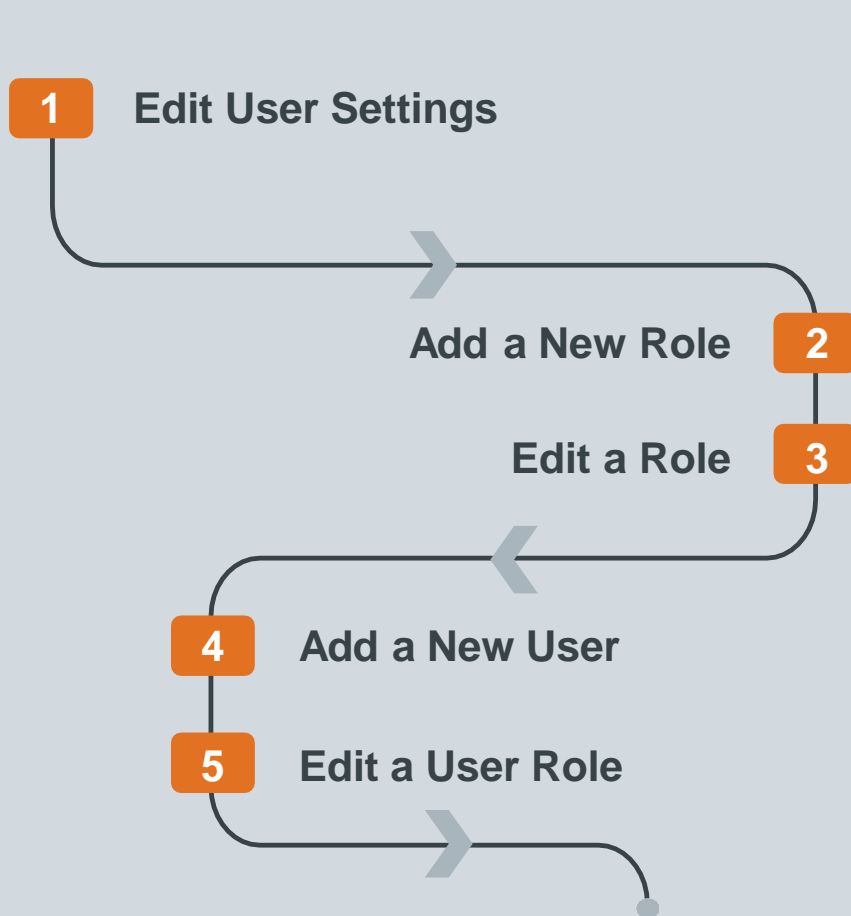


This **Supplier Quick Guide** shows you how to...

ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

...in **five simple steps**



VERSION: 1.0
UPDATED: MAY 2020

1. EDIT USER SETTINGS

Step-by-step

1. Log in to your Ariba Supplier account [HERE](#).
2. Go to **Company Settings**.
3. Select **Users**.

Illustration

The illustration shows two screenshots of the SAP Ariba Supplier account interface. The first screenshot, labeled with a red circle '1', shows the 'Supplier Login' page with a login form containing the email 'tiina.mavepsalainen@gmail.com' and a password field. A red circle '1' is placed over the 'Login' button. The second screenshot, labeled with a red circle '2', shows the main dashboard with a navigation menu on the right. A red circle '3' is placed over the 'Users' option in the menu. The dashboard also displays a table of purchase orders.

Amount	Date	Amount Invoiced	
120.00 EUR	13 May 2020	0.00 EUR	
120.00 EUR	12 May 2020	0.00 EUR	
480.00 EUR	21 Apr 2020	0.00 EUR	
100.00 EUR	14 Jan 2020	0.00 EUR	
10.00 EUR	9 Jan 2020	0.00 EUR	Select ▾
10.00 EUR	8 Jan 2020	0.00 EUR	Select ▾
100.00 EUR	26 Nov 2019	0.00 EUR	Select ▾
150.00 EUR	26 Nov 2019	0.00 EUR	Select ▾

2. ADD A NEW ROLE

Step-by-step

1. Select **Create Role** by pressing the **+** sign under Manage User Roles section.
2. Enter a **Name** and **Description** which describes the role.
3. Select **Permissions** for the role by selecting the tick mark on the required access. Each role must have at least one permission.
4. Click **Save** button to save your changes.

