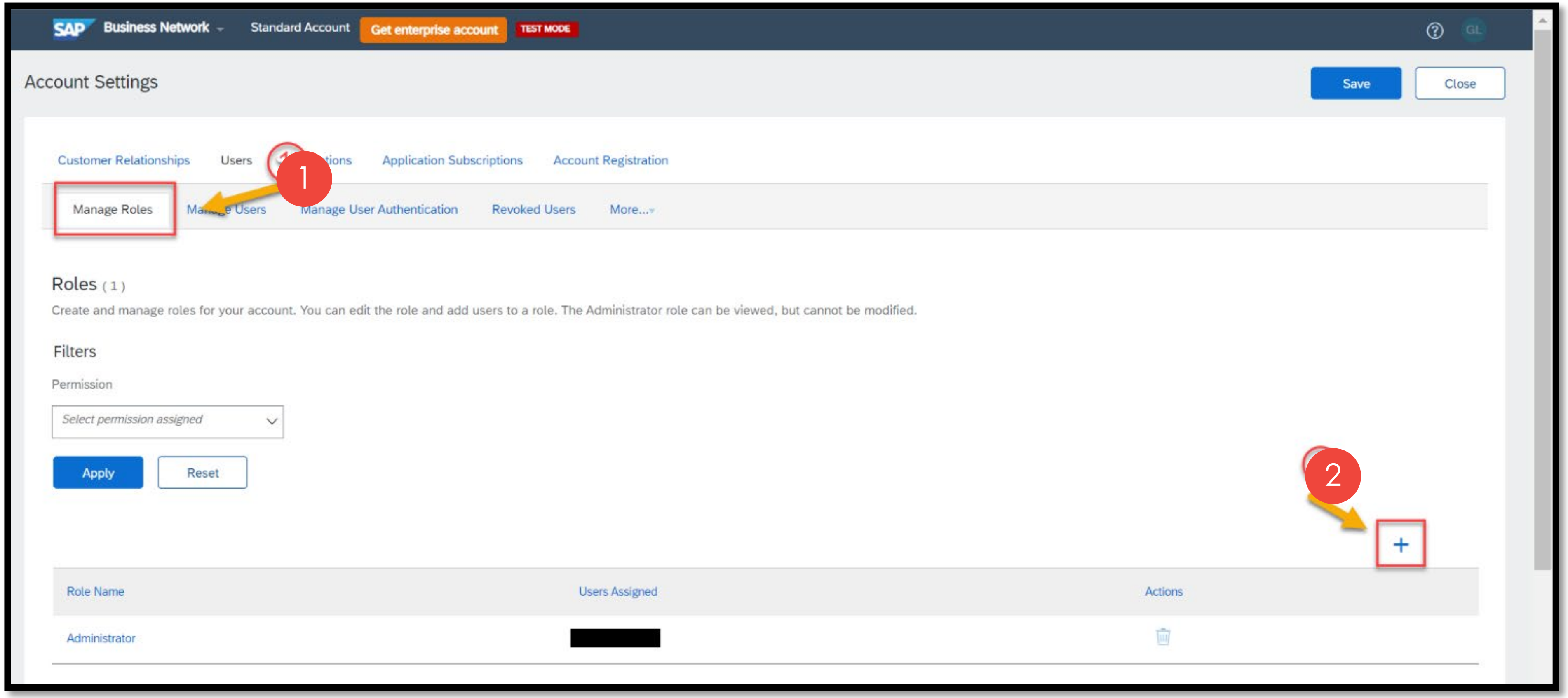
For example, user A will participate in procurement opportunities, user B will be responsible for supplier onboarding, and user C will issue invoice. For these users to perform these tasks, they must be assigned a role.

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

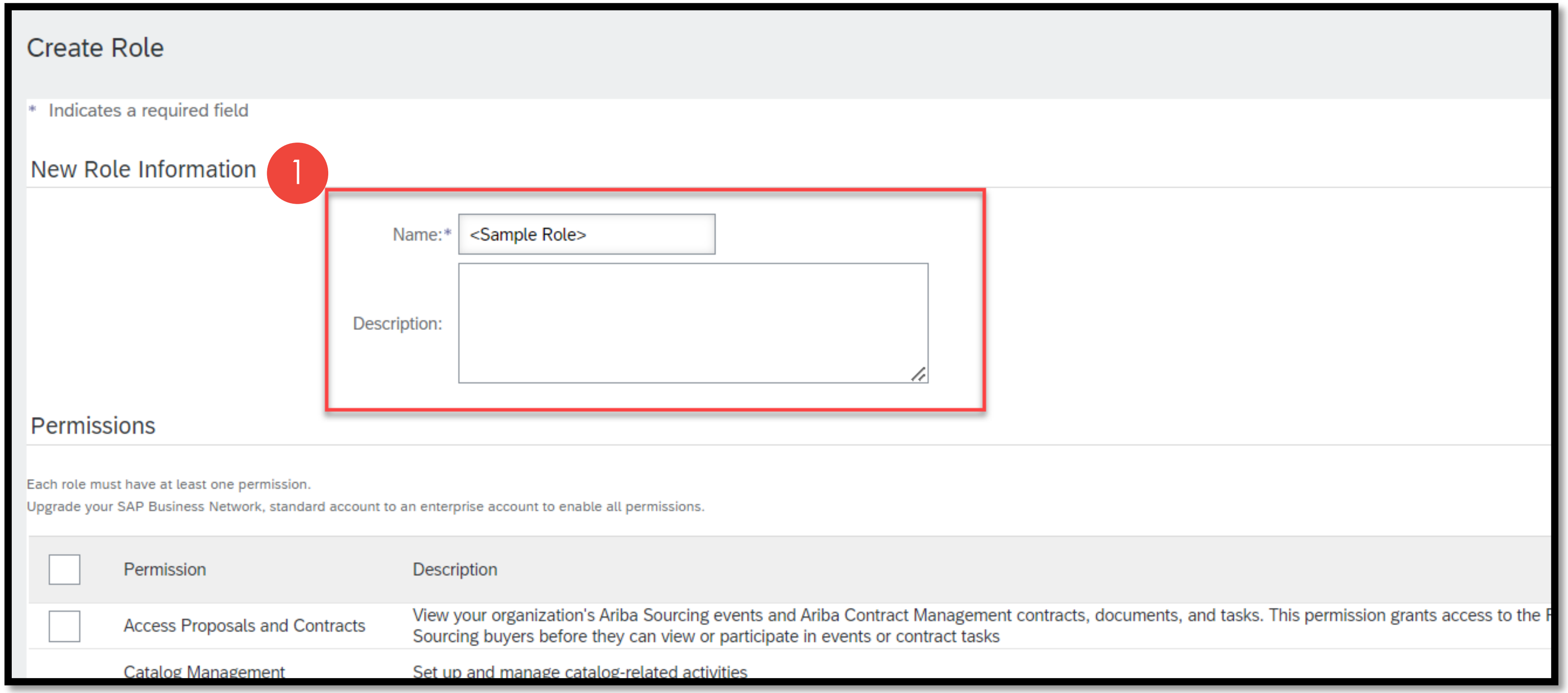
Click “+” button to create role in the “Manage Roles” section. This action will bring you to a page where you can create the role for your users.



A BETTER WORLD BY DESIGN.

Creating a Role

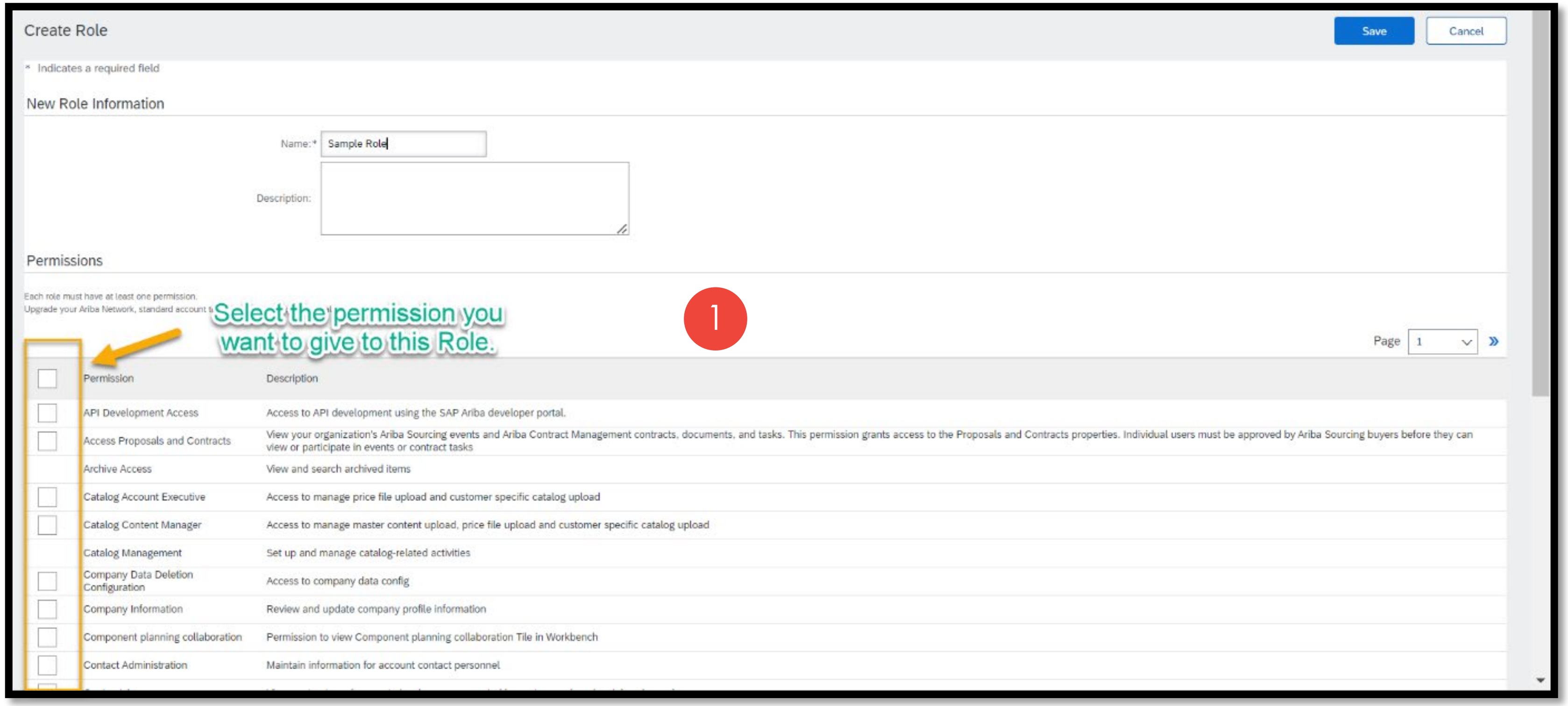
Enter a distinctive **Name** for the role, and optionally you can enter a Description to record your intentions for this role.



