

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

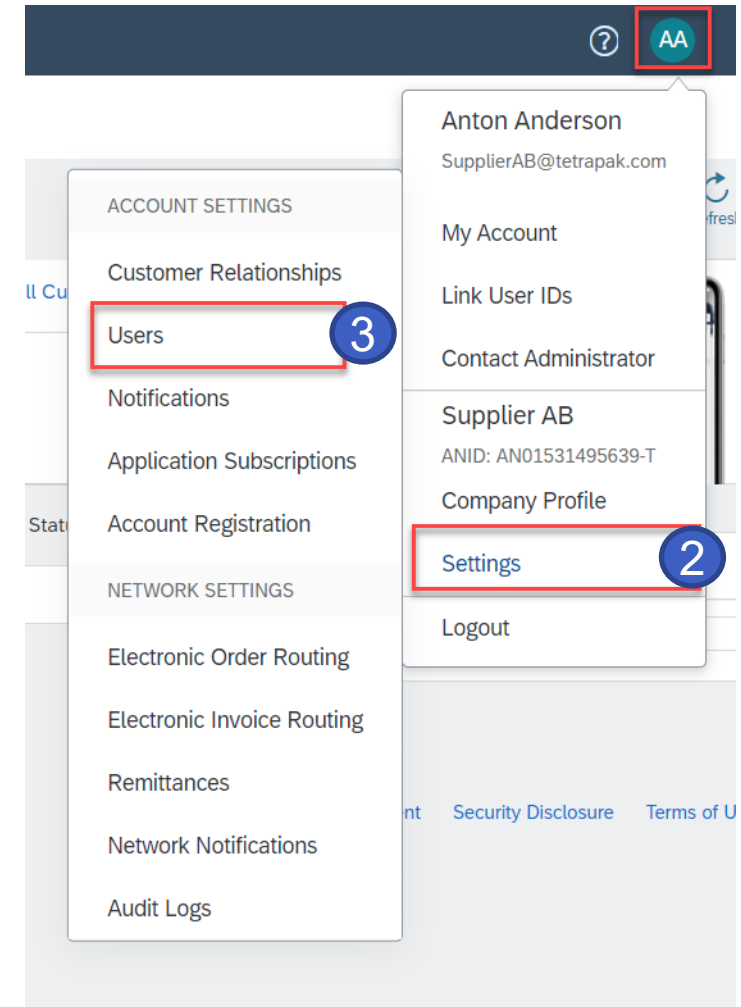
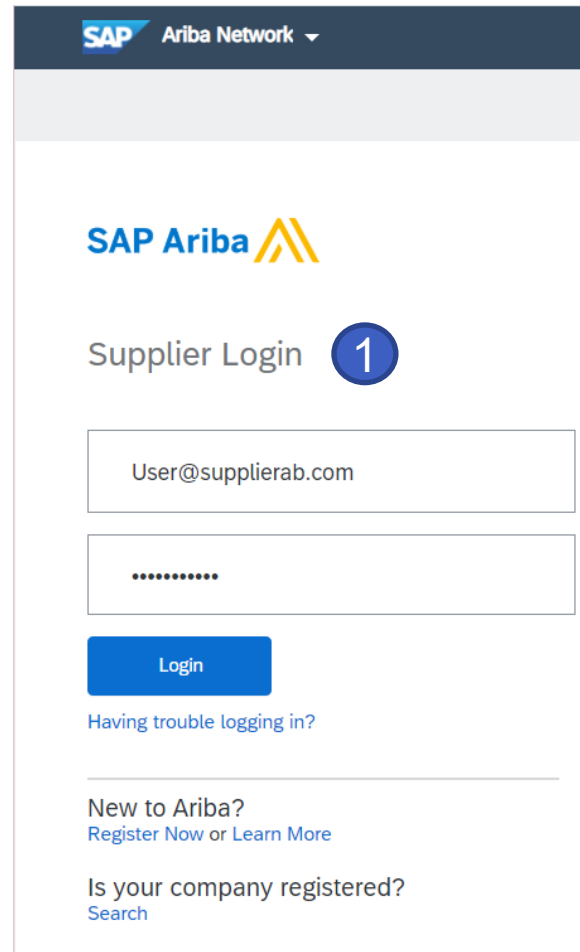


Where to manage users

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.

Account Settings

Save Close

1 Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users

Roles (3)
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.

