Manage users in Ariba

Supplier Quick reference guide
2020-07-23

Content

1. Where to manage users
2. Create new role
3. Create new user
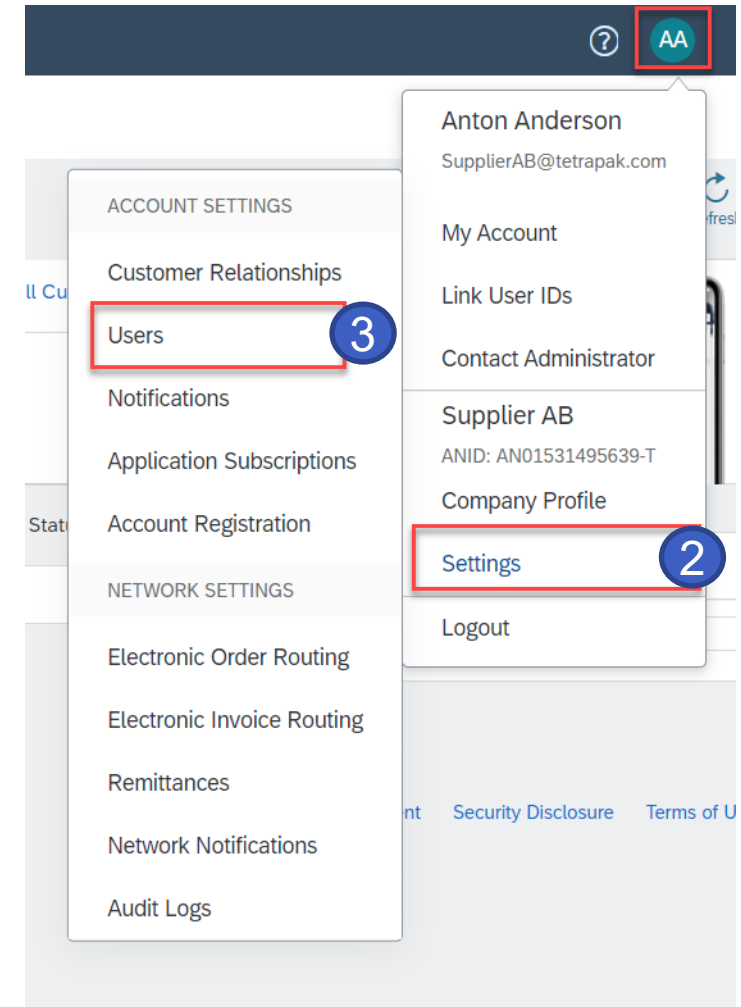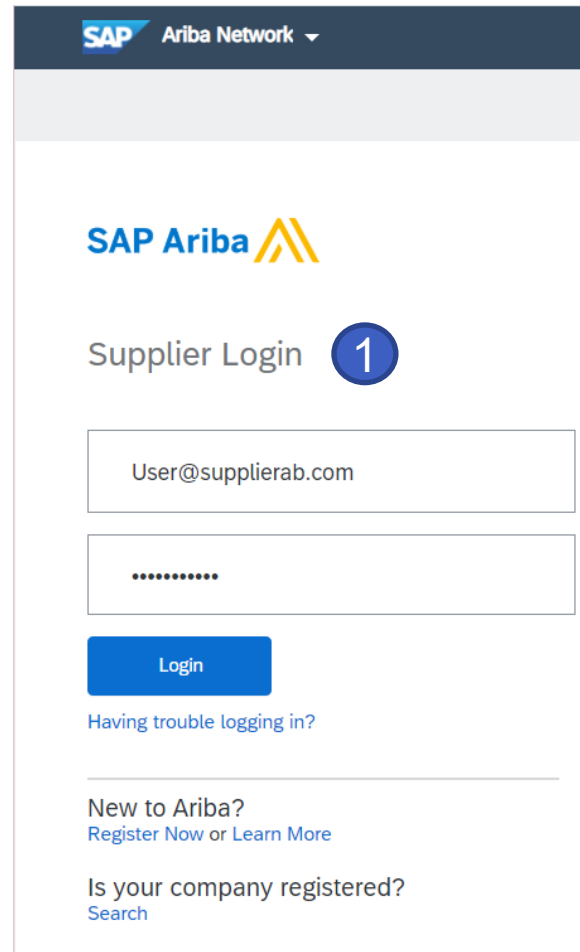4. Change administrator
5. Delete user

