

# 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.

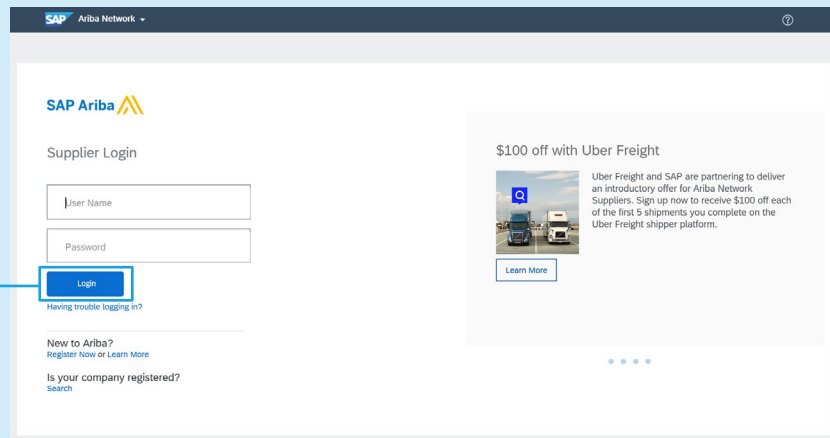
### Target Audience:

Supplier User (Administrator only)



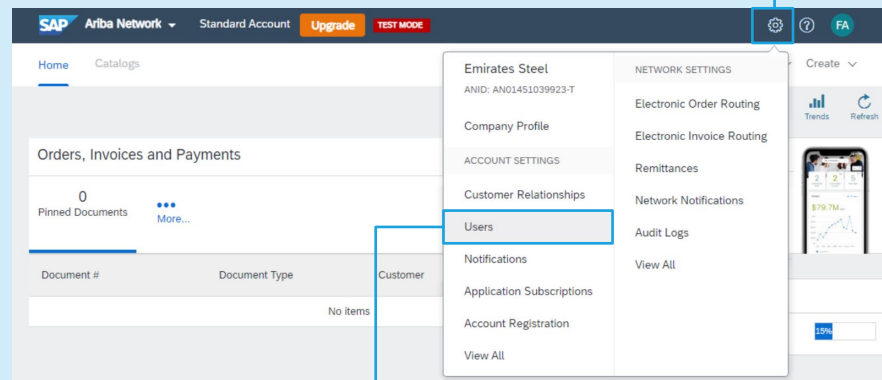
### Setup User Accounts

1. Go to [supplier.ariba.com](https://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

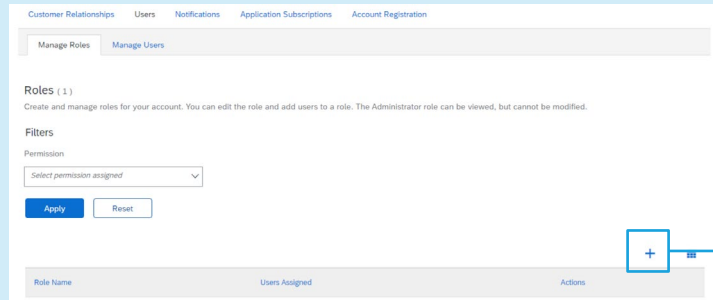


4. Click "Users"

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5. Click "Create Role" button in the Manage Roles section



Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users

Roles (1)

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

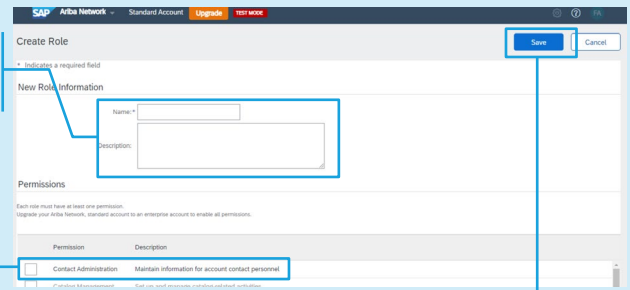
Permission

Select permission assigned

Apply Reset

Role Name Users Assigned Actions

6. Type in the Name and Description for the Role



SAP Ariba Network Standard Account Upgrade test user

Create Role Save Cancel

New Role Information

Name \*

Description \*

Permissions

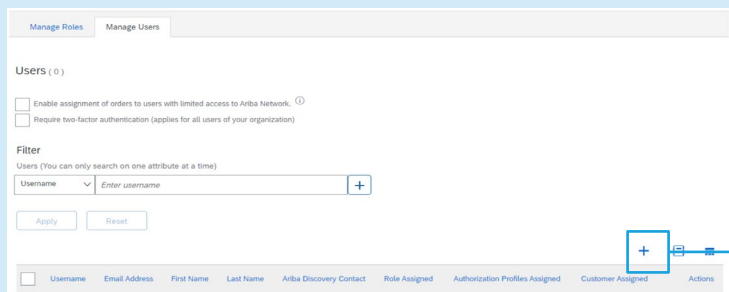
Each role must have at least one permission. Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/>	Contact Administration Maintain information for account contact personnel

7. Add Permissions to the Role corresponds to users' responsibilities

8. Click "Save" button

9. Click "Create User" button in the Manage Users section



Manage Roles Manage Users

Users (0)

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

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

Filter

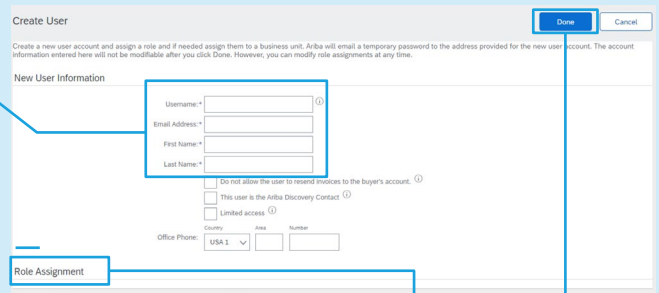
Users (You can only search on one attribute at a time)

Username Enter username +

Apply Reset

Username Email Address First Name Last Name Ariba Discovery Contact Role Assigned Authorization Profiles Assigned Customer Assigned Actions

10. Type in the Username, Email Address, First Name and Last Name for the new User account



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 reset password to the buyer's account. ⓘ

This user is the Ariba Discovery Contact. ⓘ

Limited access ⓘ

Country Area Number

Office Phone: USA 1

Role Assignment

11. Select a Role in the Role Assignment section

12. Click "Done" button