



Ariba Network Supplier Guide – Managing Users

August 2020



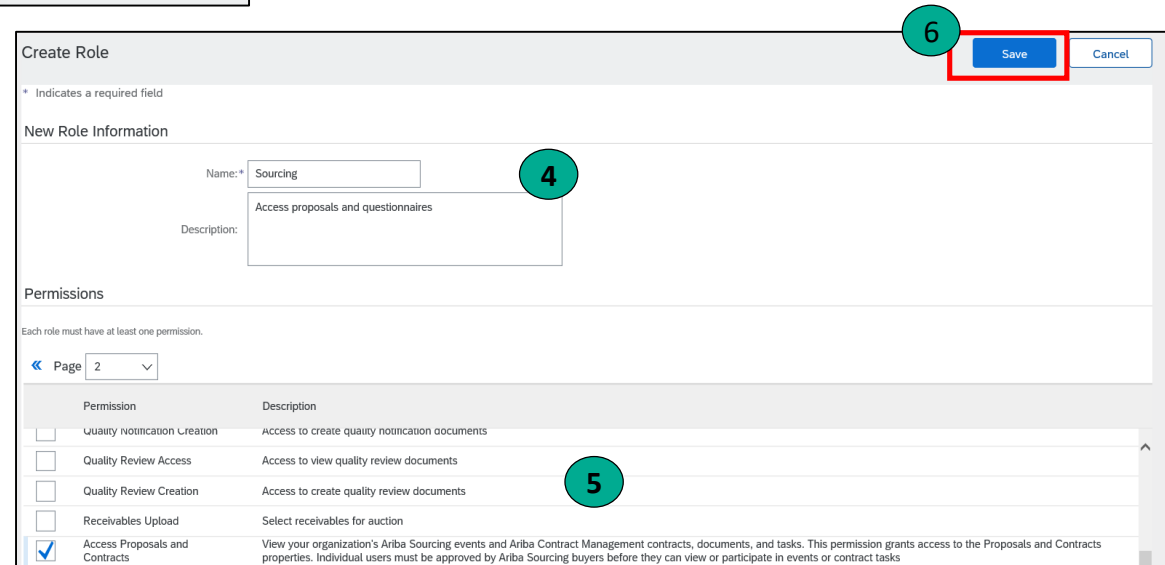
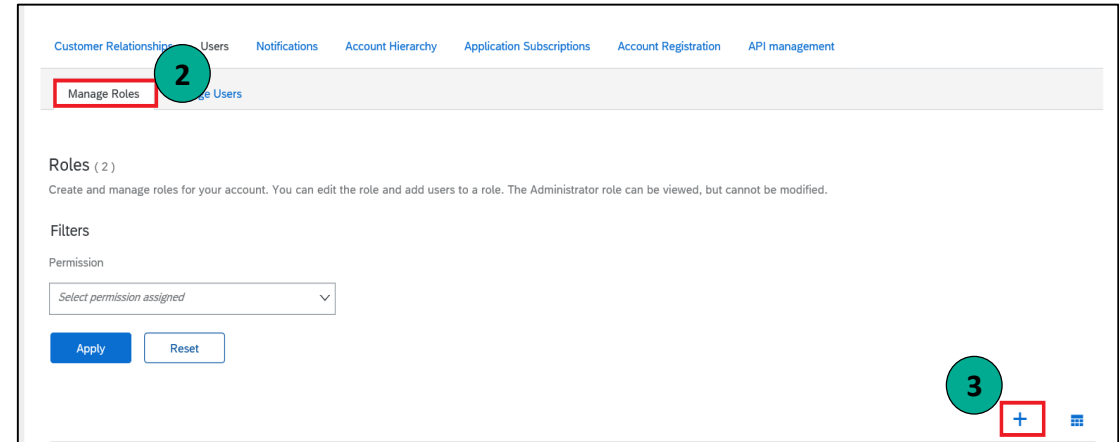
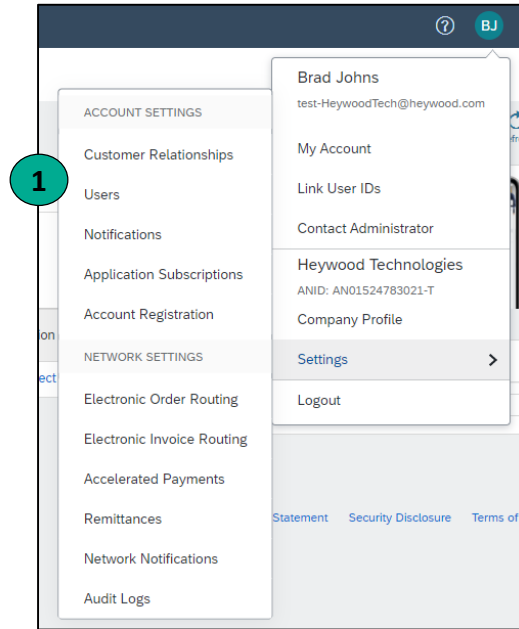
Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems
- Creates roles for the account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