Where to manage users

The **only** one who can manage users and roles in ariba is the **administrator** to start managing your users do the following:

1. Sign in to Ariba with the administrator account
2. Click on the circle and select **'Settings'**
3. Select the option **'Users'**

This will take you to the page where you can manage users.

Create Role

Before you create a new user you should create a new role – meaning the permission that should be applied for the user.

1. Go to the tab **'Manage Roles'**

2. Click on **'+'** create role

3. Type in a name you would like to call this type of permission.

4. To be able to answer RFP's (requests/tenders etc.) the user need to have the permission 'Access proposals and contracts'

5. When done click **'Save'**

Now you have created a role that you can assign to your user.

Create new user

1. Select tab **'Manage users'**
2. Click **'+'** to create user
3. Type in a username, it must be formatted as an email address.
4. Choose email address that the user should receive emails to
5. Enter first and last name
6. Tick the role the user should have
7. If you have multiple customers you can choose to dedicate the user for specific cutsomers or for all.
8. Click **'Done'**

Account Settings

Customer Relationships   Users   Notifications

Manage Roles   Manage Users   ①

Users (4)

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

Username ▾   Enter username   [+]

Apply   Reset

②   [+]

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
☐	ColdCoffeeAB@tetrapak.com	helenex.palmqvist@tetrapak.com	Update	Name	No	Part admin		All(0)	Actions ▾
☐	Linkfromme@tetrapak.com	helene.palmqvist@tetrapak.com	Helene	Palmqvist	No	Part admin		All(0)	Actions ▾
☐	TestProposals@tetrapak.com	helene.palmqvist@tetrapak.com	helene	Palmqvist	No	Proposals and Contracts Access		All(0)	Actions ▾

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: *   User2@supplierab.com   ⓘ   ③
Email Address: *   user2@supplierab.com   ④
First Name: *   Anna   ⑤
Last Name: *   Anderson

☐ 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   SWE 46 ▾   Area   46   Number   123456

Role Assignment

	Name	Description
☐	Proposals and Contracts Access	Access Proposals and Contracts
☐	Part admin	Testing possibility to link accounts
☑	RFP's and contracts	⑥

Customer Assignment

Assign to Customer: ⦿ All Customers   ⑦
○ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

⑧ [Done]   [Cancel]

Change administrator

If you need to change the administrator do the following:

1. Go to **'Manage Users'** tab

2. Click on **'Actions'** next to the account you want to make to the new administrator

3. Click **'Make Administrator'**

4. Select a new role for the old administrator account

5. Click **'Assign'**

6. You will then be logged out of your account click **'OK'**

- The next time you sign in you will have the new role on your account.

- The new administrator will have the administrator role next time the user signs in.