A BETTER WORLD BY DESIGN.

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.



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

A BETTER WORLD BY DESIGN.

Creating a Role

Click Save.

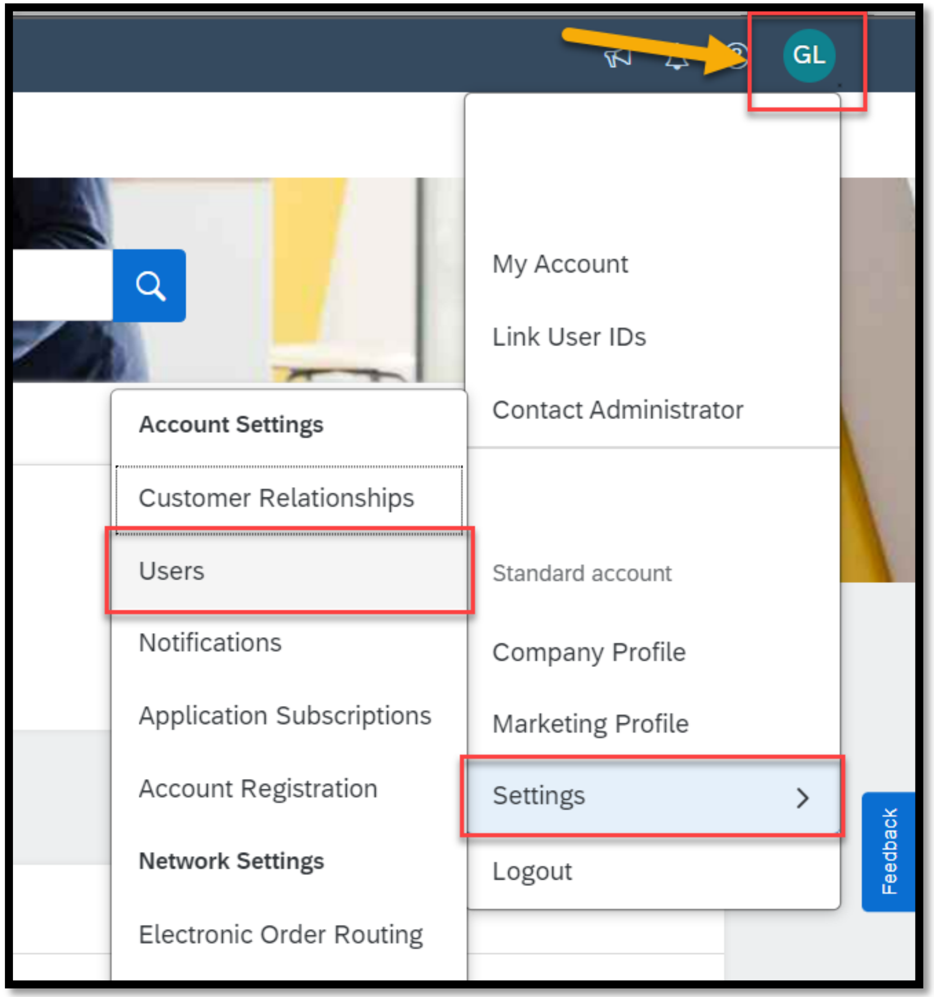
After a role has been created, you can assign a user to this role.

Please refer to Section **<u>2. Create New User</u>** (if the user you want to assign this newly created role is not created yet) or Section **<u>3. Assigning an Existing User to a New Role</u>** (if you already have an existing user and want to assign a new role to this User).

1.1. Modifying Roles

SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN

Modifying Roles



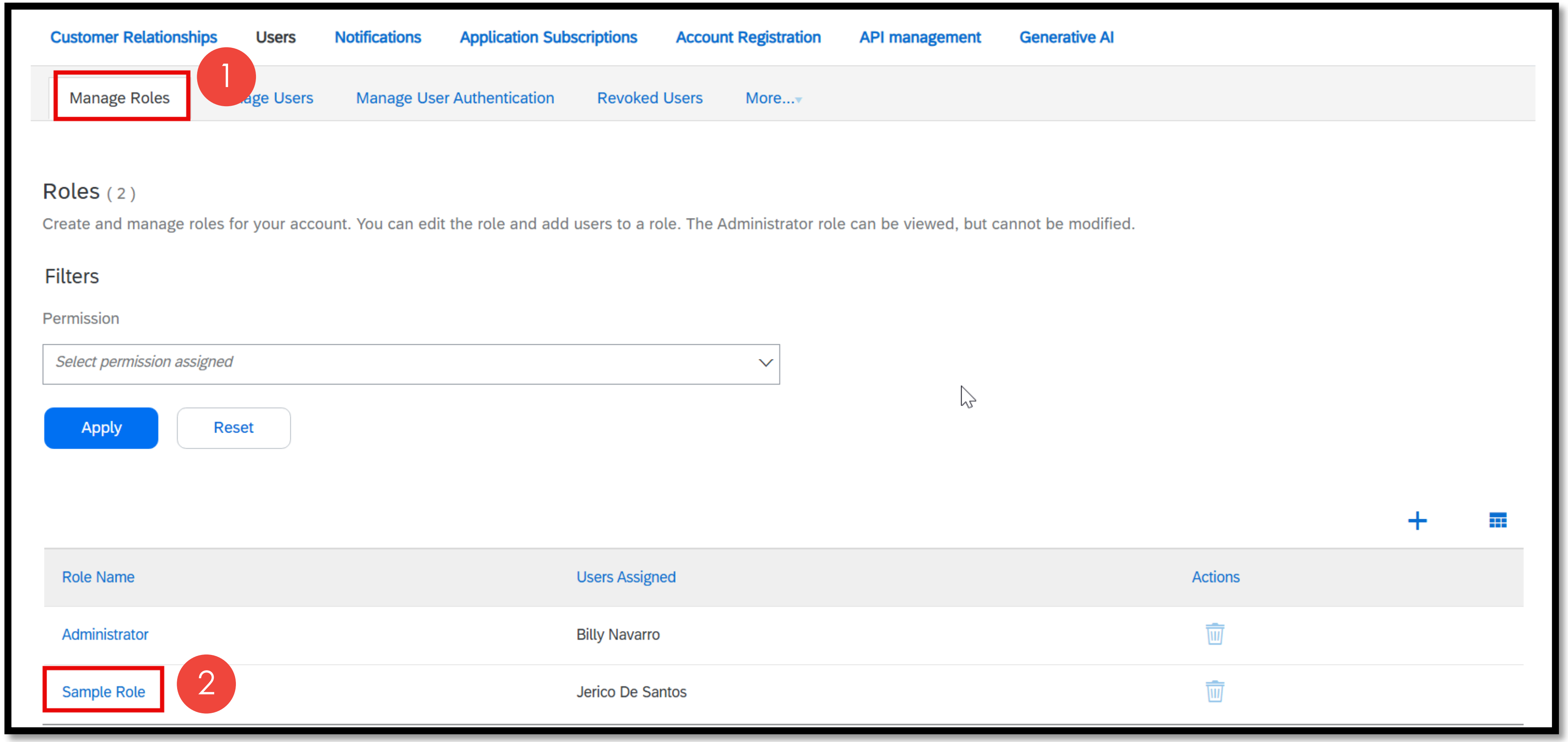
Note: After you create a role, you can modify it. If the role is already assigned to a user, the modifications will take effect for that user the next time they log in.

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

A BETTER WORLD BY DESIGN.

