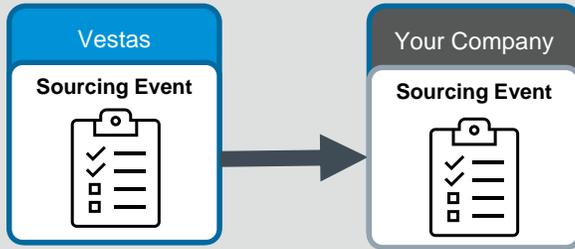


VESTAS Ariba SOURCING ROLES AND PERMISSION

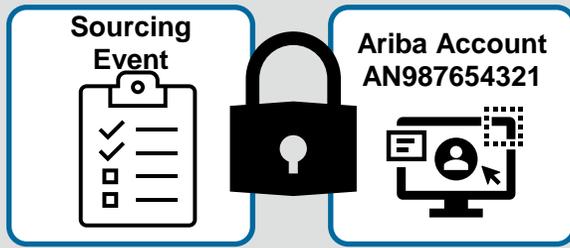


SOURCING ROLES AND PERMISSION – CREATING ROLES

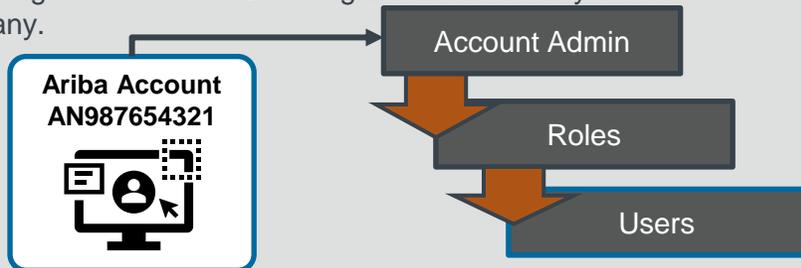
In Ariba the sourcing events are sent to your Ariba Account (ANID) through a link shared with your email address.



Events can only be accessed by an ANID that has a relationship in Vestas for the profile created on our end.



Existing users and new users created under the already linked ANID that possess the Roles and Permissions to participate in Sourcing activities will be having access to the Sourcing Event created by Vestas and sent to your company.



1. From your Ariba dashboard, click on the Account Name initials located on the top right.

2. Click **Settings**

3. Select **Users**

4. Under **Manage Roles** tab, click on the plus (+) sign to add new role.

5. On the **Create Role** page, enter the **Name** of the role you want to add e.g. *Proposals and Contracts*

6. Choose the Permission **Access Proposals and Contracts** and **Save**

SOURCING ROLES AND PERMISSION – FOR ACCOUNT CREATION

Step-by-step

New Account Creation

In order to create and give you the permission to the **Ariba Proposals and Contracts**, your **Account Administrator** must create and assign your access in Ariba by following these steps:

1. From your Ariba dashboard, click on the Account Name **initials** located on the top right.
2. Click **Settings**
3. Select **Users**
4. Under **Manage Users** tab, click on the plus (+) sign to add new user.
5. On the **Create User**, enter the New User Information; Username, Email Address, First Name, Last name and **Save**
 - Choose the Role Assignment **Proposals and Contracts Access**
 - Choose whether the role is applicable for All Customers or Select Customers Only (Vestas)

****Note: For technical support, please contact the Vestas SSC Ariba team**

Illustration

The illustration shows the Ariba account creation process. It includes a user profile menu with 'Settings' highlighted (2), the 'Users' section in the account settings (3), the 'Manage Users' tab with a plus sign (4), and the 'Create User' form with fields for user information, role assignment (Proposals and Contracts Access), and customer assignment (Select Customers) (5).

Account Settings

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing

Account Settings

- La-army Paladan
- laarmypaladan@vestas.com
- My Account
- Link User IDs
- Contact Administrator
- MLP Construction Inc
- ANID: AN01496415824-T
- Standard account
- Company Profile
- Marketing Profile
- Settings
- Logout

Account Settings

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration
- API management

Manage Users

Users (2)

Enable assignment of orders to users with limited access to Ariba Network.

Filter

Users (You can only search on one attribute at a time)

Username Enter username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	laarmy@vestas.com	laarmy@vestas.com	La-army	Paladan	No	Secondary User		All	Yes	Actions
<input type="checkbox"/>	laarmypaladan@vestas.com	laarmypaladan@vestas.com	La-army	Paladan	No	PROFILE_MGMT_ROLE -S		All	Yes	

Create User

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 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

Role Assignment

<input checked="" type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Proposals and Contracts Access	Access Proposals and Contracts
<input type="checkbox"/>	Secondary User	

Customer Assignment

Assign to Customer: All Customers Select Customers

Customers

<input checked="" type="checkbox"/>	Customers	Description
<input checked="" type="checkbox"/>	Vestas - TEST	

SOURCING ROLES AND PERMISSION – EXISTING ACCOUNT

Step-by-step

Existing Account

In order to give you the permission to the **Ariba Proposals and Contracts**, your **Account Administrator** must update your access in Ariba for your role by following these steps:

1. From your Ariba dashboard, click on the Account Name **initials** located on the top right.
2. Click **Settings**
3. Select **Users**
4. Under **Manage Roles** tab, click on the Users Assigned name where you want to give the permission.
5. Select the role **Access Proposals and Contracts** and Save.

****Note:** If the “Access Proposals and Contracts” role is not visible, click “Show me all the available permissions”.

Illustration

The illustration shows a sequence of four screenshots from the Ariba user interface, with red circles and numbers 1 through 5 indicating the steps:

- Step 1:** Ariba dashboard profile menu. The user profile 'La-armny Paladan' is visible at the top right. A red circle with the number '1' is next to the profile picture.
- Step 2:** The 'Settings' menu is open, showing options like 'Account Settings', 'Users', 'Notifications', etc. A red circle with the number '2' is next to the 'Settings' option.
- Step 3:** The 'Users' menu is open, showing a list of users. A red circle with the number '3' is next to the 'Users' option.
- Step 4:** The 'Account Settings' page, 'Manage Roles' tab. A table lists roles. The role 'ARIBA_SOURCING_ACCESS_CUSTOM_ROLE' is selected, and the 'Proposals and Contracts' permission is highlighted with a red box. A red circle with the number '4' is next to the 'Manage Roles' tab.
- Step 5:** The 'Edit Role' page. The role name is 'Proposals and Contracts'. The 'Permissions' section shows a list of permissions, with 'Access Proposals and Contracts' checked. A red circle with the number '5' is next to the 'Access Proposals and Contracts' checkbox.