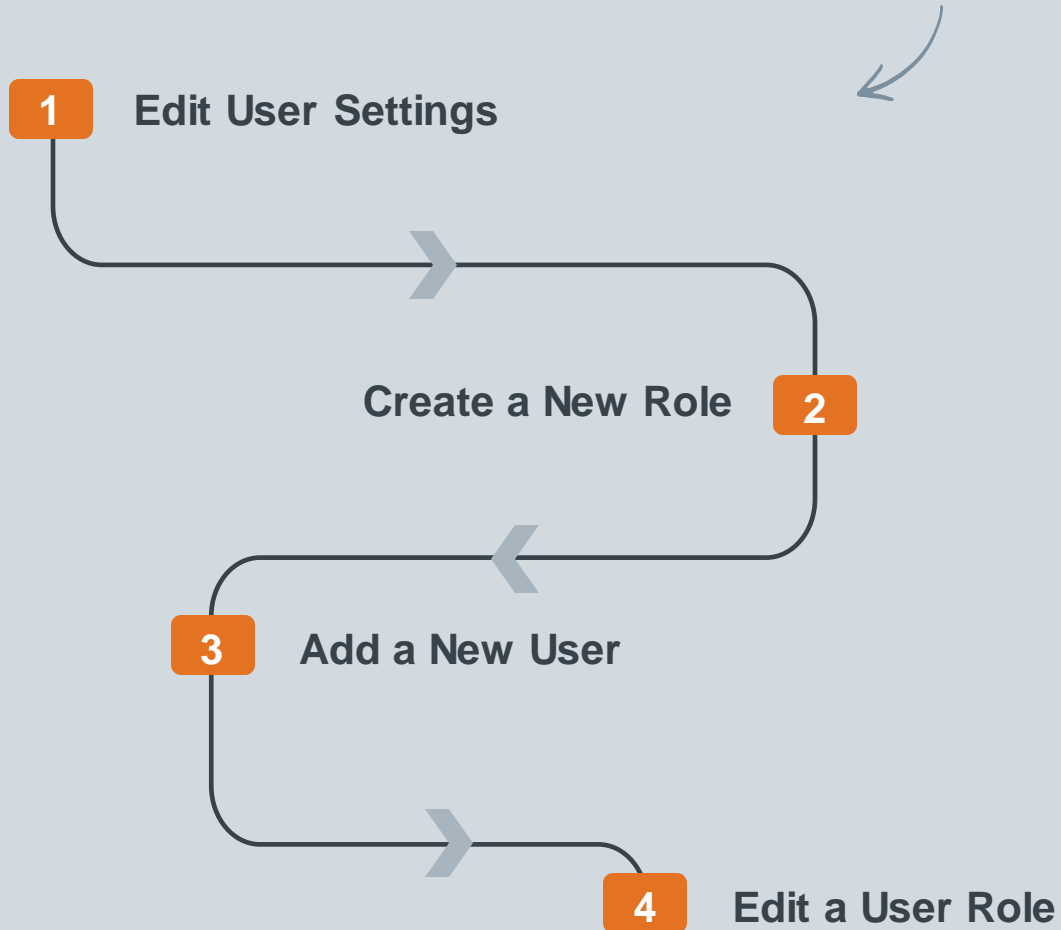


This **Supplier Quick Guide** shows you how to...

ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

...in **five simple steps**



VERSION: 1.0
UPDATED: MARCH 2022

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 a sequence of steps on the SAP Ariba Supplier account interface:

- Step 1:** The 'Supplier Login' form is shown with the email address 'tina.ma.vepsalainen@gmail.com' entered. A red circle with the number '1' highlights the 'Login' button.
- Step 2:** The 'Company Settings' menu is open, and a red circle with the number '2' highlights the 'Settings' option.
- Step 3:** The 'Users' option is selected from the 'Settings' dropdown menu, highlighted with a red circle and the number '3'.

The background interface includes the SAP Ariba logo, a 'Supplier Login' form, a 'Buyers are looking for new suppliers' banner, and a navigation menu with options like 'Orders', 'Company profile', and 'Feedback'. A '35% Completed' progress indicator is also visible.

2. CREATE 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** to save your changes.

Illustration

Create Role

* Indicates a required field

New Role Information

Name:* Forecast Users

Description: Users of this role can view and edit forecast information.

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> Cloud Integration Gateway Configuration	Create, modify, and maintain projects on the Ariba Integration Gateway
<input type="checkbox"/> Cloud Integration Gateway Account	View and search projects on the Ariba Integration Gateway
<input checked="" type="checkbox"/> Planning Collaboration Visibility	Access to planning collaboration visibility
<input type="checkbox"/> Create and manage projects on Ariba Discovery	Create and manage projects on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery

Roles (3)

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.

Role Name: Administrator

Users Assigned: Tina Lausten

Actions: +

Tips & Tricks

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

3. ADD A NEW USER (1/2)

Step-by-step

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

Illustration

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **1** 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 ▾

2 +

3. 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"/> Forecast Users	Users of this role can view and edit forecast information

Customer Assignment 4

Assign to Customer: All Customers Select Customers

4. 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
<input type="checkbox"/>	mojie_03@yahoo.com	mojie_03@yahoo.com	Mojie	Test	No	Test role		All(2)	Delete
<input type="checkbox"/>						Order Handler			Make Administrator

4. 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"/>	Forecast Users	Users of this role can view and edit forecast information

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](#)

