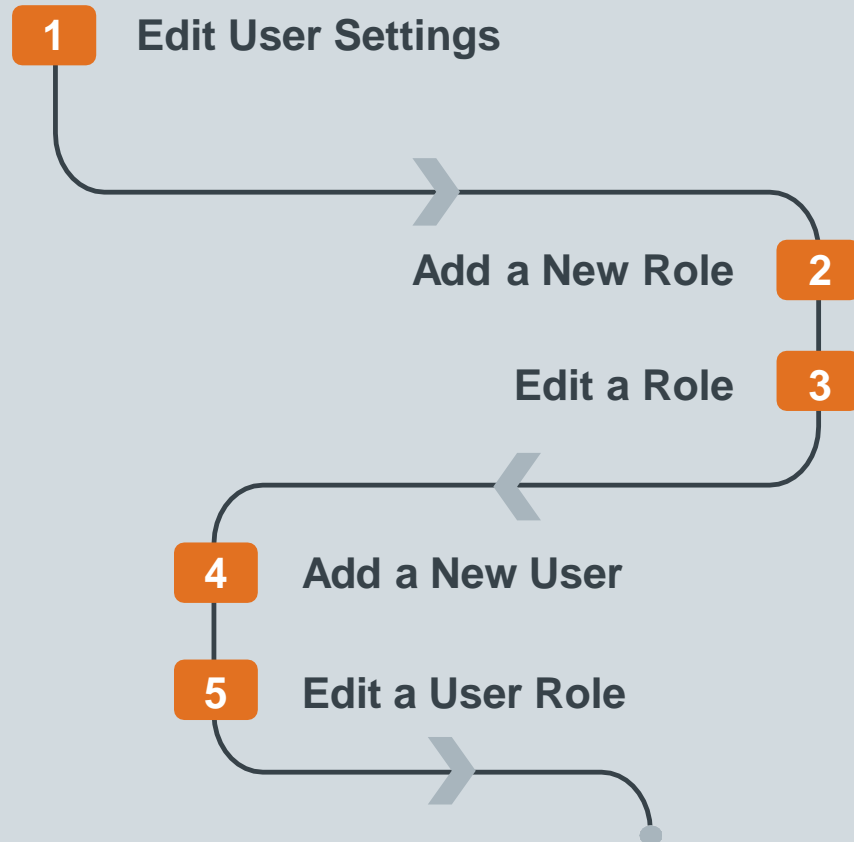


This **Supplier Quick Guide** shows you how to...

ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

...in **five simple steps**



VERSION: 1.0

UPDATED: MAY 2020

1. EDIT USER SETTINGS

Step-by-step

1. Log in to your Ariba Supplier account [HERE](#).
2. Go to **Company Settings**.
3. Select **Users**.

Illustration

The illustration shows two overlapping screenshots of the SAP Ariba Supplier account interface. The top screenshot shows the login page with a red circle '1' next to the 'Login' button. The bottom screenshot shows the 'Company Settings' menu with a red circle '2' next to the 'Users' option. A third red circle '3' is placed over the 'Users' option in the 'Company Settings' menu.

Step 1: Login

Supplier Login

tiina.m.vepsalainen@gmail.com

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Is your company registered?
Search

Step 2: Company Settings

Buyers are looking for new suppliers

Use code SAPARIBA2020

To help the world's businesses continue to run at their best, we're waiving the fee for suppliers to respond to SAP Ariba Discovery posts. Use code SAPARIBA2020 to respond to your matched leads today.

57 Purchase Orders

More...

