

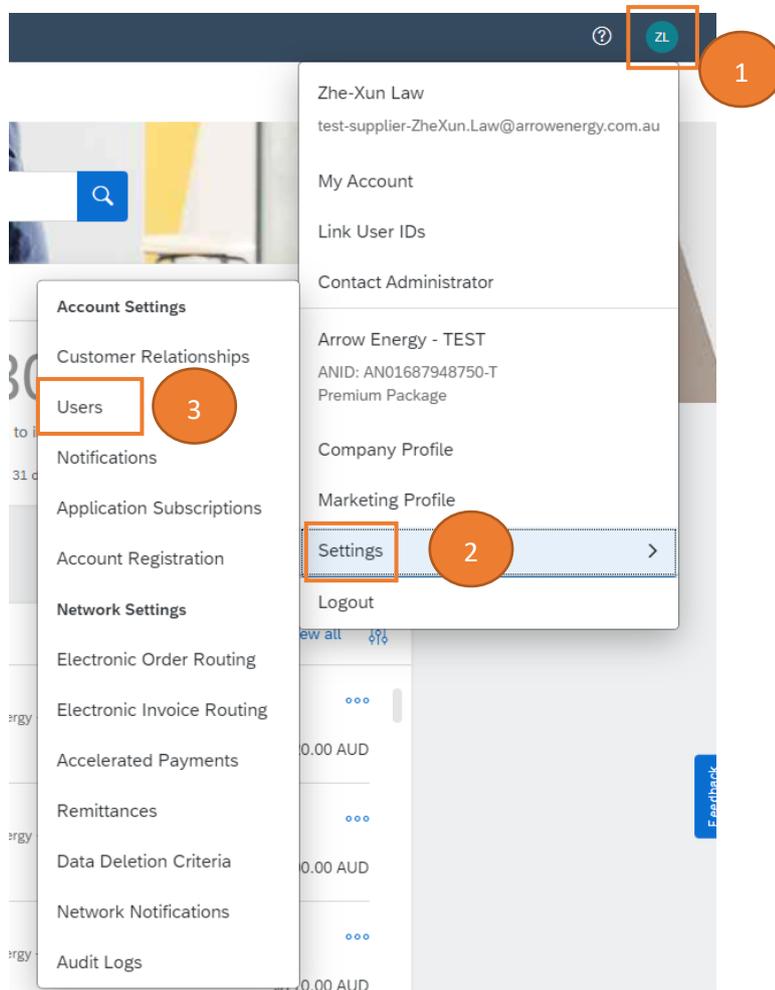
Add User to Ariba Network

Job Aid

Please follow this document to add new user(s) to Ariba.

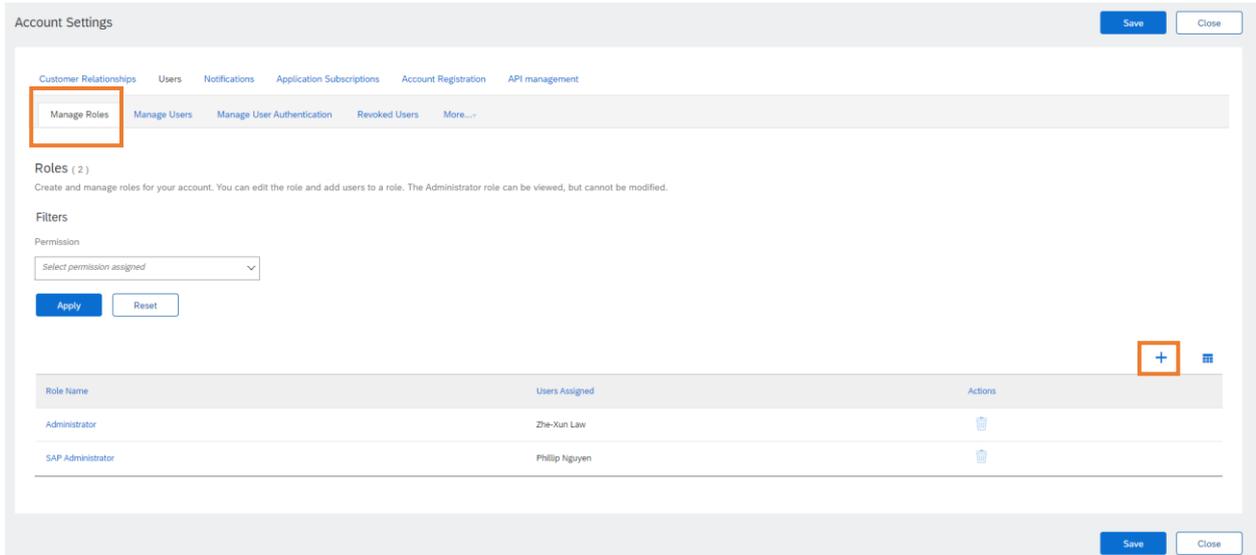
Note: Only System Administrator can make the changes.

