How can Supplier Admin add a new user?

SAP Ariba

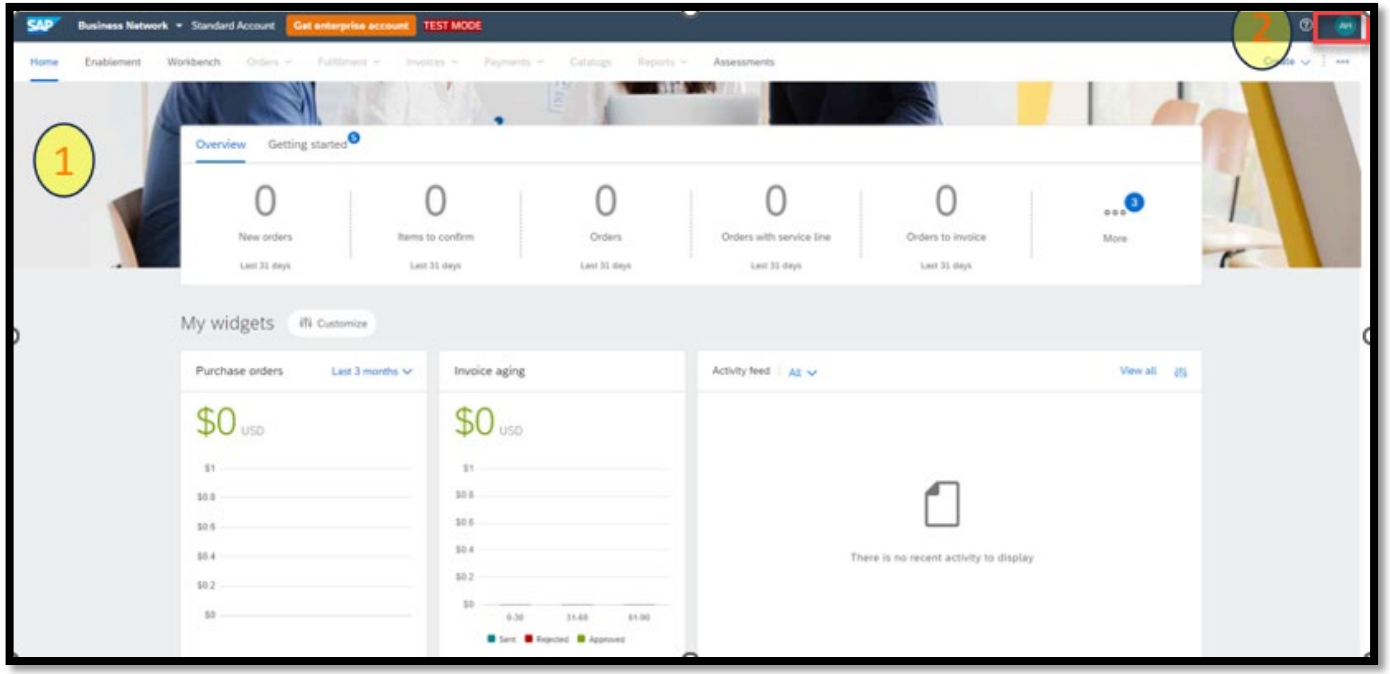
Lilly

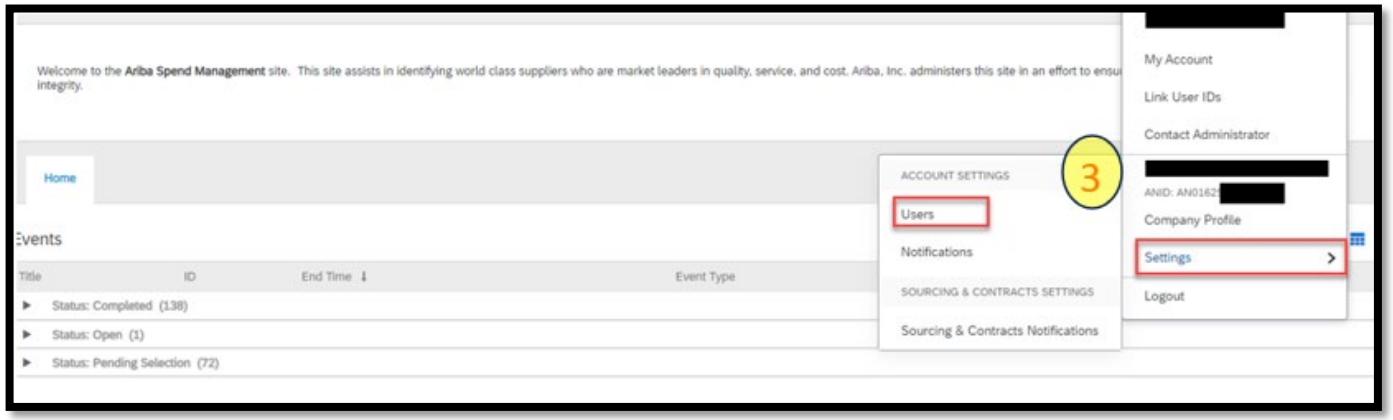
TO ADD A NEW USER TO THE SUPPLIER'S ARIBA NETWORK ACCOUNT

1. Go to the SAP Business Network Supplier Login Page [SAP Business Network Supplier Login Homepage] and Login under account administrator account.