Illustration

The illustration shows two overlapping screenshots from the 'Account Settings' application. The background screenshot shows the 'Manage Roles' section with a table of existing roles. A red circle '1' highlights a '+' icon in the 'Actions' column of the 'Administrator' role. The foreground screenshot shows the 'Create Role' dialog box. A red circle '2' highlights the 'Name' field containing 'Order Processing'. A red circle '3' highlights the 'Permissions' section, which is a table with checkboxes for 'Inbox and Order Access', 'Folio Management', 'Invoice Generation', 'Logistics Access', and 'Outbox Access'. A red circle '4' highlights the 'Save' button in the top right corner of the dialog box.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users

Roles (3)
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

Role Name	Users Assigned	Actions
Administrator	Tina Laustsen	

Create Role

* Indicates a required field

New Role Information

Name: Order Processing

Description: User role for employees handling customer orders

Permissions

Each role must have at least one permission. Upgrade your Arriba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

Tips & Tricks

- By selecting a user and clicking Make Administrator, you can transfer the role to this user.

3. EDIT A ROLE

Step-by-step

1. Select role you want to **Edit** under Manage User Roles section.
2. Update **Name** and/or **Description** which describes the role.
3. Update selected **Permissions** for the role by selecting the tick mark on the required access. **Select Show me all the available permissions** to see all options.
4. Click **Save** button to save your changes.

Illustration

The illustration shows the 'Account Settings' interface with the 'Manage Roles' section active. A 'Create Role' modal dialog is open, showing the 'New Role Information' and 'Permissions' sections. The modal is titled 'Create Role' and has 'Save' and 'Cancel' buttons. The 'New Role Information' section includes a 'Name' field (containing 'Order Processing') and a 'Description' field (containing 'User role for employees handling customer orders'). The 'Permissions' section lists several permissions with checkboxes: 'Inbox and Order Access' (checked), 'Folio Management' (unchecked), 'Invoice Generation' (checked), 'Logistics Access' (unchecked), and 'Outbox Access' (checked). The 'Permissions' section also includes a note: 'Each role must have at least one permission. Upgrade your Arriba Network, standard account to an enterprise account to enable all permissions.' The 'Create Role' modal is overlaid on the 'Manage Roles' section, which shows a table of roles with columns 'Role Name' and 'Users Assigned'. The 'Order Processing' role is selected, and the 'Save' button in the modal is highlighted with a red circle and the number 4.

4. ADD A NEW USER (1/2)

Step-by-step

- 1. Select **Create User** by pressing the **+** sign under Manage Users section.

Illustration

The screenshot shows the 'Account Settings' page with the 'Manage Users' tab selected. It includes a search filter for 'Username' and a table of existing users. A red circle with the number '1' highlights the '+' button used to add a new user.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	timve@gmail.com	timve@gmail.com	Test	User	No	Order Handler Access		All(2)	Actions ▾
<input type="checkbox"/>	tiina.vepsalainen1@outlook.com	tiina.vepsalainen@outlook.com	Tiina	Vepsäläinen	No	Order Handler Access		All(2)	Actions ▾

4. ADD A NEW USER (2/2)

Step-by-step

2. Enter a **Username, Email Address, First Name and Last Name** of the user and review if access restrictions should be selected.
3. Select **Role** for the user under Role Assignment section.
4. Specify whether user has access to **All Customers** or **Selected Customers**.
5. Click **Done** button and **Save** your changes after you return to Account Settings.

Illustration

Create User 5 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. 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 2

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 3

Name	Description
<input type="checkbox"/> Test role	
<input type="checkbox"/> Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/> Order Handler Access	Grant Access to manage orders and order confirmations