1. Click **Users** on Account Settings. The Users page will load.
2. Select **Manage Roles** tab.
3. Click on the **“+”**.
4. Type in the **Name** and a **Description** for the Role.
5. **Add Permissions to the Role** that correspond to the user’s actual job responsibilities by checking the proper boxes.
6. Click **Save**.

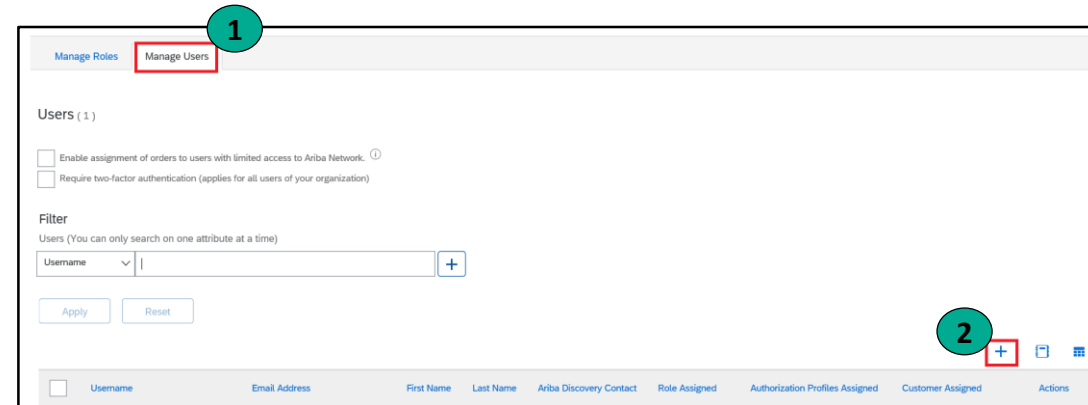
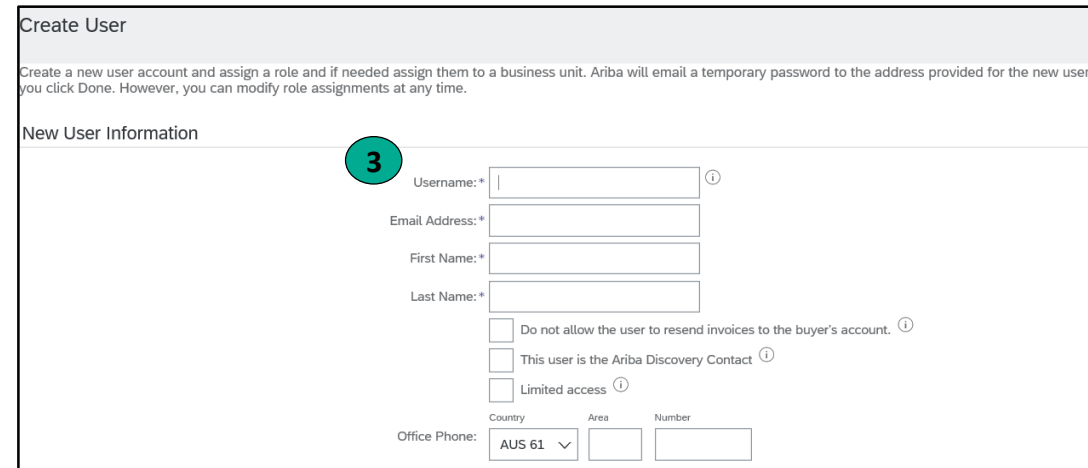
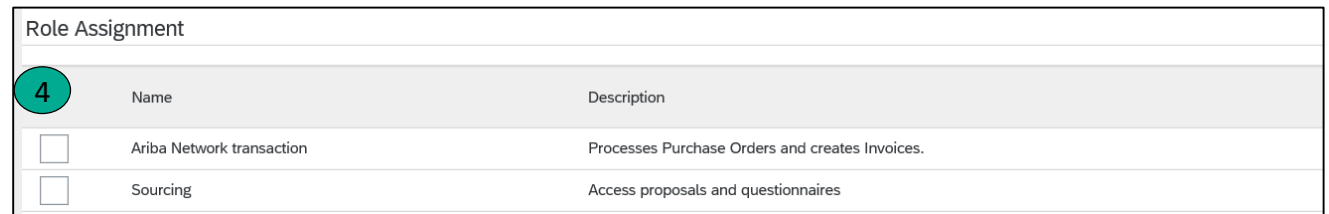