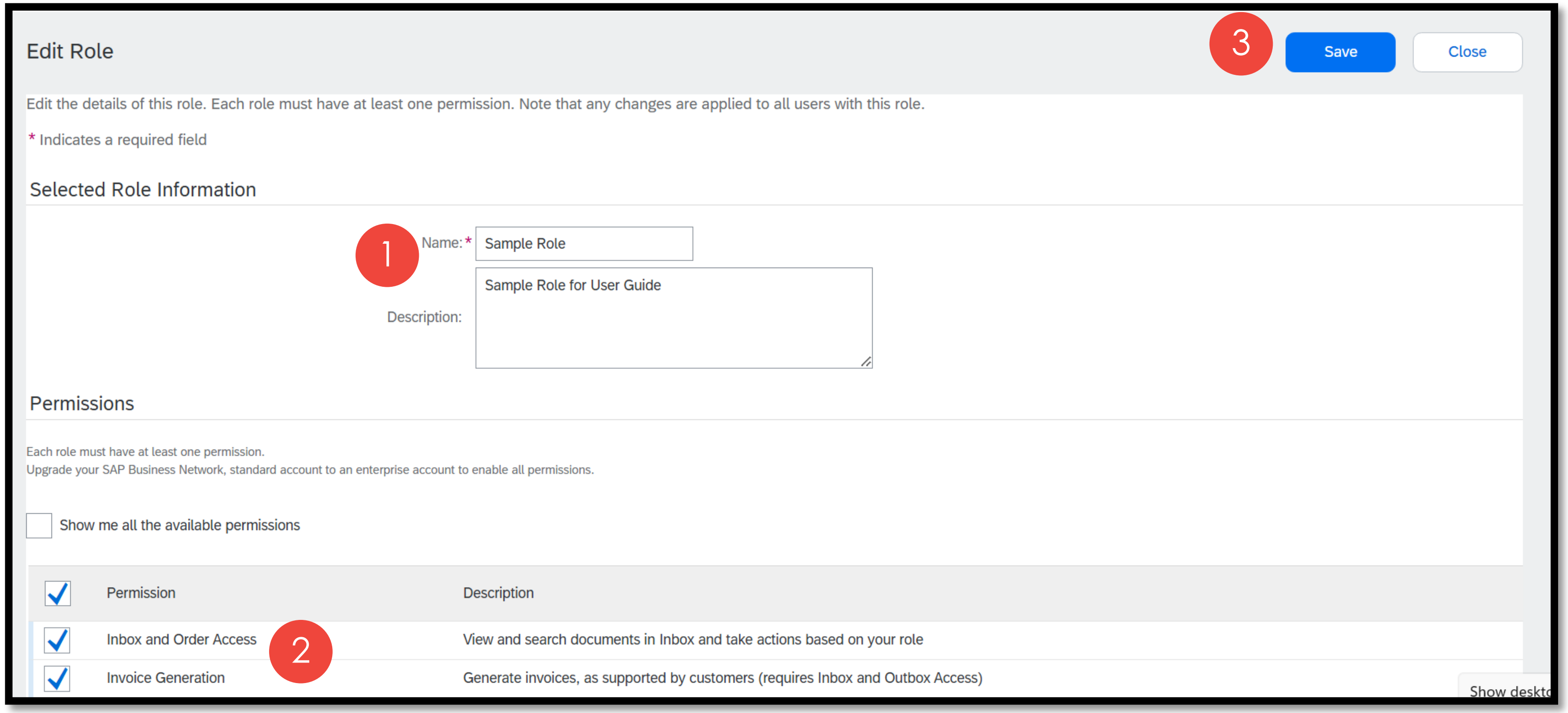
Modifying Roles

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



A BETTER WORLD BY DESIGN.

Modifying Roles



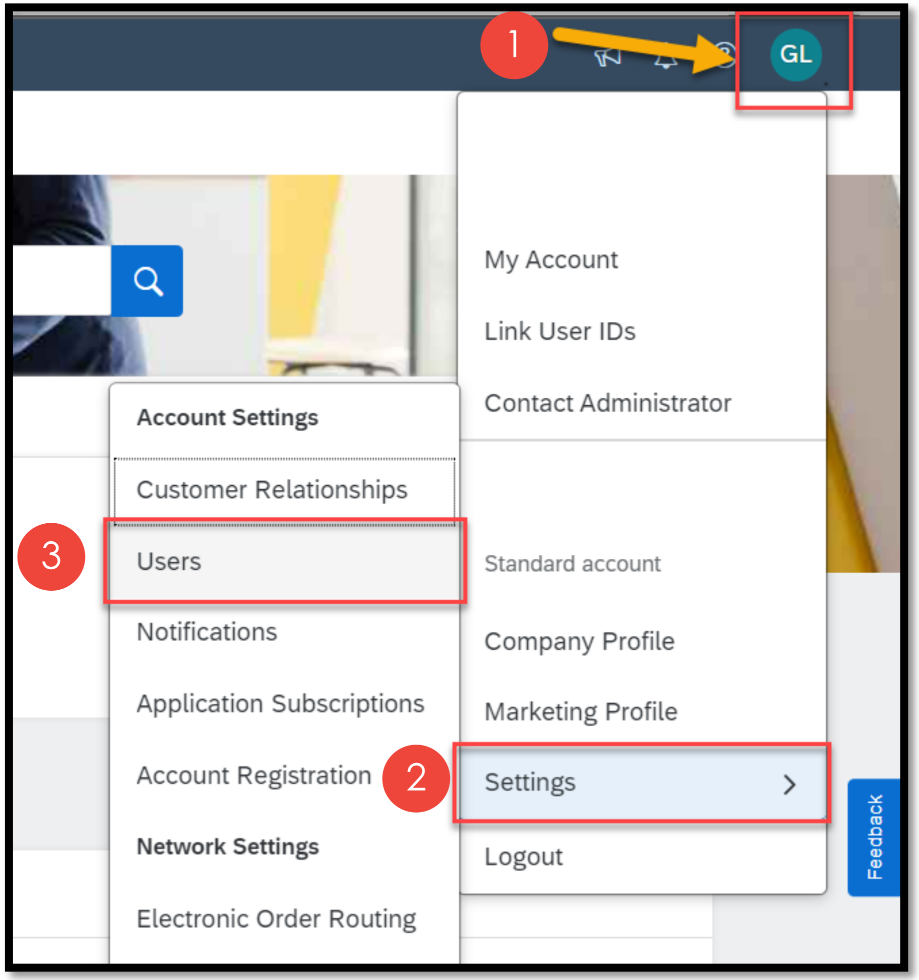
1. Update the role Name, and optionally, the Description.
2. Update selected Permissions for this role. Click on “Show me all the available permissions” to expand the list of permissions to choose from.
3. Click **Save**.

A BETTER WORLD BY DESIGN.

2. Create New User

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

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.

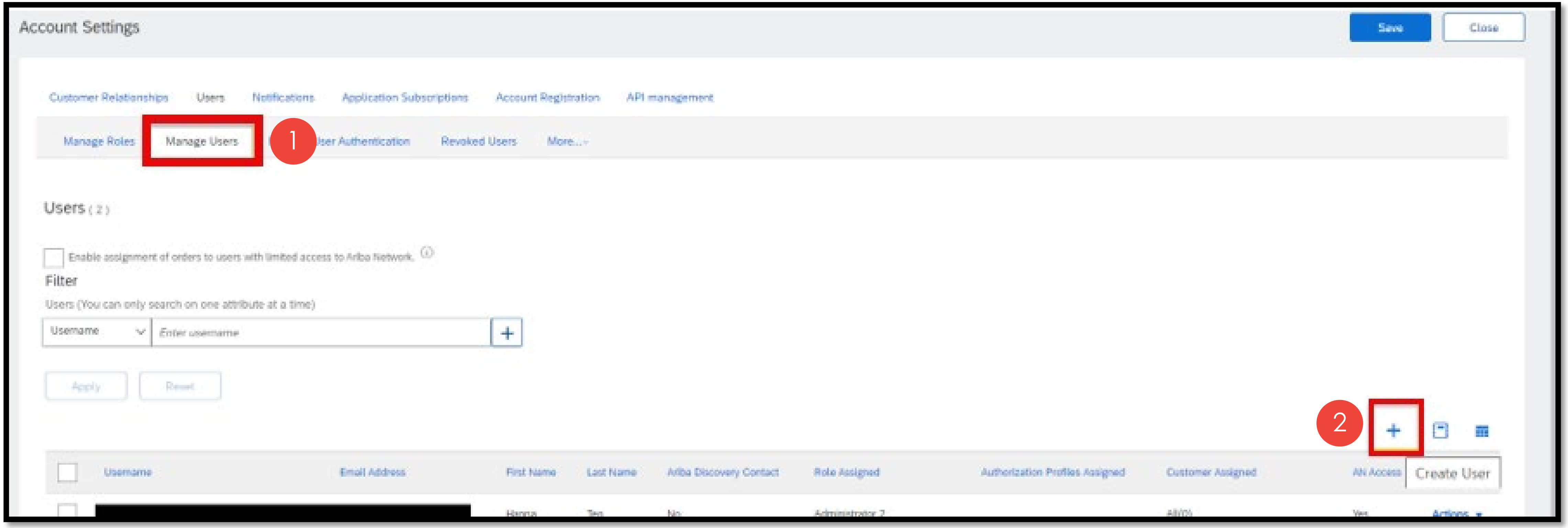
This guide will show you how to create a user.

