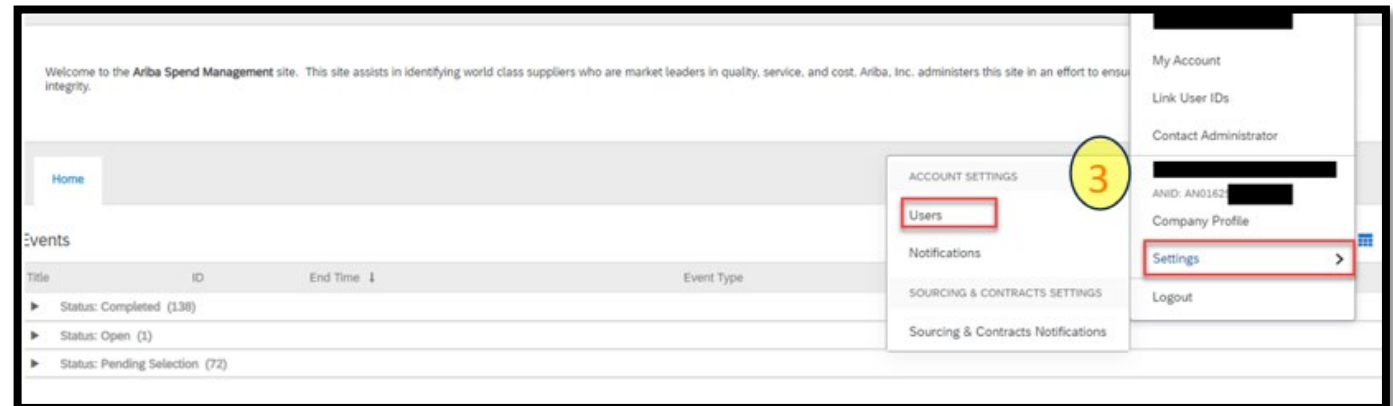
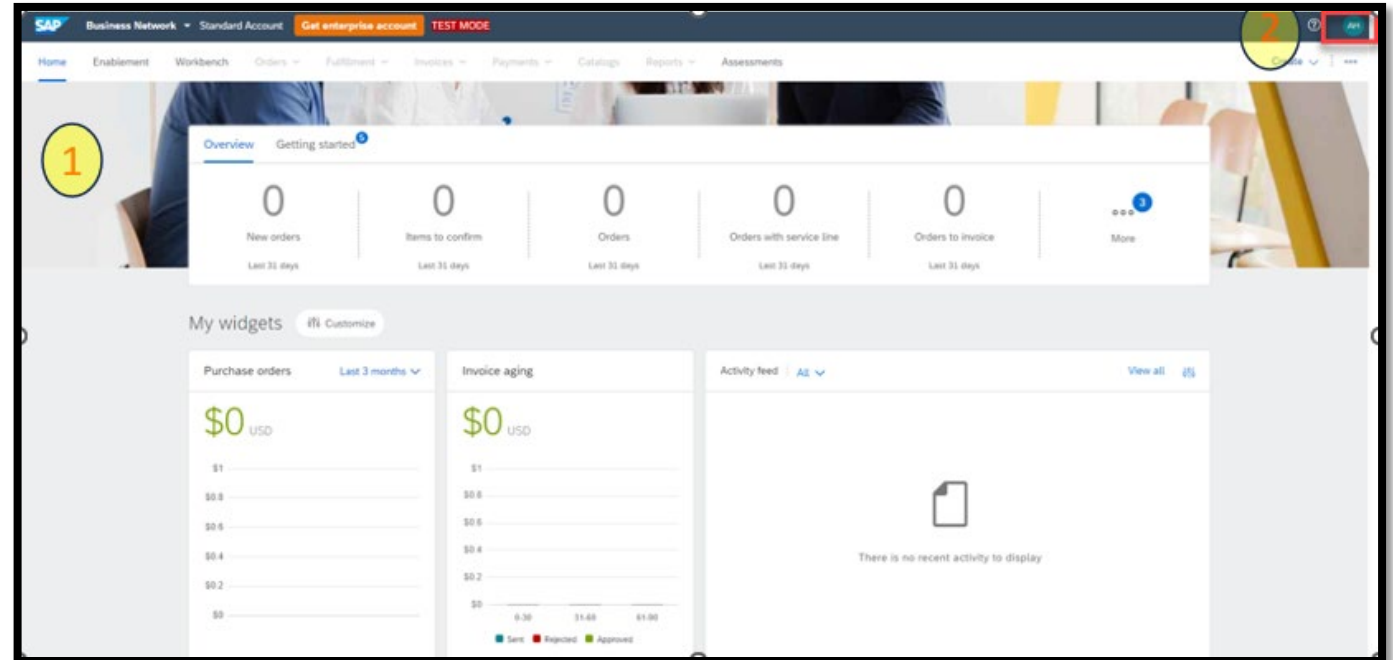


How can Supplier Admin add a new user?

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



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



4. Go to Manage Users

5. Select the '+' icon

6. Enter the new user data

Account Settings

Customer Relationship Management Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage Unapproved Users Manage User Authentication More...

Users (3)

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

Filter

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

Username Enter username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Net Access	Actions
<input type="checkbox"/>						Proposals and Contracts Access		Altco	Yes	Actions
<input type="checkbox"/>						Proposals and Contracts Access		Altco	Revocation request pending	Actions
<input type="checkbox"/>						PROFILE_MGMT_ROLE_+7		Altco	Yes	

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a confirmation link 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 resend invoices to the buyer's account.

☐ This user is the Ariba Discovery Contact.

☐ Limited access.

Country Area Number

Office Phone

Role Assignment

Name	Description
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

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 and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

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



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.

7

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

8

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