



# Setting Up, Maintaining & Creating Standard Account Users

- Greyed out tabs, sections or selections indicate that you are no able to access
- Use the Dashboard to resend the Purchase Order Email
- Real time invoice status notifications

# Users– General Information

There is a limited range of Account Settings that a supplier can use within the User’s selection. Supplier can Enable assignment of orders to users with limited access to the Ariba Network. However, in order to perform this assignment of tasks Roles must be created first, then Users created. Only your organisation Ariba Network System Administrator will have the Users selection in the drop down box and can create roles and users.

Ariba Network

Company Settings

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsApplication Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
No items							

Create User

Manage Assignments for Users with Limited Access

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

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details

↳

Create Role

# Creating and Assigning Roles

➤ From the Account Settings page accessed via Company Settings, then Users

- 1. Click on **Create Role**
- Screen displays the **Create Role**
- 2. Enter the **Name** of the role you are creating
- 3. Select all the relevant **Permissions** for the role

**Note:** As you are working within a Standard Account there will be a number of permissions that cannot be selected and are greyed out

4. Click **Save**

**Note:** Screen adds the role to the list, repeat for other roles if required

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details
<div>↳ Create Role</div>	

Ariba Network

Create Role

SaveCancel

\* Indicates a required field

New Role Information

Name: \*Orders

Description:

Permissions

Each role must have at least one permission.  
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

Page1»

Permission	Description
<input checked="" type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type

Role

Name	Actions
Administrator	Details
Orders	Details Edit Delete
↳ Create Role	

# Creating Users

➤ From the Account Settings page accessed via Company Settings, then Users

- 1. Click on **Create User**
- Screen displays the **Create User**
- 2. Enter a **Username** for the user
- 3. Enter the **Email Address** of the user
- 4. Enter their **First Name**
- 5. Enter their **Last Name**
- Scroll down to **Role Assignment**

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
No items							

Create User

1

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.

New User Information

3

5

2

4

Username: \*

Email Address: \*

First Name: \*

Last Name: \*

Test@ABCcompany.com

jane.doe@ABCcompany.com

Jane

Doe

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone:

Country

AUS 61 ▾

Area

Number

# Creating Users cont.

## 6. Select the Role for the User

**Note:** The roles that you have created will be displayed, only can only be one System Administrator so the selection will not appear

## 7. Click on **Done**

**Note:** Remembering that a User name has to be in an email format but not necessarily the actual email, you may get the Confirm Domain message:

1) Click on **Yes**

➤ Screen displays the **User** in the list

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Orders	

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 [Ariba 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.

Done

Cancel

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

1

Yes

No

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

N

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery	Role Assigned	Customer Assigned	
<input type="checkbox"/>	Test@ABCcompany.com	jane.doe@ABCcompany.com	Jane	Doe	No	Orders	All	

↳

Edit

Delete

Add to Contact List

Remove from Contact List

Make Administrator

Create User

# Enable Assignment of Order of Users

➤ From the Account Settings page accessed via Company Settings, then Users

1. Click on **Enable assignment of orders to users with limited access to Ariba Network**

2. Click on the relevant user

3. Click on **Save**

**Note:** A green ribbon indicates that the information or changes entered have been successful.

4. Click on **Close**

➤ Screen displays the **Dashboard**

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input checked="" type="checkbox"/>	<a href="#">Username ↑</a>	<a href="#">Email Address</a>	<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Ariba Discovery Contact</a>	<a href="#">Role Assigned</a>	<a href="#">Customer Assigned</a>	
<input checked="" type="checkbox"/>	Test@ABCcompany.com	jane.doe@ABCcompany.com	Jane	Doe	No	Orders	All	
<div><div>2</div><div><div>Edit</div><div>Delete</div><div>Add to Contact List</div><div>Remove from Contact List</div><div>Make Administrator</div><div>Create User</div></div></div>								

Manage Assignments for Users with Limited Access

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

1

User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role	
<a href="#">Name</a>	<a href="#">Actions</a>
Administrator	<a href="#">Details</a>
Orders	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

↳

Create Role

3

Save

Close

Account Settings

Save

Close

N

✓ Your profile has been successfully updated.

4

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Application Subscriptions](#)

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.