Amount Date Amount Invoiced

120.00 EUR	13 May 2020	0.00 EUR	Select
120.00 EUR	12 May 2020	0.00 EUR	Select
480.00 EUR	21 Apr 2020	0.00 EUR	Select
100.00 EUR	14 Jan 2020	0.00 EUR	Select
10.00 EUR	9 Jan 2020	0.00 EUR	Select
10.00 EUR	8 Jan 2020	0.00 EUR	Select
100.00 EUR	26 Nov 2019	0.00 EUR	Select
150.00 EUR	26 Nov 2019	0.00 EUR	Select

Step 3: Users

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

2. ADD A NEW ROLE

Step-by-step

1. Select **Create Role** by pressing the **+** sign under Manage User Roles section.
2. Enter a **Name** and **Description** which describes the role.
3. Select **Permissions** for the role by selecting the tick mark on the required access. Each role must have at least one permission.
4. Click **Save** button to save your changes.

Illustration

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

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	Tina Laustsen	+

Create Role

* Indicates a required field

New Role Information

Name: Order Processing

Description: User role for employees handling customer orders

Permissions

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

Page 1

Permission	Description
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

Tips & Tricks

- By selecting a user and clicking Make Administrator, you can transfer the role to this user.

3. EDIT A ROLE

Step-by-step

1. Select role you want to **Edit** under Manage User Roles section.
2. Update **Name** and/or **Description** which describes the role.
3. Update selected **Permissions** for the role by selecting the tick mark on the required access. **Select Show me all the available permissions** to see all options.
4. Click **Save** button to save your changes.

Illustration

The illustration shows the 'Account Settings' interface with the 'Manage Roles' tab selected. A 'Create Role' modal is open, showing the 'New Role Information' section with fields for 'Name' (labeled 2) and 'Description'. The 'Permissions' section shows a list of permissions with checkboxes (labeled 3). The modal has 'Save' and 'Cancel' buttons (labeled 4). The background shows a table of roles with columns 'Role Name' and 'Users Assigned' (labeled 1).

Role Name	Users Assigned
Administrator	Tiina Laustsen
Test role	Mojie Test
Order Handler Access	Test User, +1
Order Processing	

Create Role

* Indicates a required field

New Role Information

Name: Order Processing

Description: User role for employees handling customer orders

Permissions

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Page 1

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<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

4. ADD A NEW USER (1/2)

Step-by-step

1. Select **Create User** by pressing the **+** sign under Manage Users section.

Illustration

Account Settings

Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users

Users (3)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ

☐ Require two-factor authentication (applies for all users of your organization)

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"/>	timve@gmail.com	timve@gmail.com	Test	User	No	Order Handler Access		All(2)	Actions ▾
<input type="checkbox"/>	tiina.vepsalainen1@outlook.com	tiina.vepsalainen@outlook.com	Tiina	Vepsäläinen	No	Order Handler Access		All(2)	Actions ▾

4. ADD A NEW USER (2/2)

Step-by-step

2. Enter a **Username, Email Address, First Name and Last Name** of the user and review if access restrictions should be selected.
3. Select **Role** for the user under Role Assignment section.
4. Specify whether user has access to **All Customers** or **Selected Customers**.
5. Click **Done** button and **Save** your changes after you return to Account Settings.

Illustration

Create User 5 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 2

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

☐ 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:

Role Assignment 3

Name	Description
<input type="checkbox"/> Test role	
<input type="checkbox"/> Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/> Order Handler Access	Grant Access to manage orders and order confirmations

