



# Create a new User and Role in Ariba Network Account

# How to Create a new User and Role within your Ariba Network Account? (1/5)

## Procedure

The screenshot displays the SAP Ariba Network account interface. At the top right, the user's initials 'DL' are highlighted with a red circle '1'. A dropdown menu is open, showing options like 'My Account', 'Link User IDs', and 'Settings'. The 'Settings' option is highlighted with a red circle '2'. Within the 'Settings' menu, the 'Users' option is highlighted with a red circle '3'. The main dashboard shows various metrics like 'Rejected invoices', 'Orders', 'Scheduled payments', and 'Early payment offers', along with a 'Company profile' widget showing a 70% completion rate.

## Steps

- 1 Click on the initials (top right corner) within your Ariba Network Account
- 2 Navigate to Settings
- 3 Click on Users

# How to Create a new User and Role within your Ariba Network Account? (2/5)

## Procedure

The screenshot shows the 'Roles' management page in the Ariba Network account. The navigation bar includes 'Customer Relationships', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The 'Users' tab is selected, and the 'Manage Roles' sub-tab is active. Below the tabs, there is a section for 'Roles (1)' with a description: '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.' There are filters for 'Permission' with a dropdown menu set to 'Select permission assigned' and buttons for 'Apply' and 'Reset'. At the bottom, there is a table with columns 'Role Name', 'Users Assigned', and 'Actions'. A red circle with the number '6' and a '+' sign is positioned over the table's header area, indicating where to click to create a new role.

Role Name	Users Assigned	Actions
Administrator	Daniel Lieferant	

## Steps

- 4 Navigate to Users
- 6 Select Manage Roles
- 5 Click on + to create a new role (You need to select a role before you can create a user)

# How to Create a new User and Role within your Ariba Network Account? (3/5)

## Procedure

Create Role 9 Save Cancel

\* Indicates a required field

New Role Information

Name: \* Sourcing and Customer Mgmt 7

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"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Fulfillment Invitation Account Merge	Allows the assigned user to transfer a fulfillment related invitation into his existing Ariba Network Account.
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Access proposals and contracts <span>8</span>	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

## Steps

- 7 Enter a Role Name
- 8 Flag the permission Access Proposals and Contracts
- 9 Click Save

# How to Create a new User and Role within your Ariba Network Account? (4/5)

## Procedure

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage **10** Manage Users Manage User Authentication

Users (0)

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  +

Apply Reset

**11** +

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									

## Steps

- 10** Navigate to Manage Users
- 11** Click on +

# How to Create a new User and Role within your Ariba Network Account? (5/5)

## Procedure

Create User 15 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

12 Username: \* daniel.lindemann@webasto.c ⓘ  
Email Address: \* daniel.lindemann@webasto.c  
First Name: \* Daniel  
Last Name: \* Lindemann

Do not allow the user to resend invoices to the buyer's account. ⓘ  
 This user is the Ariba Discovery Contact. ⓘ  
 Limited access ⓘ

Country Area Number  
Office Phone: USA 1 [ ] [ ]

Role Assignment

13	Name	Description
<input checked="" type="checkbox"/>	Sourcing and Customer Mgmt	

Customer Assignment

Assign to Customer:  All Customers 14  
 Select Customers

## Steps

- 12 Enter a Username, Email Address, First Name and Last Name
- 13 Assign the Role you have created in Step 7-9
- 14 Assign the new user to all customers or selected customer (If you are managing multiple customers in your Ariba Network Account)
- 15 Click Done