Filters

Permission
Select permission assigned

Apply Reset

| Role Name | Users Assigned | Actions |
|---------------|----------------|---------|
| Administrator | | |

Create Role

5 Save Cancel

* Indicates a required field

New Role Information

Name:* RFP's and contracts 3

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"/> Transaction Configuration | Configure account for electronic transactions |
| <input type="checkbox"/> ID Registration Access | Register unique identifiers, like email domains |
| <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 | 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 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 customers 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 +

Apply Reset

| <input type="checkbox"/> | Username | Email Address | First Name | Last Name | Ariba Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | Actions |
|--------------------------|----------------------------|-------------------------------|------------|-----------|-------------------------|--------------------------------|---------------------------------|-------------------|---------|
| <input type="checkbox"/> | ColdCoffeeAB@tetrapak.com | helene.palmqvist@tetrapak.com | Update | Name | No | Part admin | All(0) | All(0) | Actions |
| <input type="checkbox"/> | Linktomme@tetrapak.com | helene.palmqvist@tetrapak.com | Helene | Palmqvist | No | Part admin | All(0) | All(0) | Actions |
| <input type="checkbox"/> | TestProposals@tetrapak.com | helene.palmqvist@tetrapak.com | helene | Palmqvist | No | Proposals and Contracts Access | All(0) | 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: * 3

Email Address: * 4

First Name: * 5

Last Name: * 5

Do not allow the user to resend invoices to the buyer's account. 1

This user is the Ariba Discovery Contact 1

Limited access 1

Office Phone: Country Area Number 4

Role Assignment

| Name | Description |
|---|--------------------------------------|
| <input type="checkbox"/> Proposals and Contracts Access | Access Proposals and Contracts |
| <input type="checkbox"/> Part admin | Testing possibility to link accounts |
| <input checked="" type="checkbox"/> 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

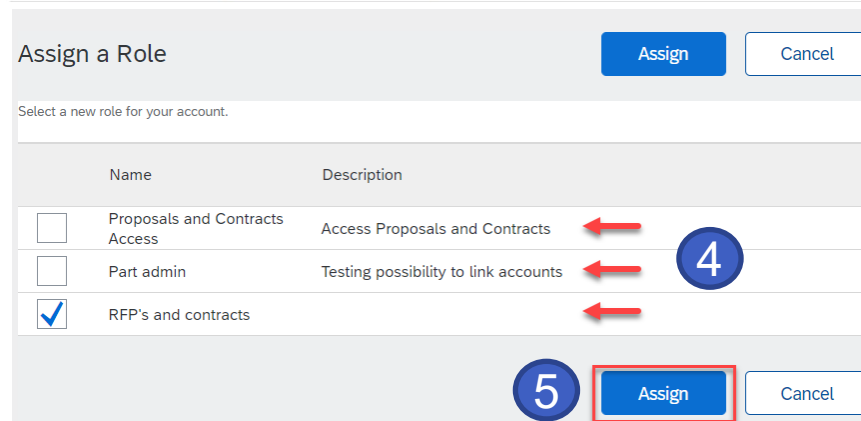
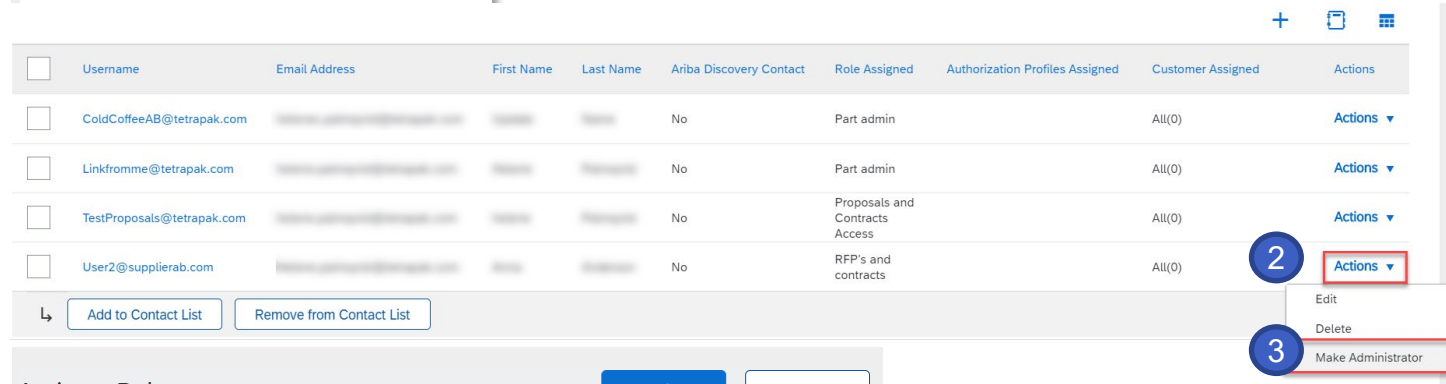
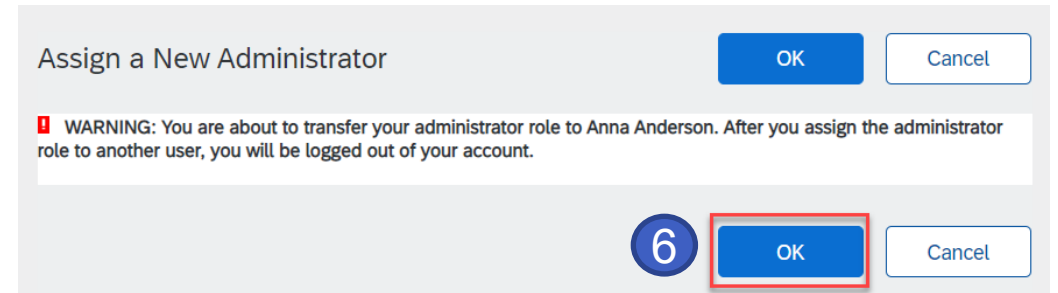
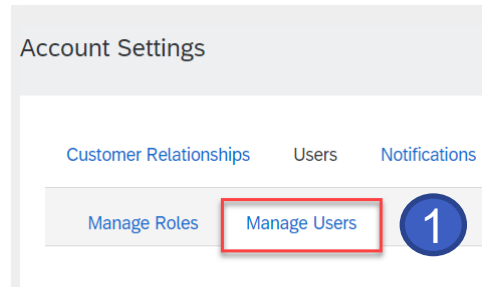
If you need to change the administrator do the following:

