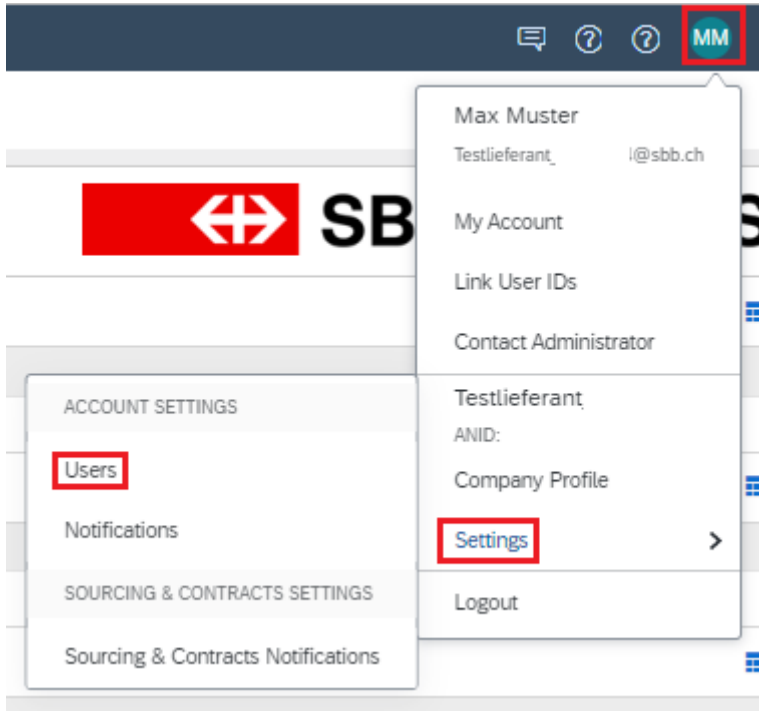
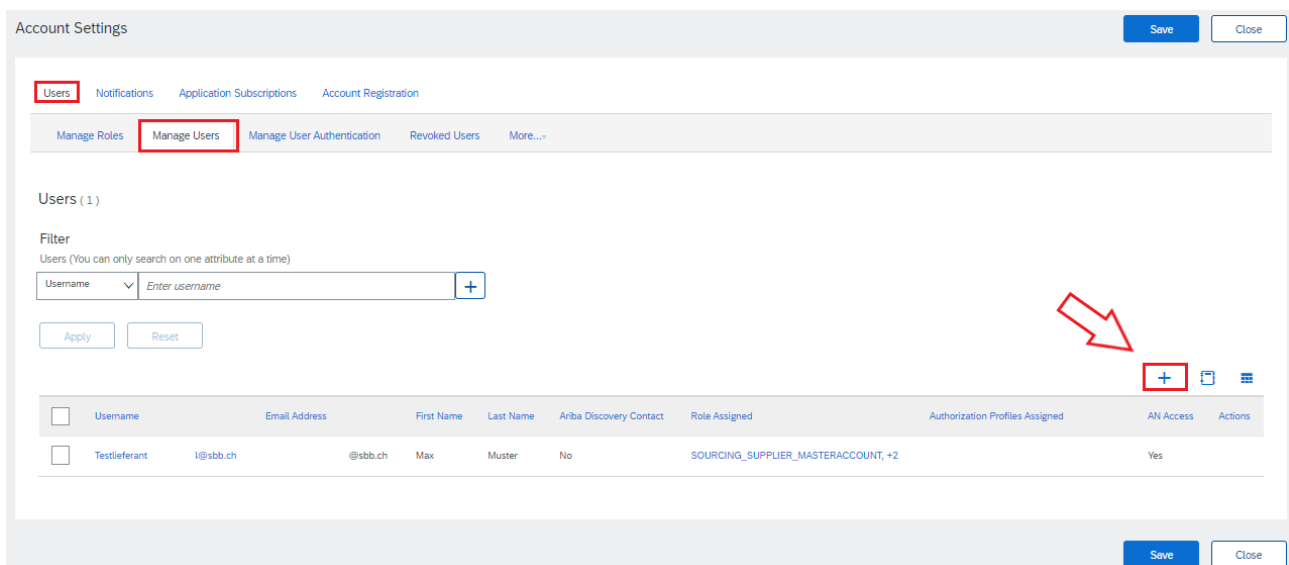


Adding a new user in the company account

(concerns account administrator) Log into your [Ariba account](#) and click on your initials. Then click on *Settings > Users > Manage Users*.



You can use the plus sign at bottom right to add a new user.



Define the username, e-mail address and first and last names of the new user.

You must then create a role, as each user must be assigned to a role.

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: * ⓘ

Email Address: *

First Name: *

Last Name: *

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

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
No items.	

⚠ You do not have any roles set up. Before creating sub-accounts, you must create roles.

Create Role

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 Business Network 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.

Done Cancel

Give the new role a name and assign the desired rights to it.

Create Role Save Cancel

* Indicates a required field

New Role Information

Name: * ⓘ

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 checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input checked="" type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<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

Assign Users (0)

You can add users to this role.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

Save Cancel

In the screen under "Manage Users" you will see that the user has been added.

Account Settings Save Close

Users Notifications Application Subscriptions Account Registration

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

Users (2)

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	AN Access	Actions
<input type="checkbox"/>	Testlieferant	i@sbb.ch	@sbb.ch	Max	Muster	No	SOURCING_SUPPLIER_MASTERACCOUNT, +2	Yes	
<input type="checkbox"/>	Testlieferant@sbb.ch	.@sbb.ch	Franz	Müller	No	deputy		Yes	Actions

+ [] []

Save Close

The user that was added by the Administrator receives an e-mail with the username and an e-mail with the initial password.

(Concerns new user) With the login data in the e-mail, you can log on and then change the password.

SAP Ariba

Dear Franz Müller,

This message contains important information about your new Ariba user account.
You have been enabled to access your company's Ariba account (ANID: _____) with the following username:

Username: **Testlieferant@sbb.ch**

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.av/rd/sp?app=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.

If you have any questions contact your Account Administrator:

SAP Ariba

Dear Franz Müller,

This message contains important information about your new user account related to your company's Ariba account(_____).

Your temporary password to access your new user account is:

Temporary Password: _____

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Account Security

* Indicates a required field

Enter Password

You must change your password. To change your password, enter your current password, and then enter your new password. You cannot use your 6 most recent passwords.

Current Password:

New Password: ⓘ

Confirm Password:

[Forgot current password? Click here](#)

Submit