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

A BETTER WORLD BY DESIGN.

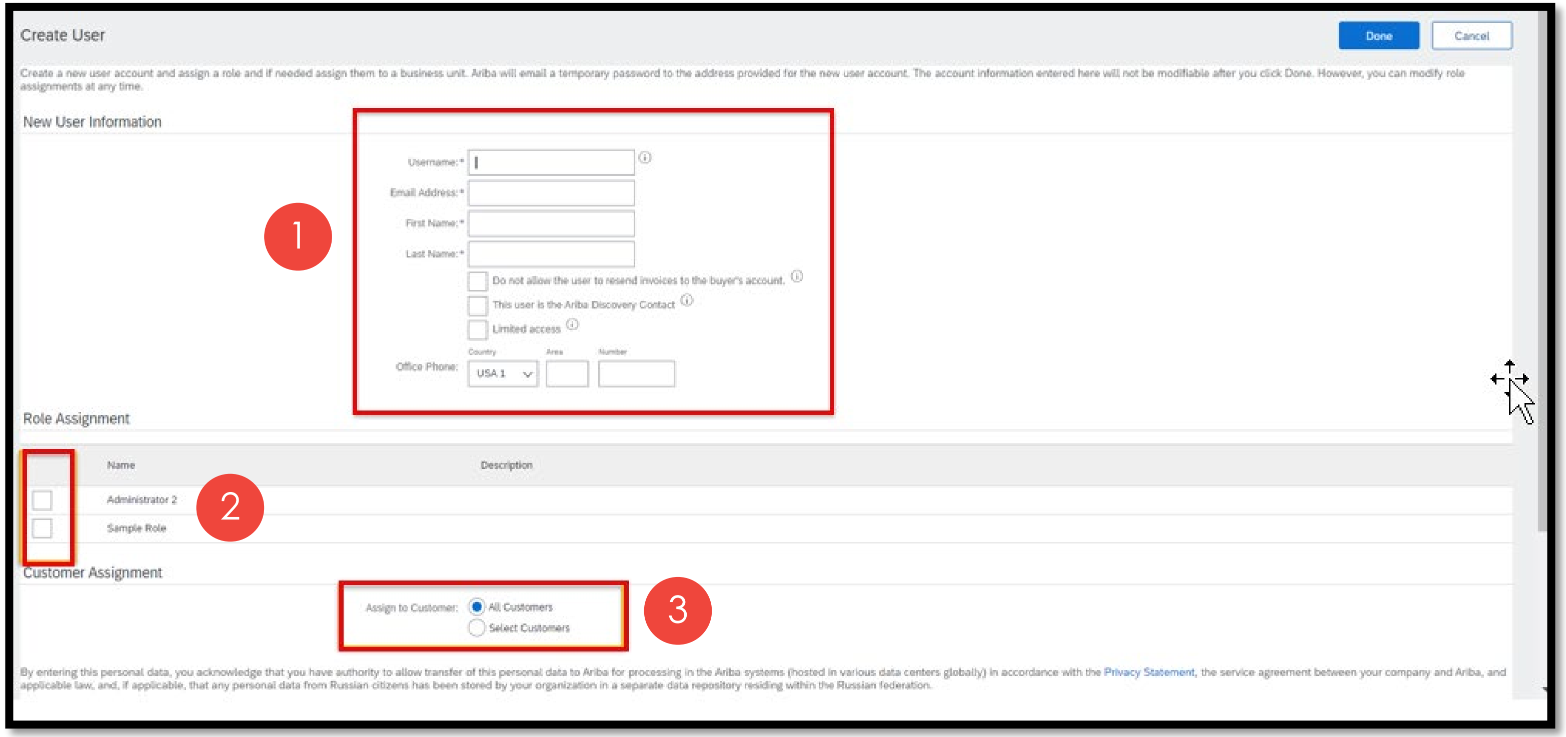
Create New User

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



A BETTER WORLD BY DESIGN.

Create New User



1. 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.

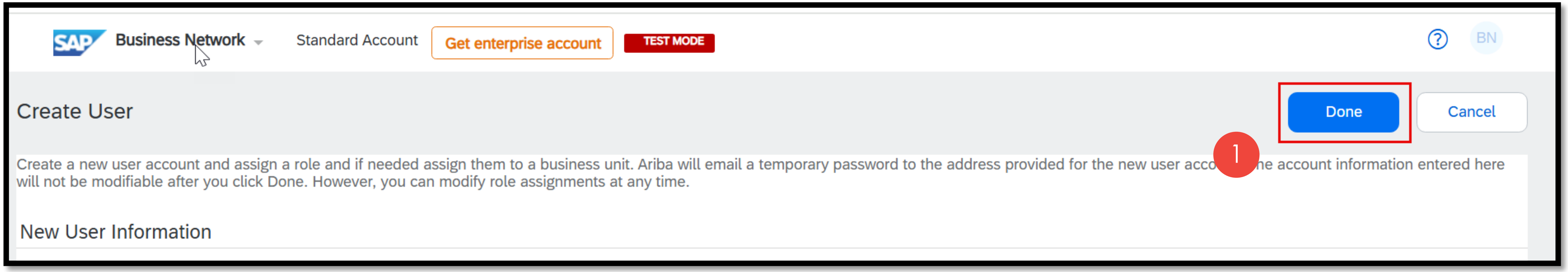
2. Select the **Role Assignment**. This is the role you created previously that will contain the permission/access that this user can have.

3. 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.

A BETTER WORLD BY DESIGN.

Create New User

Click **Done**.

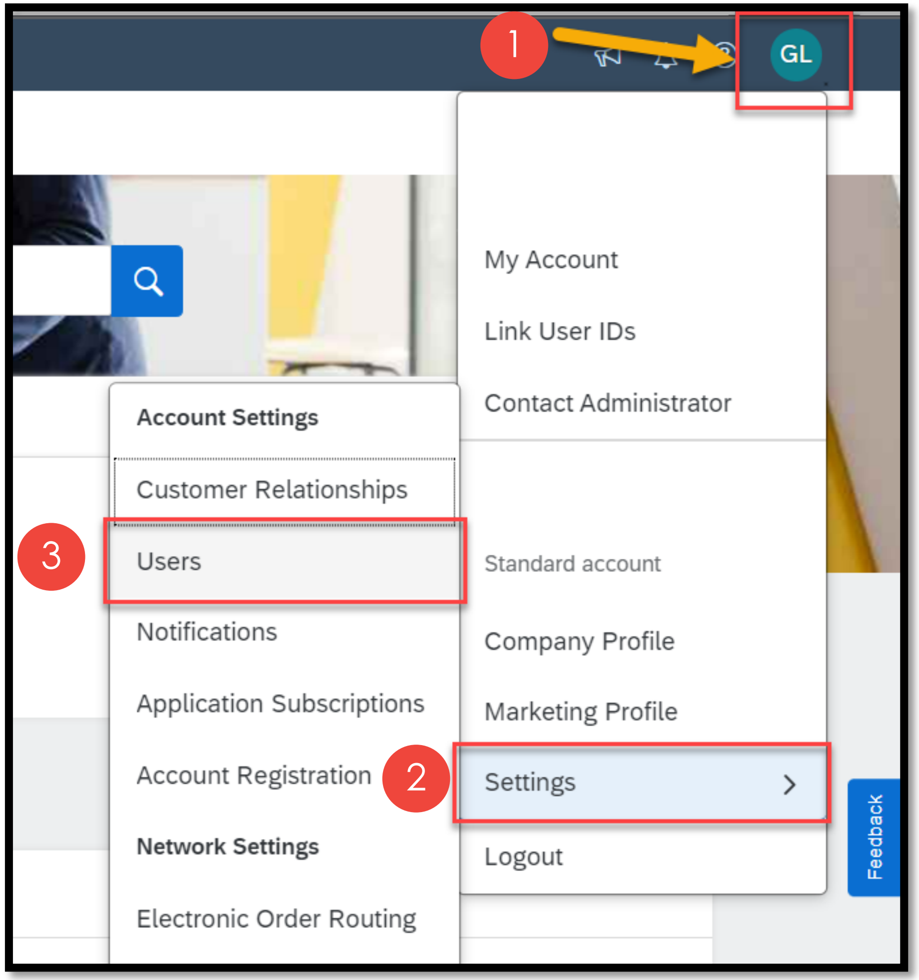


Note: After this, Ariba will send an activation link via the indicated email address. They will also send the temporary password. The new user will then need to activate his/her Ariba account.