Continue to next slide

1. Select **Manage Users** tab.
2. **Click** on the “+” icon in the Assign Users section.
3. Enter **New User Information**.
4. **Select** the correspond Role Assignment to the user by checking the proper boxes.
5. Click **Done** to add the user to the new role.
6. User is assigned to new role.

Use help to get a list of Permissions to assign to users.

New users will receive their own login details.

Role Assignment	
Name	Description
<input type="checkbox"/> Ariba Network transaction	Processes Purchase Orders and creates invoices.
<input type="checkbox"/> Sourcing	Access proposals and questionnaires

1. Click on the **Manage Users** tab.
2. **Select** user.
3. Select **Actions > Edit** for the selected user.

Other options:

- Delete User
- Make Administrator

4. Click on the **Reset Password** button to reset the password of the user.

OR

5. To remove or assign another role. **Select** the corresponding Role Assignment by checking the proper boxes.

Manage Roles | Manage Users **1**

Users (1)

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 +
 Apply Reset

<input checked="" type="checkbox"/>	2	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input checked="" type="checkbox"/>	sourcing_Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne	Rocha	No	Ariba Network transaction, +1		All(2)	3 Actions ▾ Edit Delete Make Administrator

+ [] []

↳ Add to Contact List Remove from Contact List

Save Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: sourcing_Yvonne.Rocha-Zempel@excelerateds2p.com
 Email Address: Yvonne.Rocha-Zempel@excelerateds2p.com
 First Name: Yvonne
 Last Name: Rocha
 Office Phone:

Do not allow the user to resend invoices to the buyer's account. ⓘ
 This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Reset Password **4**

Role Assignment **5**

Name	Description
<input checked="" type="checkbox"/> Ariba Network transaction	
<input checked="" type="checkbox"/> Sourcing	Access proposals and questionnaires

Customer Assignment

Assign to Customer: All Customers Select Customers



Help and Resources





Help and Resources

Forgotten Username and Password



If you forget your password, go to supplier.ariba.com and follow these steps:

1. Click **Having trouble logging in?**
2. Select **I forgot my password** or **Username** and click Continue
3. Enter email address linked to your username and click **Continue**

You will receive a password reset email from ordersender-prod@ansmtp.ariba.com

1

SAP Ariba

Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

Having trouble logging in?

Please select one:

- I forgot my username.
- I forgot my password. 2
- I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)

