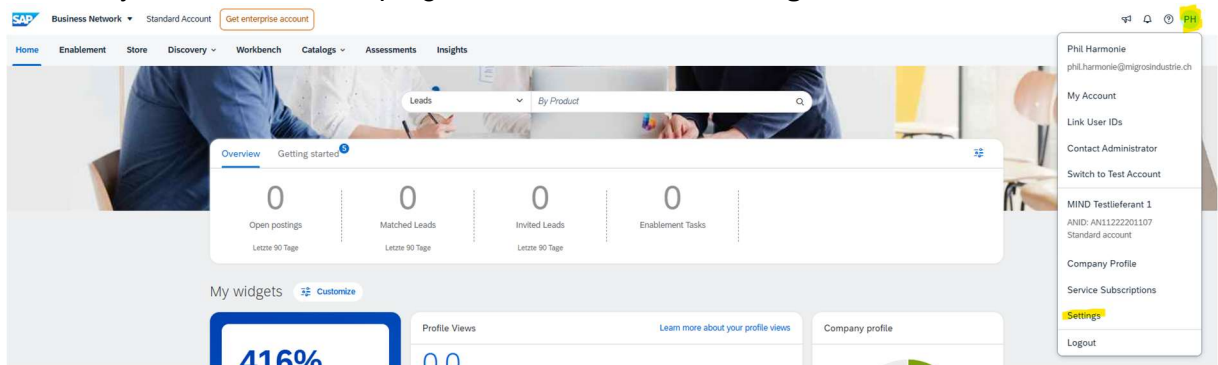


Ariba Network Guide for User Management

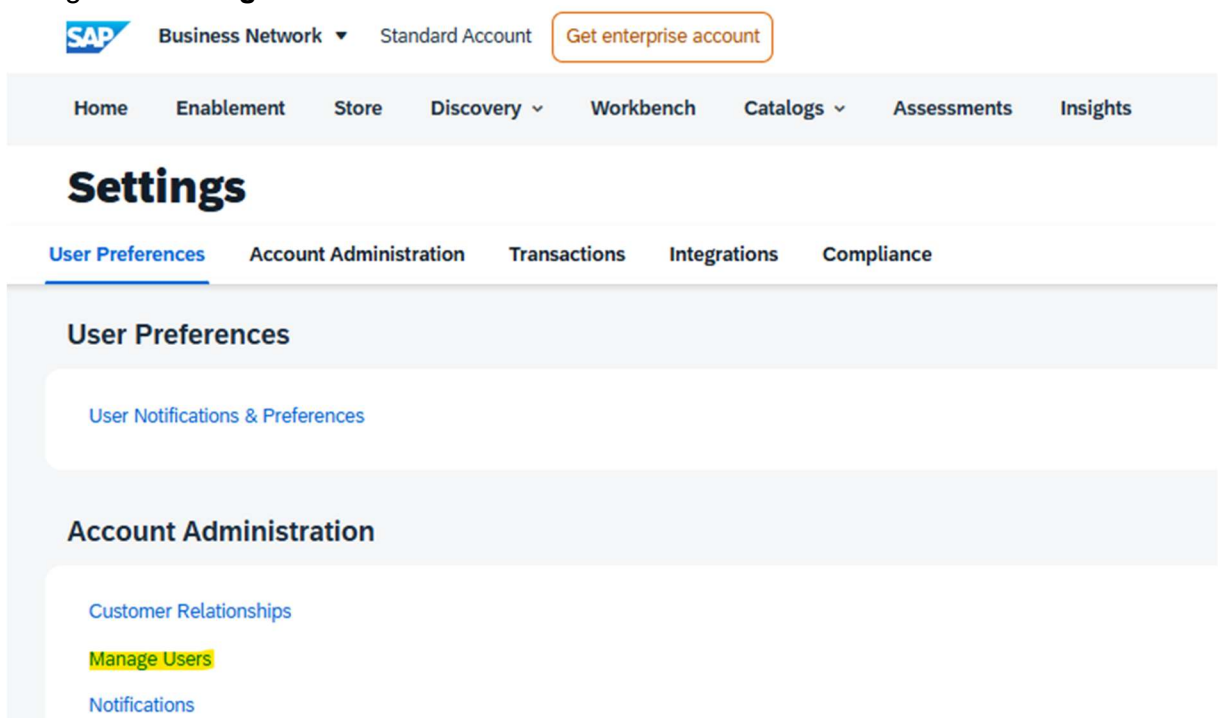
1. Create a Role for Editing Ariba Events

To allow a user in the Ariba Network to view, edit, and respond to an event, you need to create a role with the appropriate permissions. This process requires administrative access to your Ariba account, as only administrators can modify roles.

