emirates steel

SAP Ariba

Ariba Network Supplier Guide
Setup User Accounts

Objective

The goal of this user manual is to:

- Create Roles and add Permissions to the Roles according to users actual job responsibilities, and create Users and assign Roles.
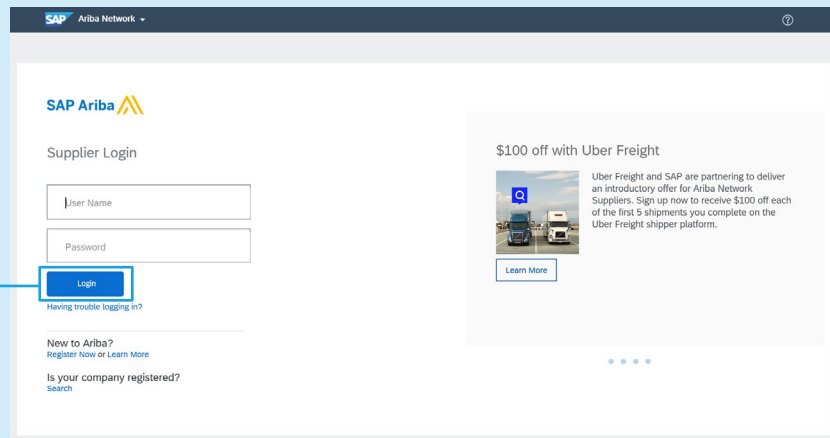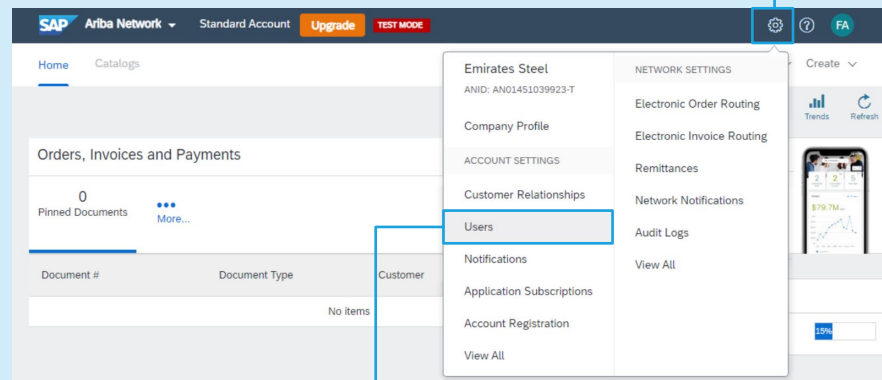
Target Audience:

Supplier User (Administrator only)

Setup User Accounts

1. Go to **supplier.ariba.com** to login to your Ariba Network account for Emirates Steel

2. Enter your existing **Username** and **Password** then click **"Login"**

3. From your home page click on the gear icon to access your Company Settings
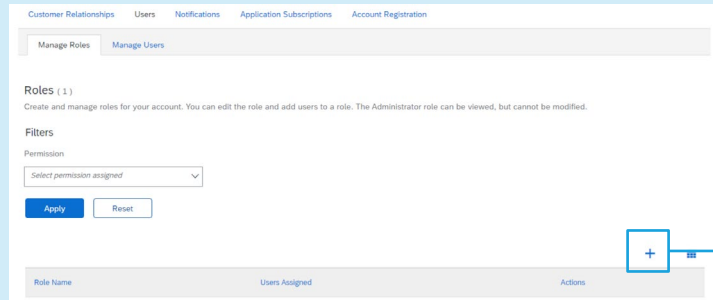
4. Click "Users"

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5. Click **"Create Role"** button in the Manage Roles section
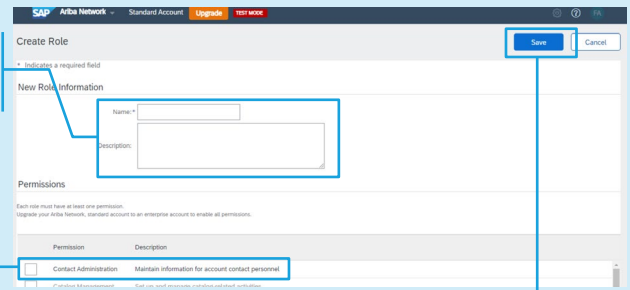
6. Type in the Name and Description for the Role
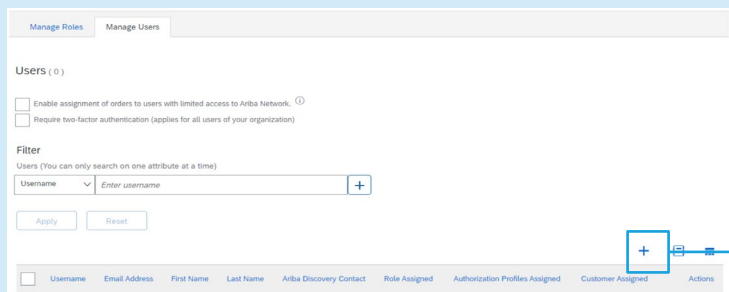
7. Add Permissions to the Role corresponds to users' responsibilities

8. Click **"Save"** button

9. Click **"Create User"** button in the Manage Users section
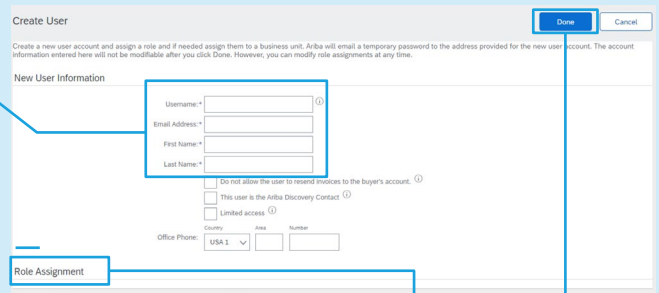
10. Type in the Username, Email Address, First Name and Last Name for the new User account

11. Select a **Role** in the Role Assignment section

12. Click **"Done"** button

Thank You