3. Assigning an Existing User to a New Role

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

Assigning an Existing User to a New Role

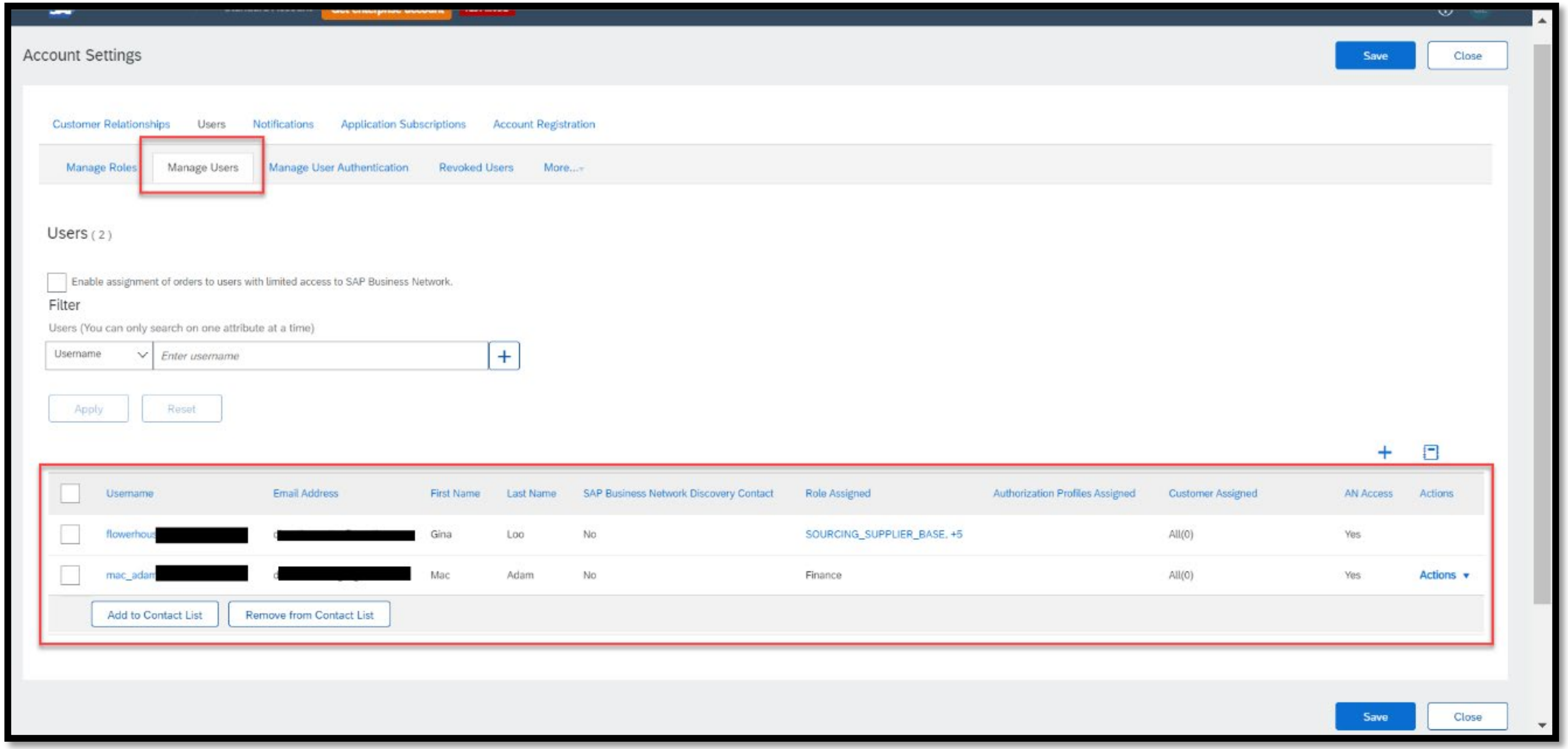


Note: Please follow this guide if you want to assign a new role to an existing user in your Ariba account.

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

A BETTER WORLD BY DESIGN.

Assigning an Existing User to a New Role

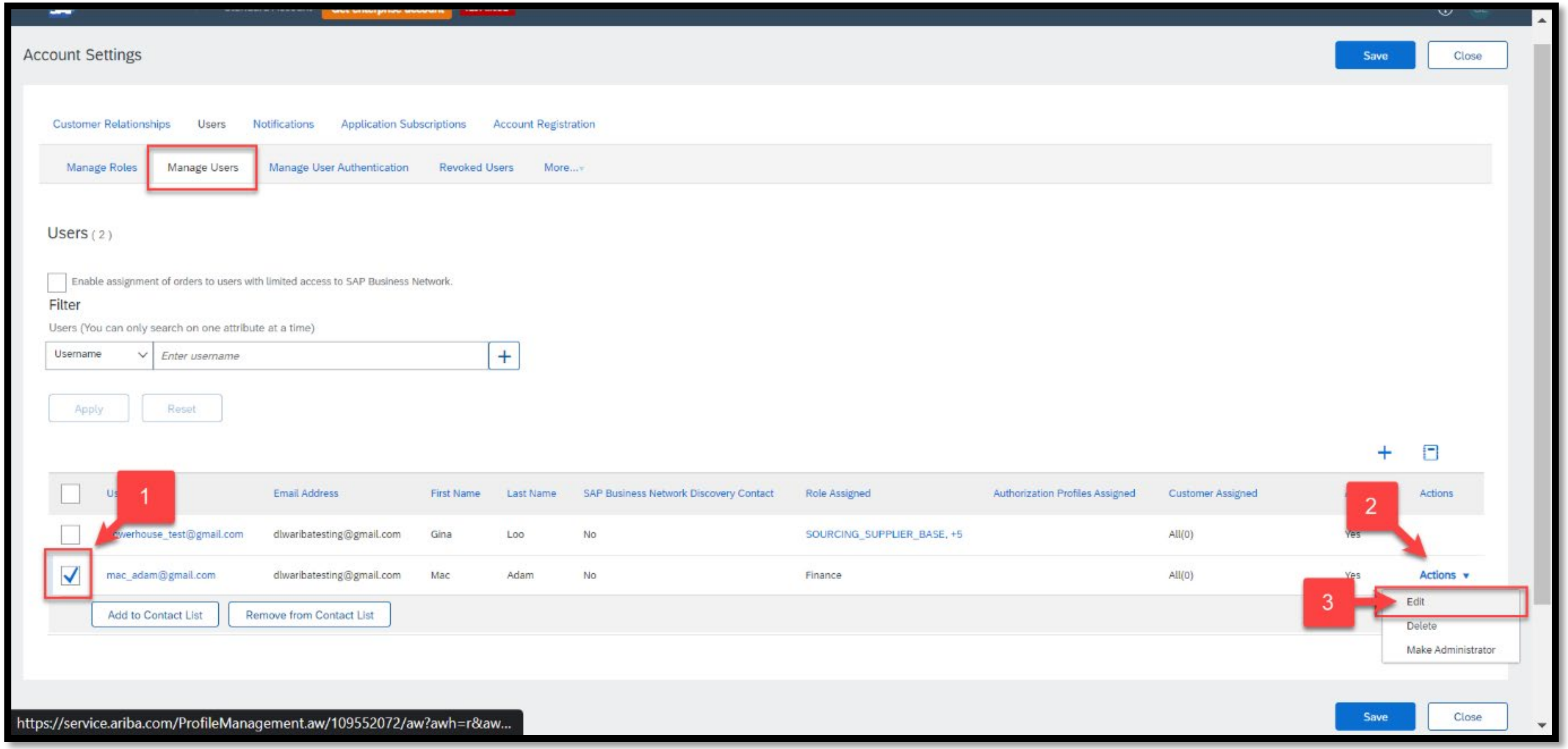


Find the existing user by navigating to "**Manage Users**".

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.

A BETTER WORLD BY DESIGN.

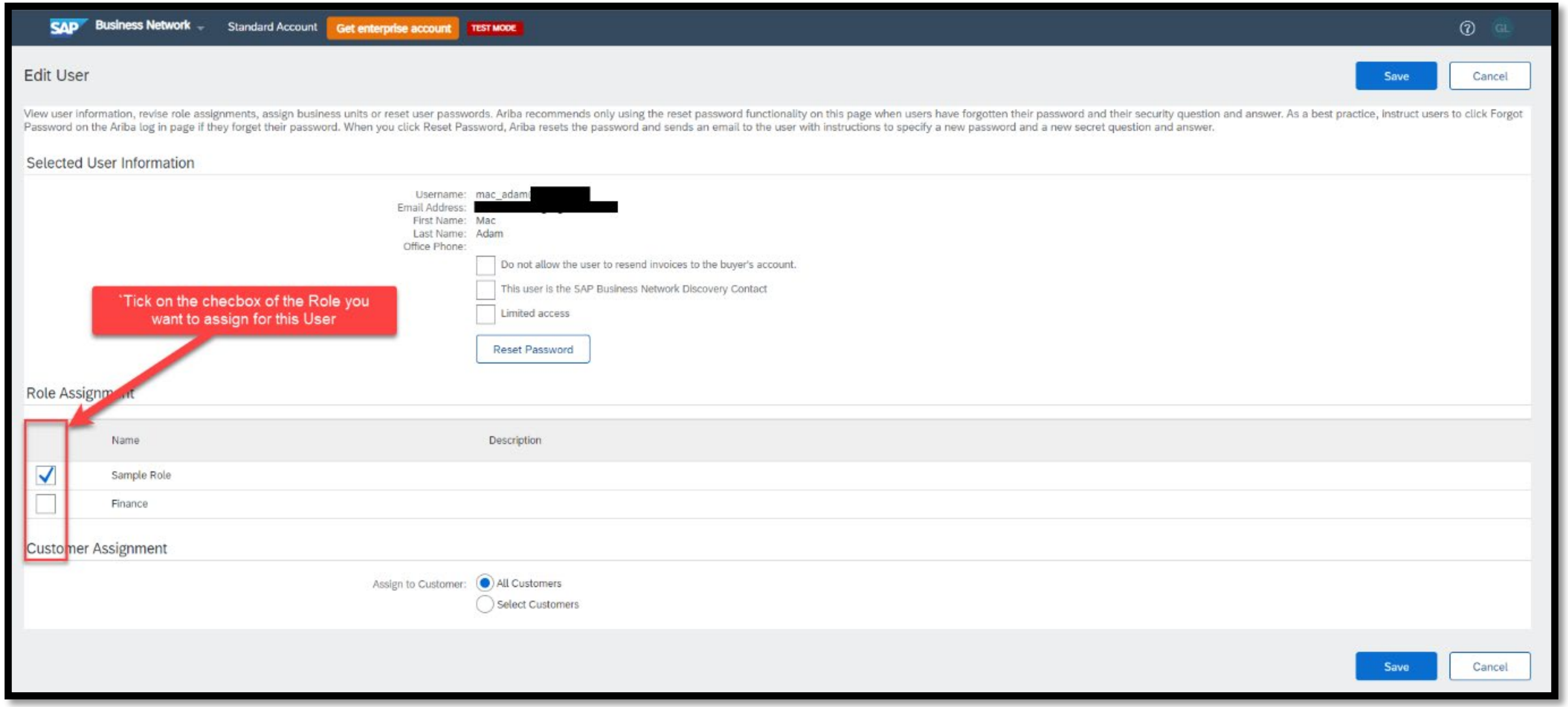
Assigning an Existing User to a New Role