Step-1: Login to the Ariba Network and click on the icon at the top right corner -> Settings -> Users:

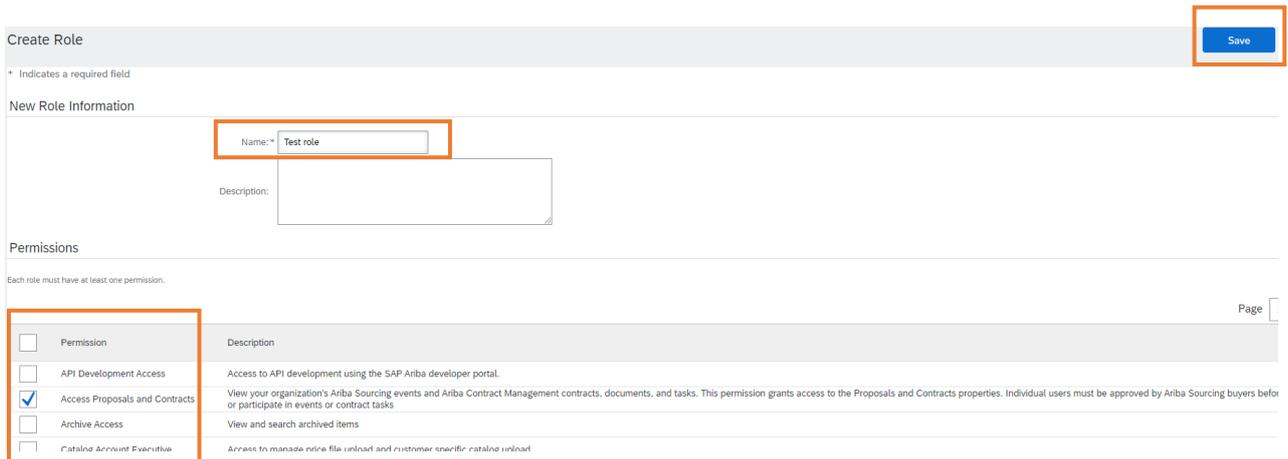


Step-2: In the “Manage Roles” tab, click the “+” sign (If the roles have **already been maintained**, then please jump to **step 4**):

Note: Roles must be created prior to creating users, roles are created based on the functions/roles within the organisation.



Step-3: In the new screen, enter the “Name” of the role and assign the “Permission” to this role, then click “Save”:



Note: The new role is now created:

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
Administrator	Zhe-Xun Law
SAP Administrator	Phillip Nguyen
Test role	

Step-4: In the "Manage User" tab, click the "+" sign:

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

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

Users (2)

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

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	test-phsap@sap.com	phillip.nguyen01@sap.com	Phillip	Nguyen	No	SAP-Administrator		All(1)	Yes	Actions
<input type="checkbox"/>	test-supplier-ZheXun.Law@arrowenergy.com.au	alphonse.legoria@arrowenergy.com.au	Zhe-Xun	Law	No	PROFILE_MGMT_ROLE +7		All(1)	Yes	

+ Add to Contact List Remove from Contact List

Step-5: Adding new user(s) by entre the “Username”, “Email Address”, “First Name” and “Last name”, then complete the “Role Assignment” -> “Done”:

Note:

- a. The username can be the email address of the user, or it can be created in email format, e.g. example@abc.com.
- b. User can be assigned more than 1 role.

Create User

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 receive invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

Name	Description
<input type="checkbox"/> SAP Administrator	
<input checked="" type="checkbox"/> Test role	

Customer Assignment

Assign to Customer: All Customers Select Customers

Note: If multiple buyers associated with this account, the “Customer Assignment” allows to assign specific customers:

Customer Assignment

Assign to Customer: All Customers Select Customers

Customers

Customers	Description
<input checked="" type="checkbox"/> Customers 1	
<input checked="" type="checkbox"/> Arrow Energy - TEST	

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 [Privacy Statement](#), the service agreement between your company 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.