2. Select the initials up in the top right-hand corner

3. Select Settings and Users





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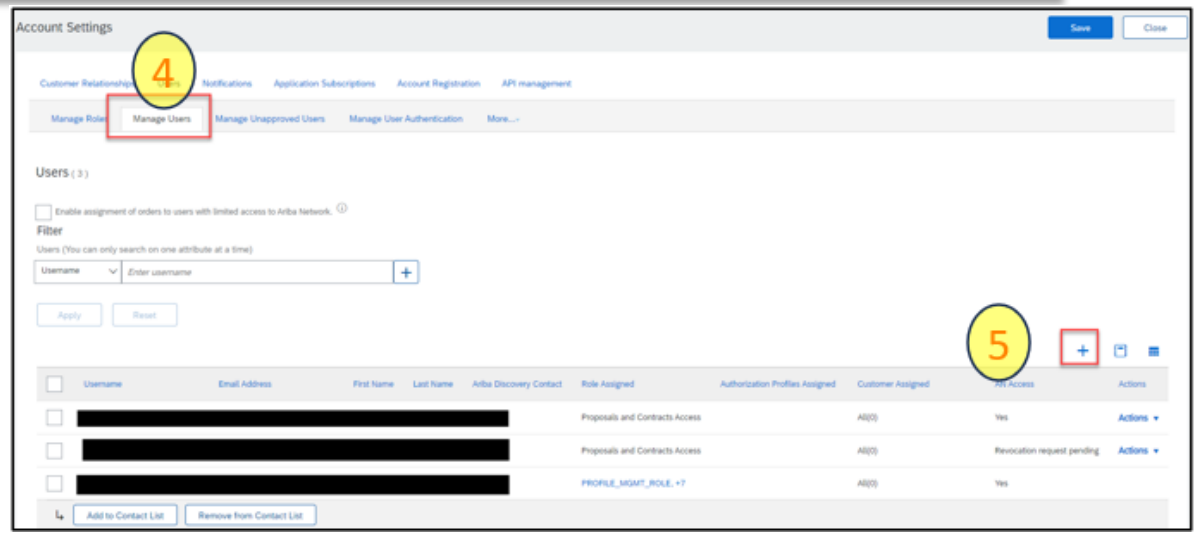
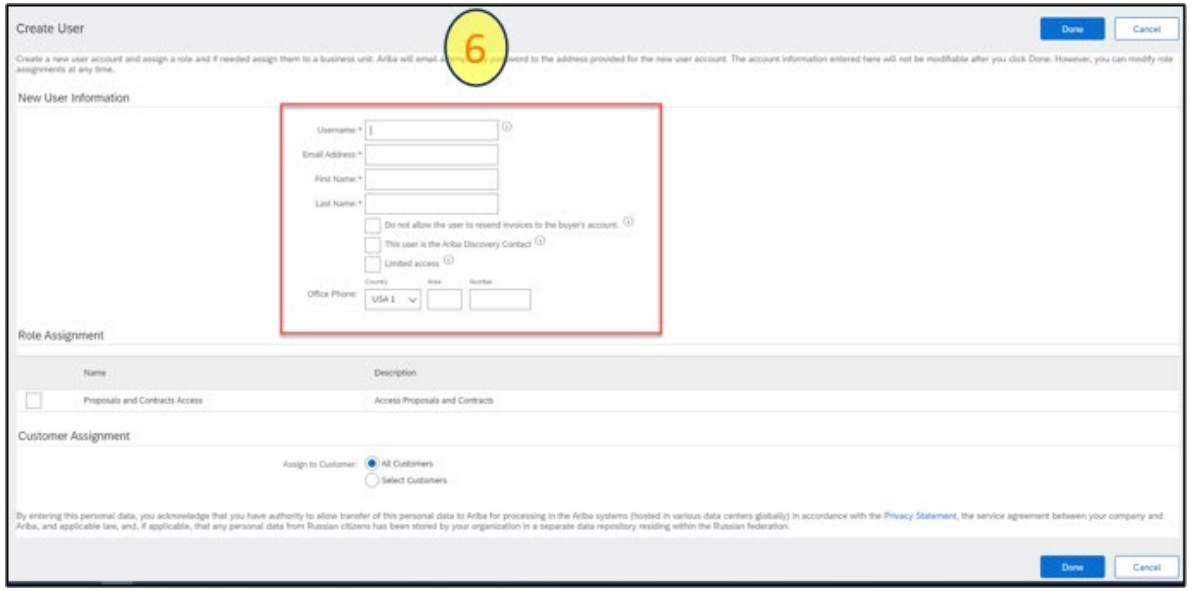
4. Go to Manage Users



5. Select the '+' icon

6. Enter the new user data



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7. The new user will receive an email with their user ID and confirmation of the ANID number.

8. New user will receive a second email with a temporary password. The user will be asked to re-set their password once they log in using the temp password.

Please advise your Lilly contact when you add a new user to your profile. Lilly will check and confirm the new user is visible on our end.

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Important: your sub-user username

Dear [redacted]

You have been enabled to access your company's SAP Business Network account(ANID:AN01625993399-T) with the following username:

[redacted]

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:

Log in

Sincerely,
SAP Business Network team

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Your temporary password

Dear [redacted]

This message contains important information about your new user account related to your company's SAP Business Network account(AN01625993399-T).

Your temporary password:

[redacted]

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:

[redacted]

Sincerely,
SAP Business Network team

Lilly