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**".

A BETTER WORLD BY DESIGN.

Assigning an Existing User to a New Role



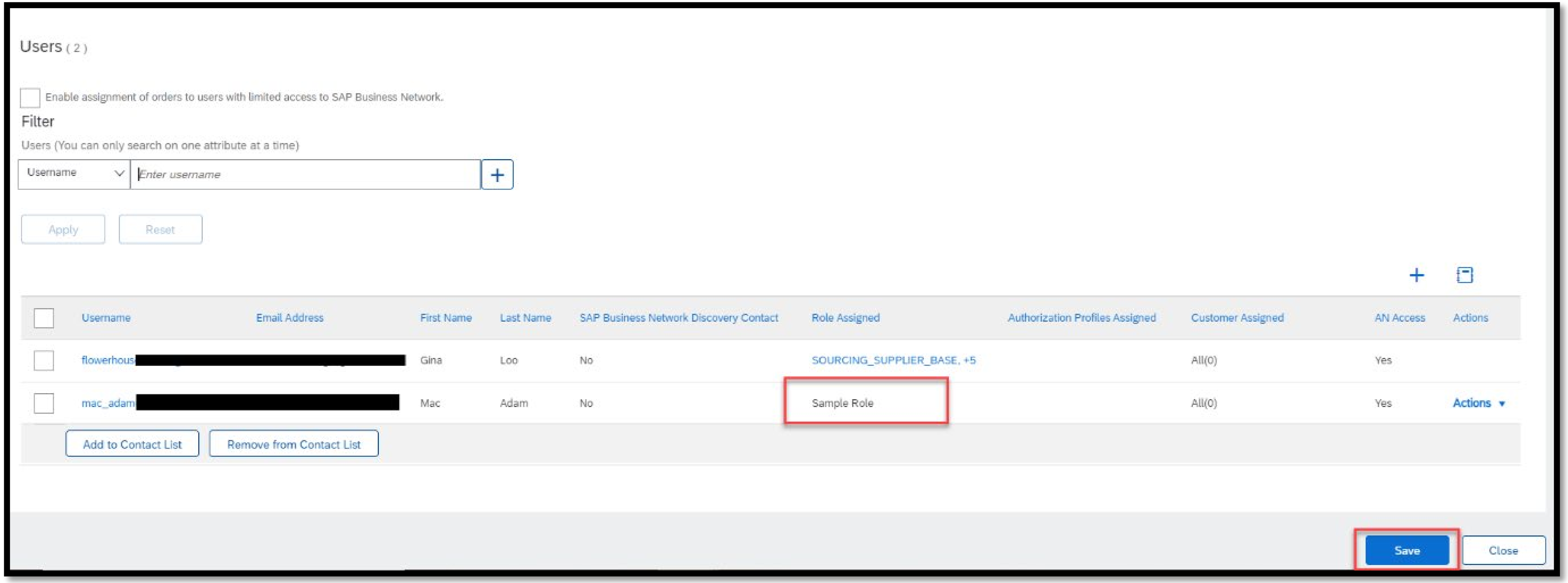
In Edit User page > **Tick on the check box** under Role Assignment section to select the Role you want to assign for the User.

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

A BETTER WORLD BY DESIGN.

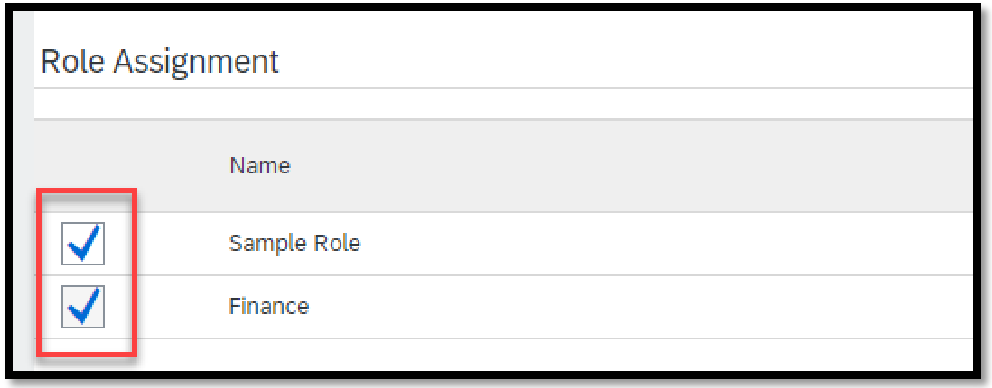
Assigning an Existing User to a New Role

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

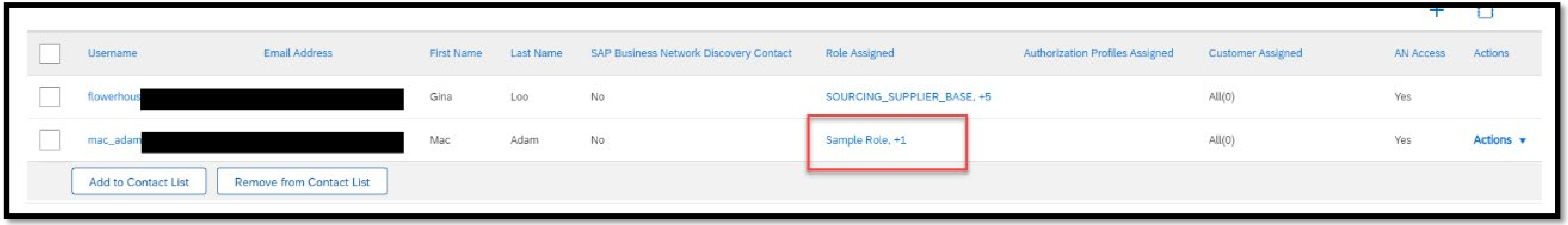


A BETTER WORLD BY DESIGN.

Assigning an Existing User to a New Role



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.

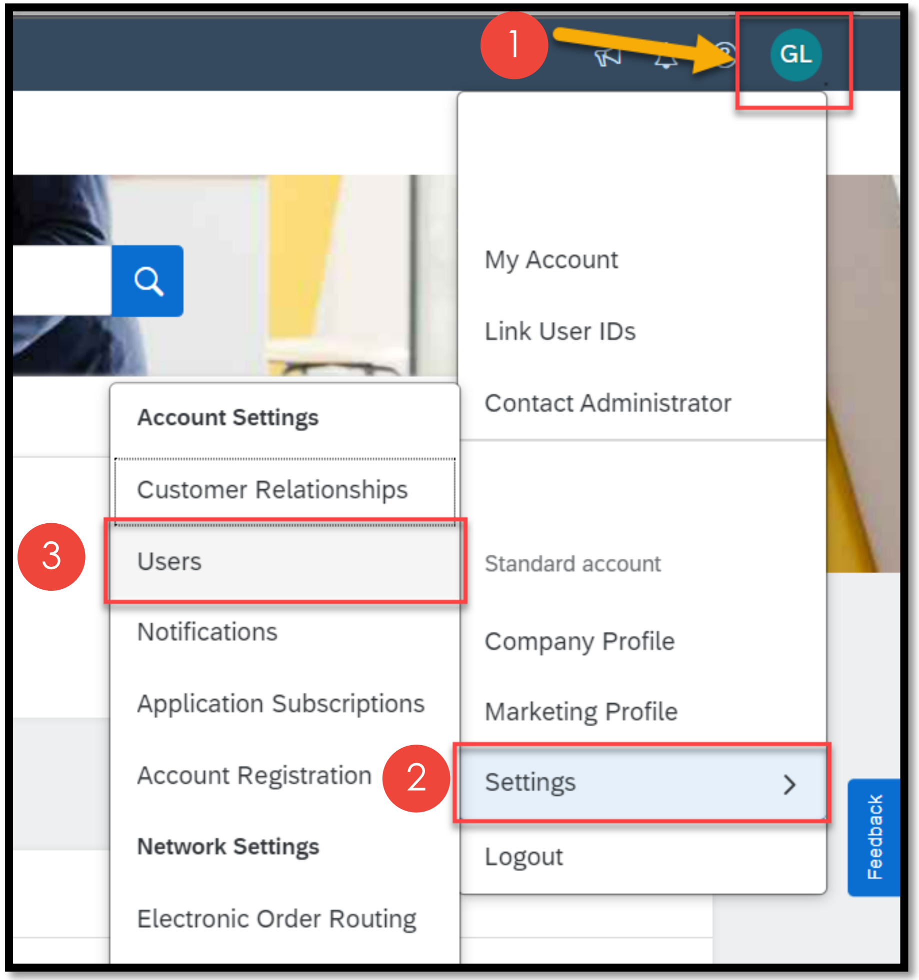


A BETTER WORLD BY DESIGN.