- The new administrator will also be notified via email that they have been assigned with the administrator role.
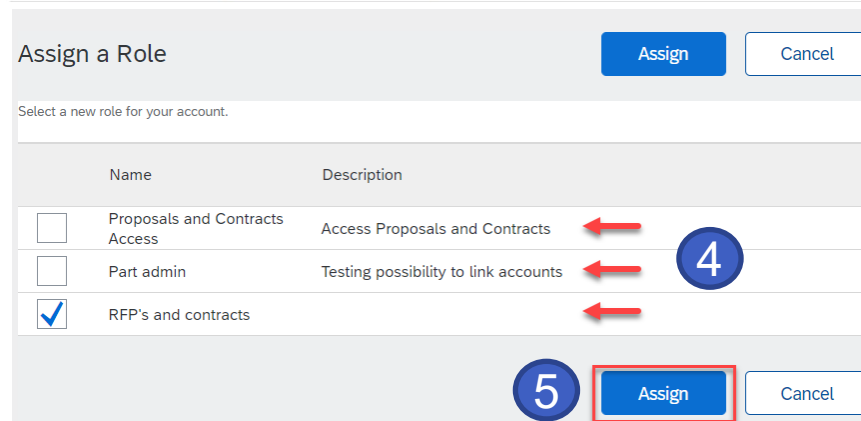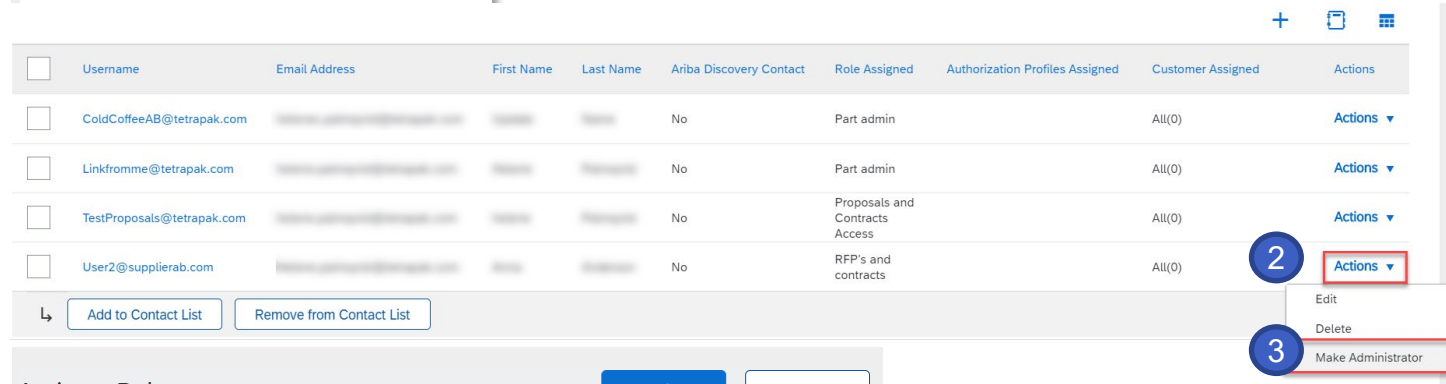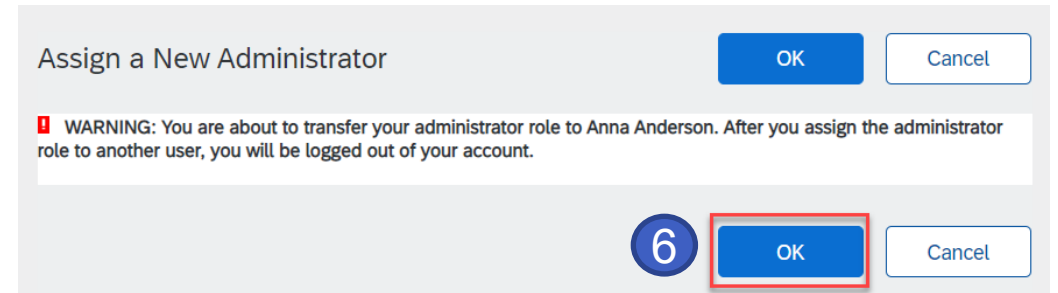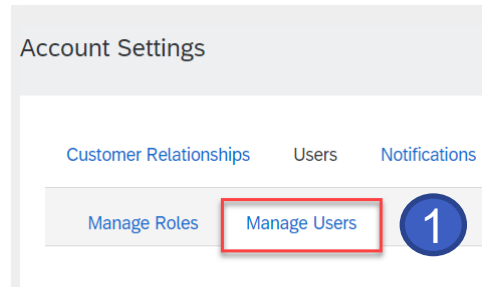
Delete user

1. Go to **'Manage Users'**

2. Click on **'Actions'** for the user you would like to remove

3. Select the option **'Delete'**

4. You will be asked to confirm deletion click **'OK'**

The user is now deleted