Customer Assignment 4

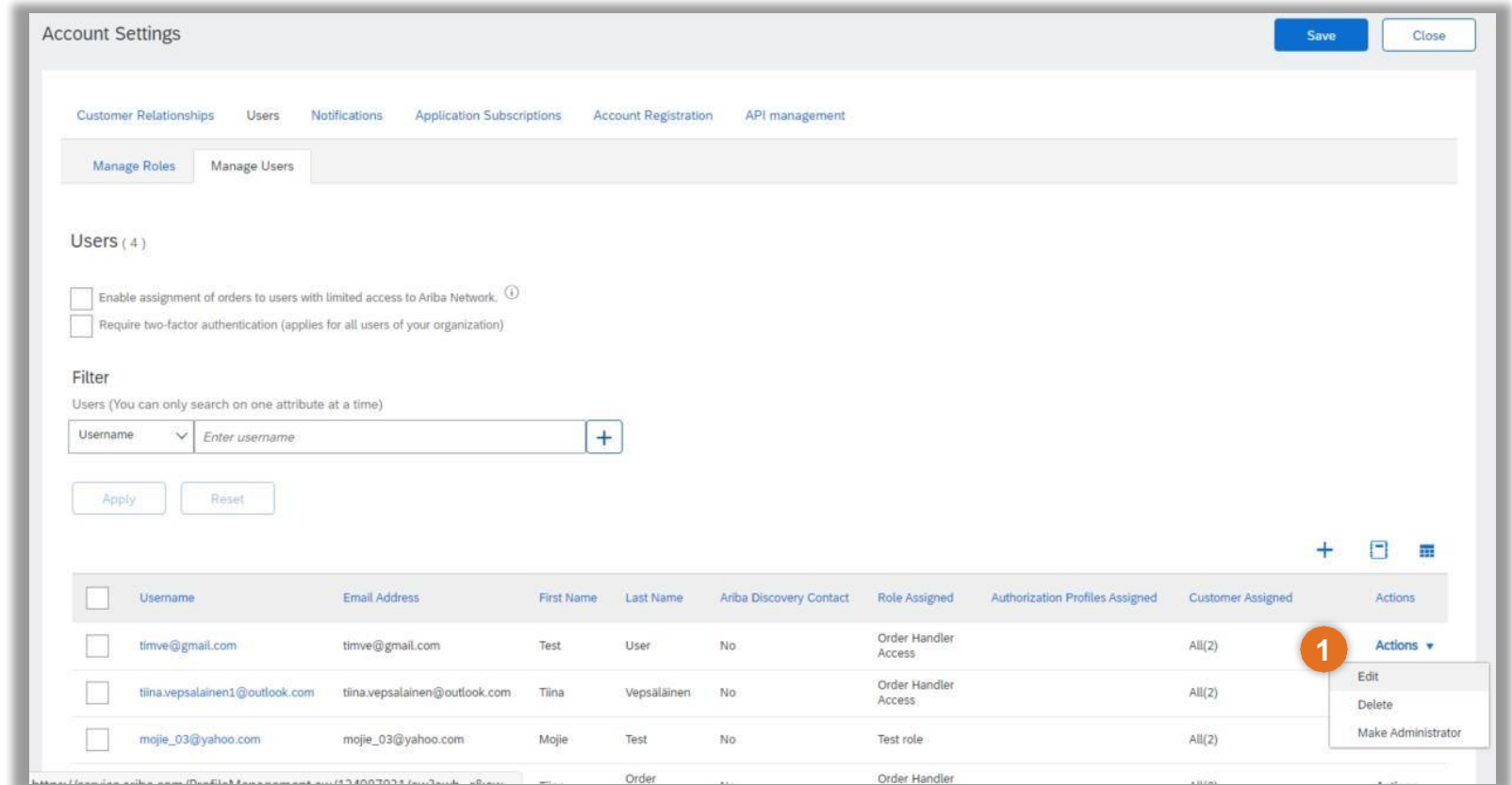
Assign to Customer: ☒ All Customers ☐ Select Customers

5. EDIT A USER ROLE (1/2)

Step-by-step

1. In the Manage Users section, select **Actions** next to the user you want to Modify and click **Edit**

Illustration



5. EDIT A USER ROLE (2/2)

Step-by-step

2. **Add or remove roles** in the Role Assignment section
3. **Assign specific customers** or all customers in the Customer Assignment section
4. Click **Save**.

Illustration

Edit User

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: timve@gmail.com
 Email Address: timve@gmail.com
 First Name: Test
 Last Name: User
 Office Phone:

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

[Reset Password](#)

Role Assignment

Name	Description
<input type="checkbox"/> Test role	
<input type="checkbox"/> Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/> Order Handler Access	Grant Access to manage orders and order confirmations

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

Save **Cancel**

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