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

The screenshot shows the 'Account Settings' interface. At the top, there are tabs for 'Customer Relationships', 'Users', and 'Notifications'. Under the 'Users' tab, there are buttons for 'Manage Roles' and 'Manage Users', with the latter highlighted by a red box and a blue circle with the number '1'. Below this is a table of users with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The table contains four rows of user data. The 'Actions' column for the last row is highlighted by a red box and a blue circle with the number '2'. A dropdown menu is open for this row, showing options: 'Edit', 'Delete', and 'Make Administrator'. The 'Delete' option is highlighted by a red box and a blue circle with the number '3'. Below the table are two buttons: 'Add to Contact List' and 'Remove from Contact List'. At the bottom, a 'CONFIRM DELETION' dialog box is shown. It contains the following text: 'You have chosen to delete this user. Please review the user information, and make sure that this user's email address is not used to receive any notifications. You may need to check the organization level notification preferences in Notifications page. Click OK to delete the user if you had already reviewed, or click Cancel.' Below the text is 'Selected User Information' with the following details: Username: helene_P@training.com, Email Address: [redacted], First Name: [redacted], Last Name: [redacted], Office Phone: [redacted], Assigned Role: RFP's and contracts, Ariba Discovery Contact: No. The 'OK' button in the dialog is highlighted by a red box and a blue circle with the number '4'.

| <input type="checkbox"/> | Username | Email Address | First Name | Last Name | Ariba Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | Actions |
|--------------------------|----------------------------|---------------|------------|------------|-------------------------|--------------------------------|---------------------------------|-------------------|-----------|
| <input type="checkbox"/> | ColdCoffeeAB@tetrapak.com | [redacted] | [redacted] | [redacted] | No | Part admin | | All(0) | Actions ▾ |
| <input type="checkbox"/> | Linkfromme@tetrapak.com | [redacted] | [redacted] | [redacted] | No | Part admin | | All(0) | Actions ▾ |
| <input type="checkbox"/> | TestProposals@tetrapak.com | [redacted] | [redacted] | [redacted] | No | Proposals and Contracts Access | | All(0) | Actions ▾ |
| <input type="checkbox"/> | User2@supplierab.com | [redacted] | [redacted] | [redacted] | No | RFP's and contracts | | All(0) | Actions ▾ |

Selected User Information

Username: helene_P@training.com
Email Address: [redacted]
First Name: [redacted]
Last Name: [redacted]
Office Phone: [redacted]
Assigned Role: RFP's and contracts
Ariba Discovery Contact: No