Continue

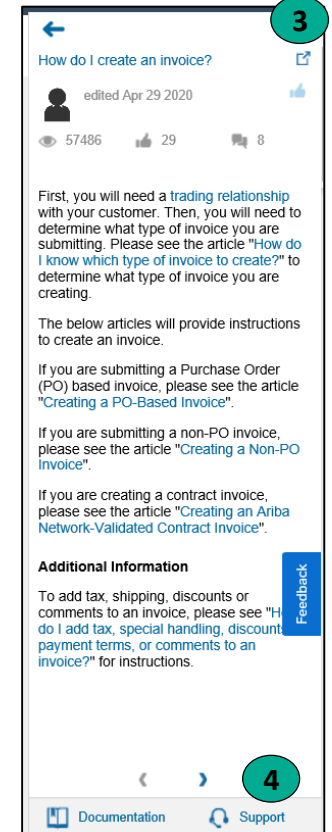
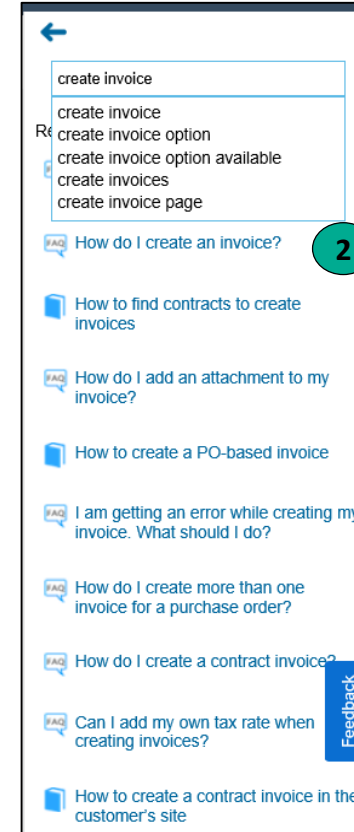
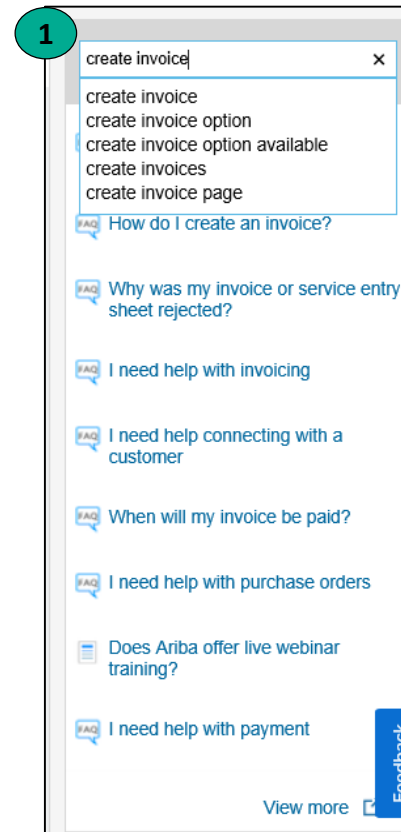
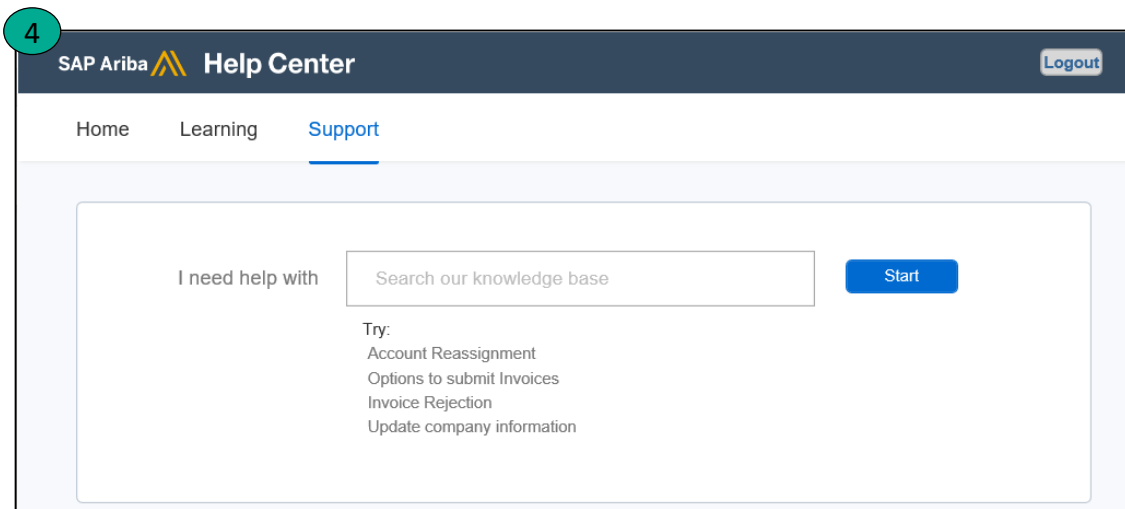
Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions once your information is confirmed.

3 Email Address:

Submit

1. Enter issue description in **Help Center** search box.
2. Click on one of the search results.
3. Review solution.
4. Alternatively click on **Support** (bottom) to display Support Center.





Thank You

