

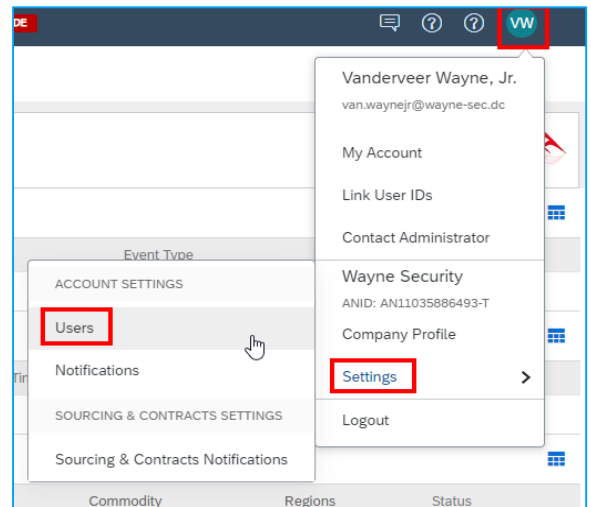
Quick Guide

How to create a new user in Ariba Network



Access the user-control panel

Log into your Ariba Network account. Click on your initials in the upper right corner. Click on „Settings“ and then on „Users“ in the subsequently appearing control panel.

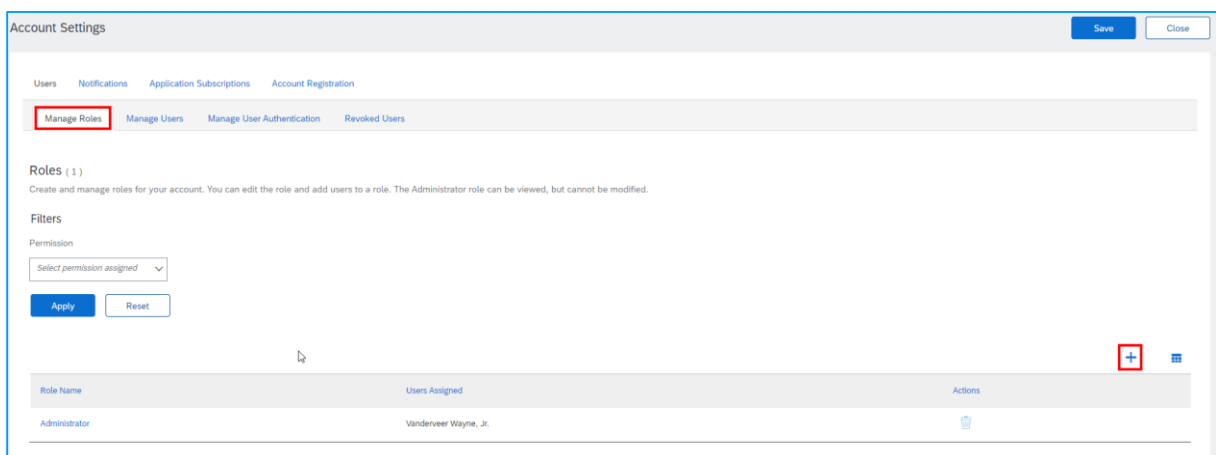


Assignment of Authorizations

In order to see sourcing events or questionnaires you have been invited to, it is necessary to have the correct authorizations for “Ariba Proposals and Questionnaires”. To check that, please use the tab “Manage Roles”.

If it is your first time creating a new user, you probably have the Admin-authorization assigned. This authorization can only be assigned to the main user of the Ariba Network account.

To create a new role for the user you want to assign, click in the “+” on the right hand side.



Name the role in the next screen and add the “Access Proposals and Contracts” authorization. Click on “Save” to save the your entry.

Create Role

SaveCancel

* Indicates a required field

New Role Information

Name: * Proposals and Questionnaire

Description:

Permissions

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

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" 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

Create a new user

Access the tab “Manage Users” and click on the “+” to create a new user.

Account Settings

Save

Close

Users

Notifications

Application Subscriptions

Account Registration

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

Users (1)

Filter

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

Username

Enter username

+

Apply

Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Arba Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access	Actions
<input type="checkbox"/>	van waynep@wayne-sec.de	sluck@t@gmail.com	Vanderveer	Wayne, Jr	No	SOURCING_SUPPLIER_MASTERACCOUNT_+2		Yes	<div>+</div> <div></div> <div></div>

Insert the information for the new user and activate the just created role (see above). Please be aware that the username must correspond with the format of an email address, however it does not have to be a functional email address.

The actual email address, that must be functional and that is the recipient of all systemgenerated messages, must be inserted in the second field. If you click on “Save”, the user is automatically notified and receives an email with according login information.

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:*
bruce.wayne@waynesec.dc ⓘ

Email Address:*
sktestdb@googlemail.com

First Name:*
Bruce

Last Name:*
Wayne

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ Limited access ⓘ

Country Area Number

Office Phone: USA 1 ▾

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Proposals and Questionnaires	

In case of questions, please visit the [SAP Ariba Help Center](#) or refer to your thyssenkrupp contact person.