Customer Assignment 4

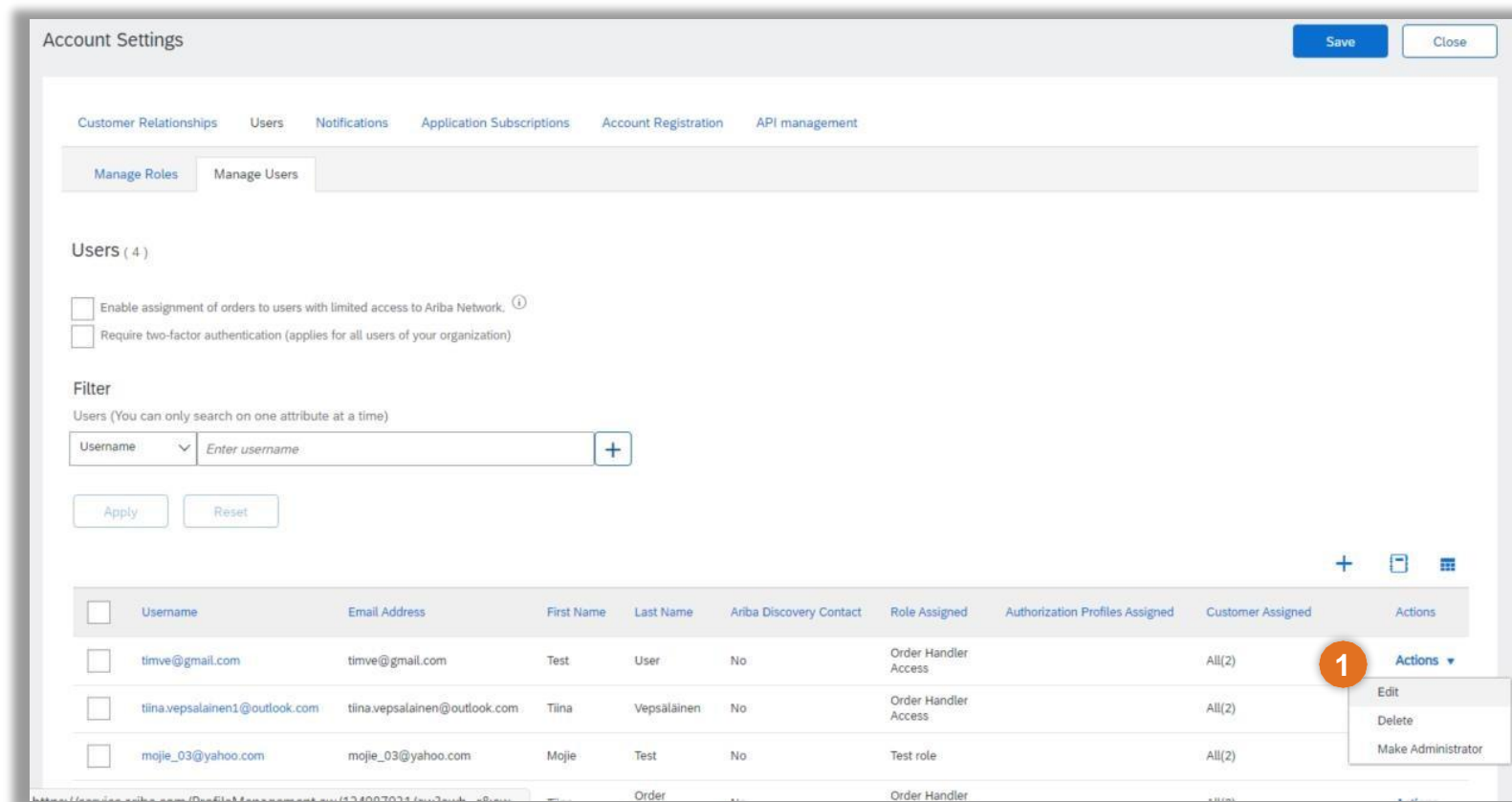
Assign to Customer: All Customers Select Customers

5. EDIT A USER ROLE (1/2)

Step-by-step

1. In the Manage Users section, select **Actions** next to the user you want to Modify and click **Edit**

Illustration



5. EDIT A USER ROLE (2/2)

Step-by-step

2. Add or remove roles in the Role Assignment section
3. Assign specific customers or all customers in the Customer Assignment section
4. Click **Save**.

Illustration

Edit User

4
Save
Cancel

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username:	timve@gmail.com
Email Address:	timve@gmail.com
First Name:	Test
Last Name:	User
Office Phone:	

Do not allow the user to resend invoices to the buyer's account. ⓘ

 This user is the Ariba Discovery Contact ⓘ

 Limited access ⓘ

Reset Password

Role Assignment

2	Name	Description
<input type="checkbox"/>	Test role	
<input type="checkbox"/>	Order Processing	User role for employees handling customer orders
<input checked="" type="checkbox"/>	Order Handler Access	Grant Access to manage orders and order confirmations

Customer Assignment

3
Assign to Customer:
 All Customers
 Select Customers

Save
Cancel

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