- Log in to your Ariba account as an administrator.
- Click on your initials in the top-right corner and select **Settings**.



- Navigate to **Manage Users**.



- Next, you can create a new role by clicking the **+ (Plus)** icon:

Role Name	Users Assigned	Actions
Administrator	Phil Harmonie	

- o Enter a name for the role.
 - o Select the following three permissions:
 - o [Permission 1]
 - o [Permission 2]
 - o [Permission 3]
- Click Save.

SAP Business Network - Standard Account [Get enterprise account](#)

Create Role Save Cancel

* Indicates a required field

New Role Information

Name:

Description:

Permissions

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

Permission	Description
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Create postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> Premium Membership and Services Management	Manage your premium service subscriptions
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions

- Once the role is created, return to the Manage Users tab.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Type Change Log Account Deletion Generative AI

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

Users (5)

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

Filter

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

Username

Apply Reset

	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	phil.harmonie@migrosindustrie.ch	sacha.benz@migrosindustrie.ch	Phil	Harmonie	No	PROFILE_MGMT_ROLE_+7		All(0)	Yes	
<input type="checkbox"/>					No	adina		All(0)	Yes	Actions
<input type="checkbox"/>					No	Proposals and Contracts Access		All(0)	Yes	Actions
<input type="checkbox"/>					No	Proposals and Contracts Access		All(0)	Yes	Actions
<input type="checkbox"/>					No	Proposals and Contracts Access		All(0)	Yes	Actions

2. Assign role to user

On the desired user, click "Actions" and "Edit"

The screenshot shows the 'Manage Users' interface. At the top, there are tabs: 'Manage Roles', 'Manage Users' (selected), 'Manage User Authentication', 'Revoked Users', and 'More...'. Below the tabs, it says 'Users (3)'. There is a checkbox for 'Enable assignment of orders to users with limited access to SAP Business Network.' and a 'Filter' section with a search bar for 'Username'. Below the search bar are 'Apply' and 'Reset' buttons. The main part of the interface is a table with columns: 'Username', 'Email Address', 'First Name', 'Last Name', 'SAP Business Network Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', 'Customer Assigned', 'AN Access', and 'Actions'. There are three users listed. The first user, 'max.meier@gmail.com', has the 'Actions' menu open, showing options: 'Edit', 'Delete', and 'Make Administrator'. At the bottom right, there are 'Save' and 'Close' buttons.

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/> max.meier@gmail.com	max.meier@gmail.com	Max	Meier	No	RFI Rolle		All()	Yes	Actions
<input type="checkbox"/> a.bueyuekdemir@gmail.com	a.bueyuekdemir@gmail.com	Ali	Buyukdemir	No	RFI Rolle		All()	Yes	
<input type="checkbox"/> chris-tall@migrosindustrie.ch	sacha.benz@migrosindustrie.ch	Chris	Tall	No	PROFILE_MGMT_ROLE_+7		All()	Yes	

Tick the box of the role you want to assign to the user and save it.

The screenshot shows the 'Selected User Information' and 'Role Assignment' sections. The 'Selected User Information' section displays user details: Username: max.meier@gmail.com, Email Address: max.meier@gmail.com, First Name: Max, Last Name: Meier, Office Phone: (empty). Below this, there are checkboxes for 'Do not allow the user to resend invoices to the buyer's account.', 'Is the user the SAP Business Network Discovery Contact?', and 'Limited access'. A 'Reset Password' button is also present. The 'Role Assignment' section has a table with columns 'Name' and 'Description'. The first row is checked, showing 'RFI Rolle' and 'Ausschreibung beabsichtigen RFI'. The 'Customer Assignment' section has a radio button for 'Assign to Customer: All Customers' (selected) and 'Select Customers'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Selected User Information

Username: max.meier@gmail.com
Email Address: max.meier@gmail.com
First Name: Max
Last Name: Meier
Office Phone: (empty)

☐ Do not allow the user to resend invoices to the buyer's account.
☒ Is the user the SAP Business Network Discovery Contact?
☐ Limited access
Reset Password

Role Assignment

Name	Description
<input checked="" type="checkbox"/> RFI Rolle	Ausschreibung beabsichtigen RFI
<input type="checkbox"/> RFI Rolle	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

The user will now be able to see, access and participate in events within Ariba.
You may chose to assign the user only to certain customers or to all of them.