

SAP Ariba M

Ariba® Network Supplier Guide Setup User Accounts

PUBLIC



Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

- 1. Click on the Users tab under Company Settings menu. The Users page will load.
- 2. Click on the Create Role button in the Manage Roles section and type in the Name and a Description for the Role.
- **3.** Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
- 4. To Create a User Click on Create User button and add all relevant information about the user including name and contact info.
- 5. Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

APV MIDDLE EASTTEST	NETWORK SETTINGS	Cr
ANID: AN01485001075-T	Electronic Order Routing	а.
Company Profile	Electronic Invoice Routing	Trei
ACCOUNT SETTINGS	Accelerated Payments	
Customer Relationships	Remittances	51.2
Users	Network Notifications	1 1 1 1 1 1
Notifications	Audit Logs	
Application Subscriptions	View All	
Account Registration		
View All		



Set Up User Accounts

Modifying User Accounts (Administrator Only)

- 1. Click on the Users tab.
- 2. Click on Edit for the selected user.
- **3.** Click on the Reset Password Button to reset the password of the user.
- **4.** Other options:
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Customer Relationships	Users Notification	ns Account Hierarchy				
Manage Users						
Manage users for your Ariba acco	ount. If you enter an email alia	as, specify the alias owner's nam	e and phone number.			
Users						
Usemame †	Em	nail Address	First Name	Last Name	Ariba Discovery Contact	Role Assign
rebecca.nov	ap.com	oecca.novotny@sap.com	Rebecca	Novotny	No	All Access
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Thank you.

