



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.

count Settings			Save Close
Customer Relationships Users Notifications Application Sul	scriptions Account Registration API management		
Manage Roles Manage Users Manage User Authentication	Revoked Users More+		
Roles (2) Create and manage roles for your account. You can edit the role and add Fitters Permission Select permission assigned Apply Reset	users to a role. The Administrator role can be viewed, but cannot be modified.		
Role Name	Users Assigned	Actions	
Administrator	Zhe-Xun Law	a	
SAP Administrator	Phillip Nguyen	T	
			Save Close

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

Create Role	Save			
* Indicates a required field				
New Role Information				
	Name.* Test role			
	Description:			
Permissions				
Each role must have at least one permission.				
	Page			
Permission	Description			
API Development Access	Access to API development using the SAP Ariba developer portal.			
Access Proposals and Contracts	Vew your organizations Arba Sourcing events and Aniba 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 befor or participate in events or contract tasks			
Archive Access	View and search archived items			
Catalog Account Executive	Access to manage wire file indust and evidomer specific rataling indust			



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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 V	
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:

count Settings								Save	Close
Customer Relationships Users Notifications Application Subscriptions Account Registration API management Manage Roles Manage Users Manage Users Manage Users Manage Users More									
Users (2)									
Enable assignment of orders to users with limited access to. Filter Users (You can only search on one attribute at a time) Username Cinter username Apply Reset	Ariba Network. ()							+	•
Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
test-PNsap@sap.com	phillip.nguyen01@sap.com	Phillip	Nguyen	No	SAP Administrator		All(1)	Yes	Actions 🔻
test-supplier-ZheXun.Law@arrowenergy.com.au	alphonse.legoria@arrowenergy.com.au	Zhe-Xun	Law	No	PROFILE_MGMT_ROLE, +7		All(1)	Yes	
L Add to Contact List Remove from Contact List									
								Save	Close





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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. <u>example@abc.com</u>.
- b. User can be assigned more than 1 role.

Create User 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 moonly role assignments at any time.
New User Information
Username* Test user@abc.com Email Address* acn.dongstuij@arrowenergy.com First Name* User Us
Role Assignment
Name Description
SAP Administrator Image: Sap Administrator Image: Sap Administrator Customer Assignment
Assign to 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			
Customers				
Customers 1		Description		
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 a applicable law, and, if applicable, that any personal data form Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.				
		Done		