4. Change the Administrator of the Account

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

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.

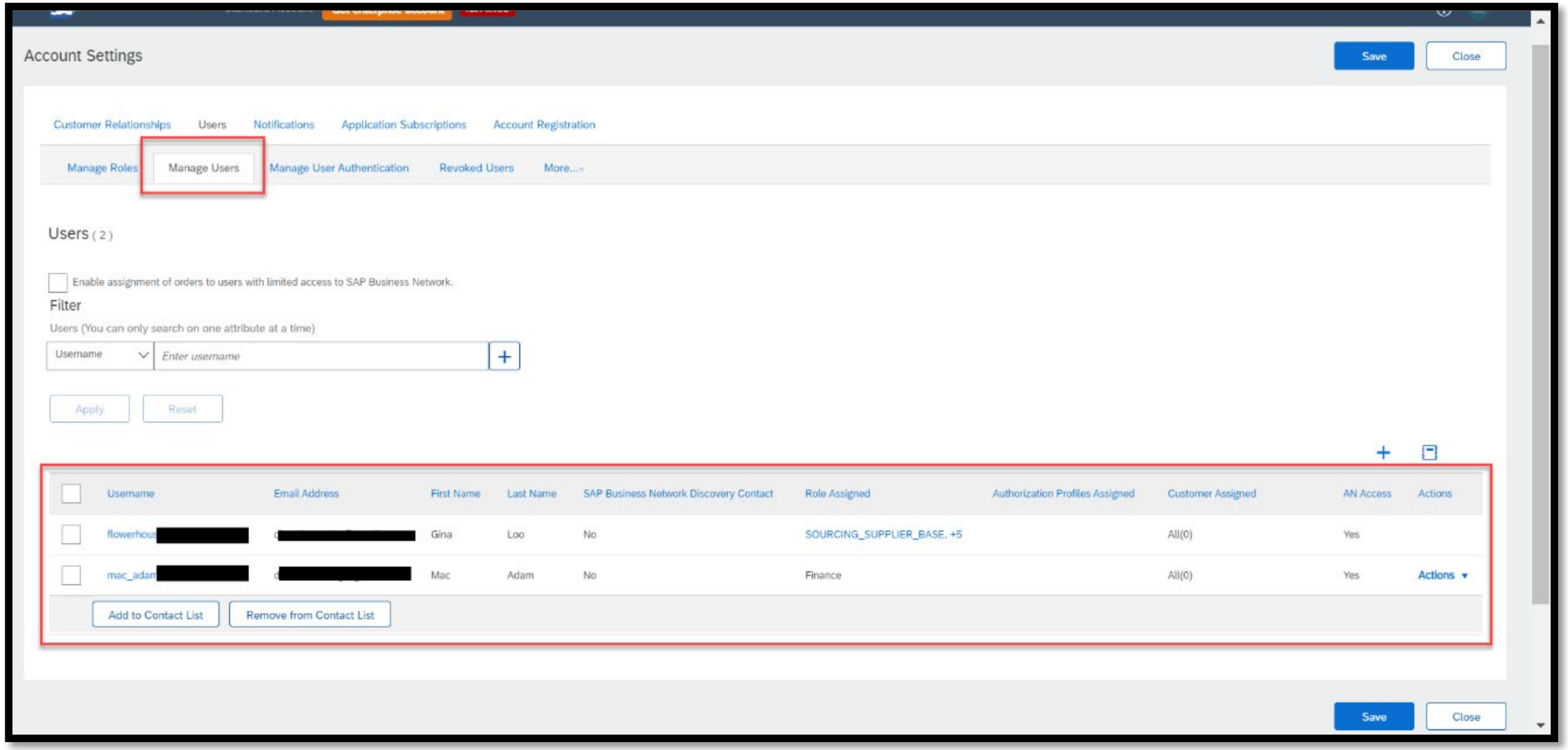
Please follow this guide if you want to update the administrator (i.e., user A is the administrator, and you want to update it to user B).

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”

A BETTER WORLD BY DESIGN.

Change the Administrator of the Account



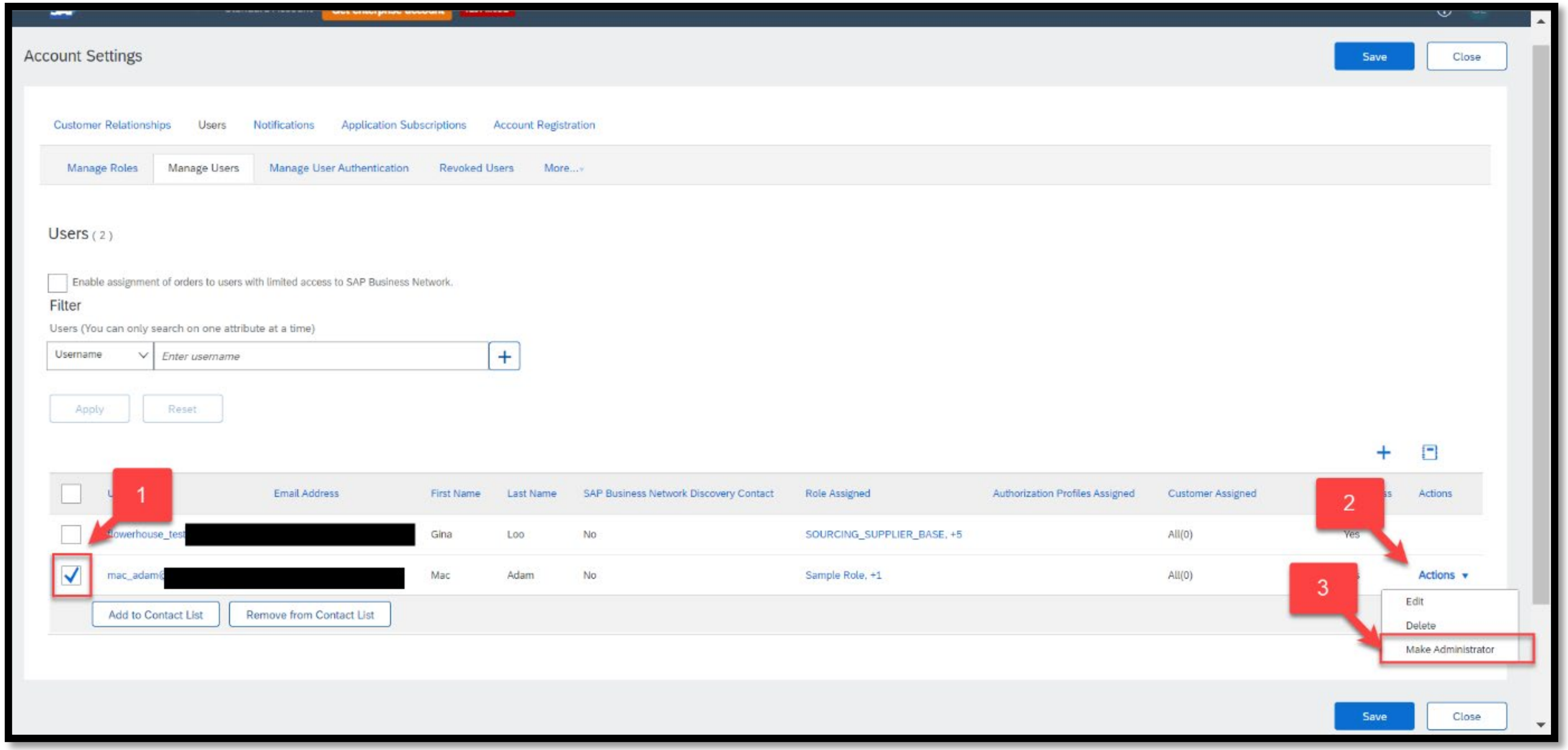
Find the existing user by navigating to "**Manage Users**".

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.

A BETTER WORLD BY DESIGN.

