



Quick Reference Guide

How to Add User to an Ariba Account

Audience: Supplier

Date: March 31, 2022

Descriptions: Administrator and User

Administrator

- There can only be one administrator per ANID (Ariba Supplier Account)
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID (Ariba Supplier Account)
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator



Supplier Login

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Login

[Forgot Username or Password](#)

[New to Ariba?](#)

1

Login to Supplier Account.

The screenshot shows the SAP Ariba Business Network dashboard. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Upgrade' and 'TEST MODE'. Below the header is a navigation bar with links: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A banner message at the top reads: 'Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile'.

The main dashboard area features a 'Overview' tab and a 'Getting started' section. The 'Overview' section displays five key metrics: 'New orders' (0), 'Orders to invoice' (0), 'Orders' (3), 'Rejected invoices' (0), and 'Invoices pending approval' (7). Below this is a 'My widgets' section with a dropdown for 'City of Ottawa - TEST' and a 'Customize' button. The widgets include 'Invoice aging' showing a bar chart with a value of \$-11.4K CAD, 'Purchase orders' showing a value of \$0 CAD, and an 'Activity feed' with two entries: 'Invoice approved' (Mar 30, 2022) and 'Invoice approved' (Jan 24, 2022).

On the right side, there is a user profile for 'Shalane Dunlop' with email 'Test-Stantec@ottawa.ca'. Below the profile is a 'My Account' section with links: 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch Account'. A 'Settings' link is also present. A dropdown menu is open, showing a list of settings: 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Data Deletion Criteria', 'Network Notifications', and 'Audit Logs'. The 'Users' option is highlighted with a yellow circle and the number 4.

2 Locate your initials (top right-hand corner of dashboard).

3 Select “Settings” then Select “Users”

4 Select “Users”

5

Account Settings

Save

Close

6

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Roles (7)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

▼

Apply

Reset

5

The “Account Settings” page appears.

6

+

6

Under “Manage Roles” tab and click the “+” symbol.

5

- 7 The “**Create Role**” page appears. Fill in the “**Name**” (title of role) field.
Example: Invoicing Clerk, etc.
- 8 Under “**Permissions**” select all applicable permissions role should have.
- 9 Click “**Save**”.

10

10

The “Account Settings” page appears.

Account Settings

Save

Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Roles (8)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply

Reset

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The newly created role will appear under “**Role Name**”.

Role Name

Users Assigned

Actions

Administrator

Shalane Dunlop



Kathleen Crowe



Users

Kathleen Crowe



Business Network
Standard Account
Upgrade
TEST MODE

Account Settings
Save
Close

Customer Relationships
Users
Notifications
Application Subscriptions
Account Registration
API management

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Manage Users
Manage User Authentication
Revoked Users
More...

Users (5)
☒ 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
+
Apply
Reset

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>										

13

+

13

Go to “Manage Users” tab.

Click the “+” symbol.

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Create User

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. 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 ⓘ

Office Phone: Country Area Number

USA 1

16

Done Cancel

15

Role Assignment

Name	Description
<input type="checkbox"/> Kathleen Crowe	
<input type="checkbox"/> Users	
<input type="checkbox"/> test invoicer	

15

The “**Create User**” page appears.

Complete the following fields: **Username, Email Address, First Name, and Last Name.**

***Note: Username = Email Address**

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Under “**Role Assignment**”, locate and select the **role** created in **step 7**.

Click “**Done**”.

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Account Settings Save

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

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Users (5)

☒ 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 +

Apply

Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access
<input type="checkbox"/>	kathleen.crowe1@ottawa.ca	kathleen.crowe@ottawa.ca	Kathleen	Crowe	No	Users		All(1)	Yes
<input type="checkbox"/>	ariat0077@gmail.com	ariat0077@gmail.com	Ariat	Abala-Morgan	No	Clerk		All(1)	Yes
<input type="checkbox"/>	ariat.abala-morgan@ottawa.ca	ariat.abala-morgan@ottawa.ca	Ariat	Abala-Morgan	No	test Invoicer		All(1)	Yes
<input type="checkbox"/>	Test-Stantec@ottawa.ca	shalane.dunlop@ottawa.ca	Shalane	Dunlop	No	PROFILE_MGMT_ROLE, +3		All(1)	Yes
<input type="checkbox"/>	Joseph.ghattas@ottawa.ca	Joseph.ghattas@ottawa.ca	Joe	Ghattas	No	Invoice Submission		All(1)	Yes

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The “**Account Settings**” page appears where you will see the new user added to the existing list of “**Users**”.

You have successfully added a new user to your Ariba account.