

How can Supplier Admin add a new user?

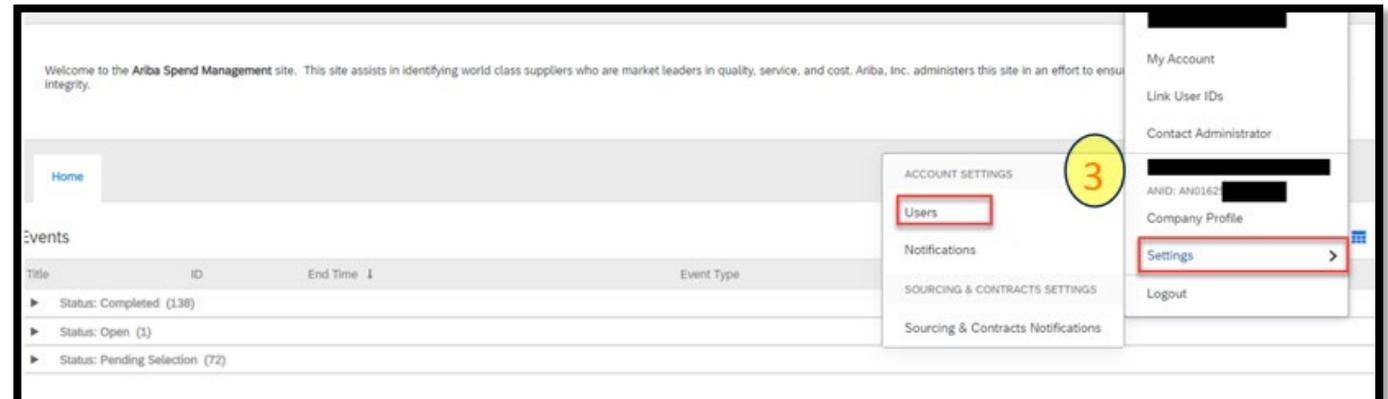
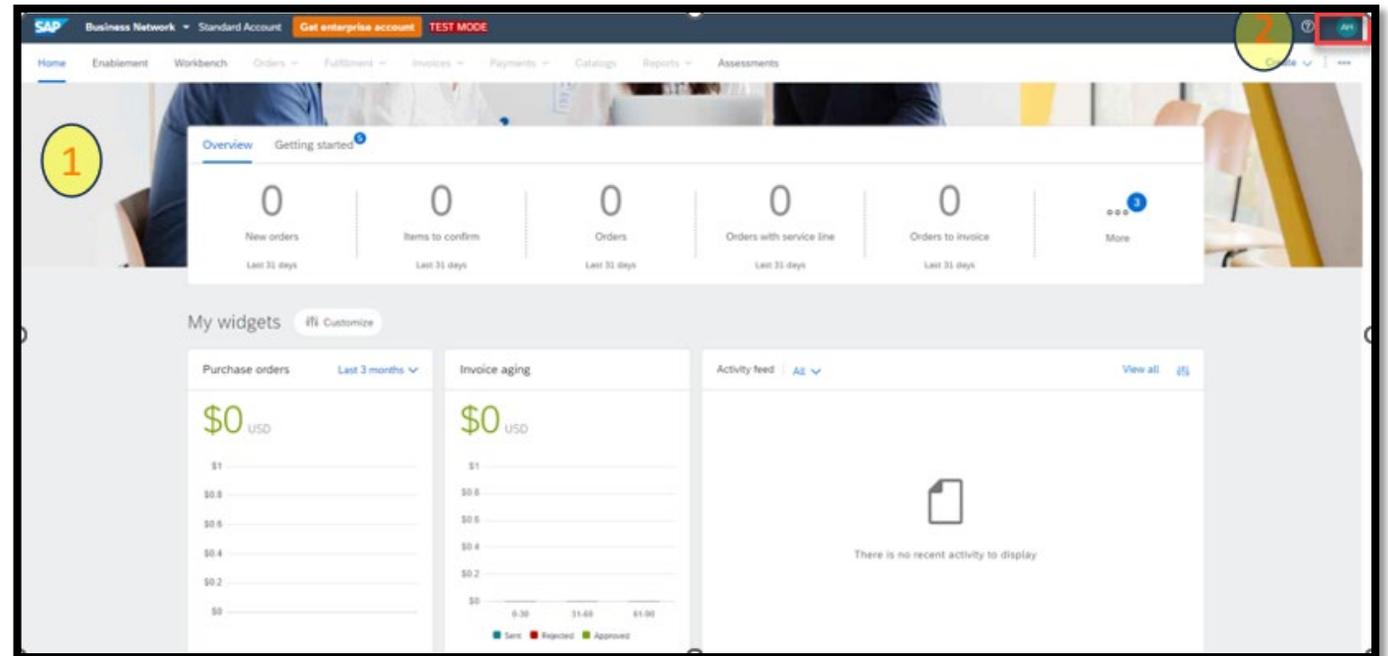
SAP Ariba 

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

The screenshot shows the 'Account Settings' page with a navigation bar containing 'Customer Relationships', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. Below this is a menu with 'Manage Roles', 'Manage Users', 'Manage Unapproved Users', 'Manage User Authentication', and 'More...'. The 'Manage Users' option is highlighted with a red box and a yellow circle containing the number '4'. Below the menu is a 'Users (3)' section with a checkbox for 'Enable assignment of orders to users with limited access to Ariba Network'. A 'Filter' section allows searching by 'Username'. A table lists three users with columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', 'Full Access', and 'Actions'. A red box and a yellow circle containing the number '5' highlight the '+' icon in the top right corner of the table. At the bottom of the table are 'Add to Contact List' and 'Remove from Contact List' buttons.

5. Select the '+' icon

6. Enter the new user data

The screenshot shows the 'Create User' form. At the top, there is a 'Done' button and a 'Cancel' button. Below is a heading 'New User Information' and a red box highlighting the input fields: 'Username', 'Email Address', 'First Name', 'Last Name', and 'Office Phone'. The 'Office Phone' field includes a 'Country' dropdown set to 'USA 1', an 'Area' field, and a 'Number' field. Below the input fields are three checkboxes: 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. Below this is a 'Role Assignment' section with a table for selecting roles. The table has columns for 'Name' and 'Description'. The first row is 'Proposals and Contracts Access' with the description 'Access Proposals and Contracts'. Below this is a 'Customer Assignment' section with a radio button for 'All Customers' (selected) and a radio button for 'Select Customers'. At the bottom of the form are 'Done' and 'Cancel' buttons.

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

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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

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.

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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

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.

Lilly