Change the Administrator of the Account

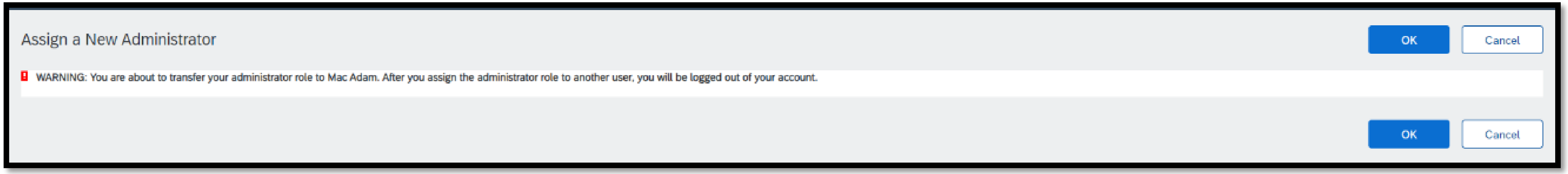


Once you identified the **user** you want to assign as **Administrator,** select the user by clicking on the **check box** > then click "**Actions**" > select and click "**Make Administrator**"

A BETTER WORLD BY DESIGN.

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**”.



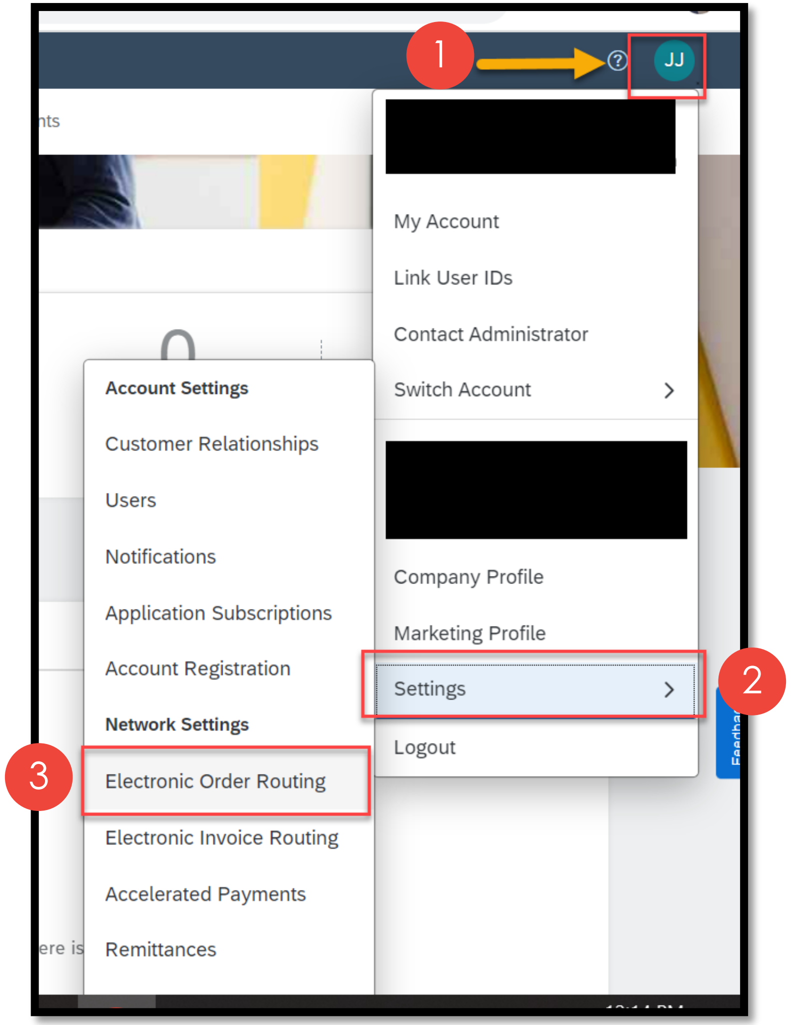
Change the Administrator of the Account

Once done, click “**Save**”.

5. Update Electronic Routing Email

SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN

Update Electronic Routing Email



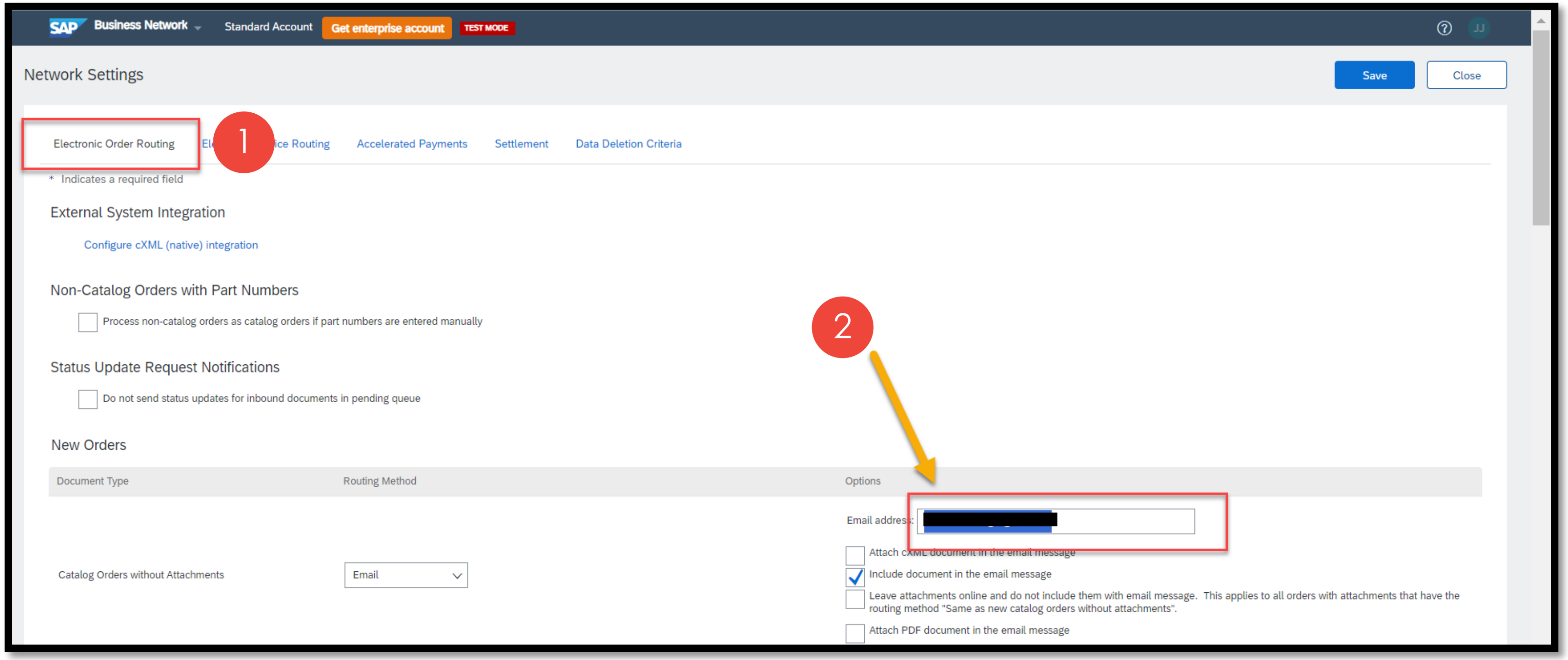
Note: Please follow this guide if you want to maintain/update the email addresses that will receive the PO issued by SUTD.

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

A BETTER WORLD BY DESIGN.

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.



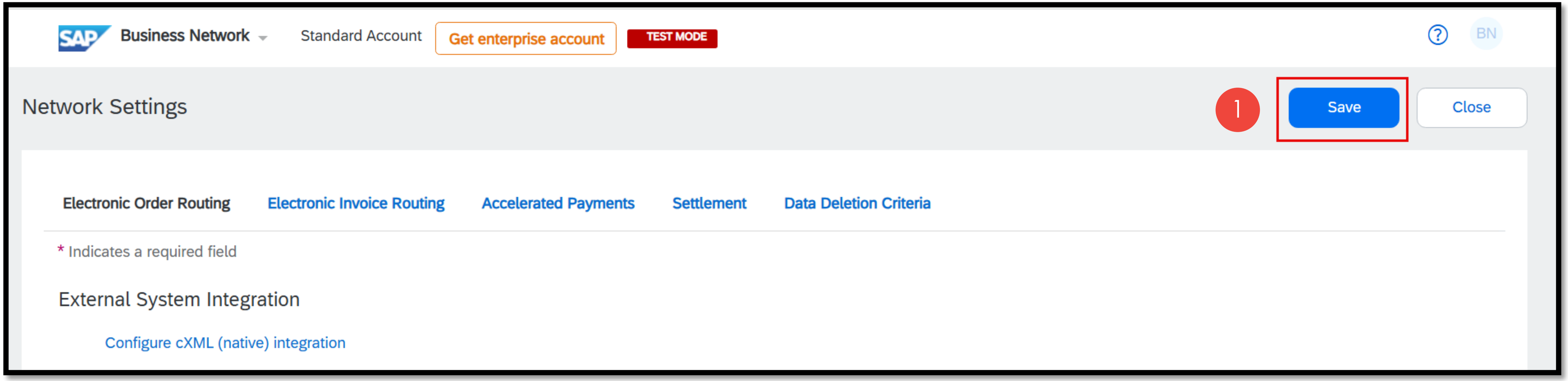
Note: You can maintain up to 5 email addresses separated by comma with no space.

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

A BETTER WORLD BY DESIGN.

Update Electronic Routing Email

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



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.

Thank you

A BETTER WORLD BY DESIGN.

SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN