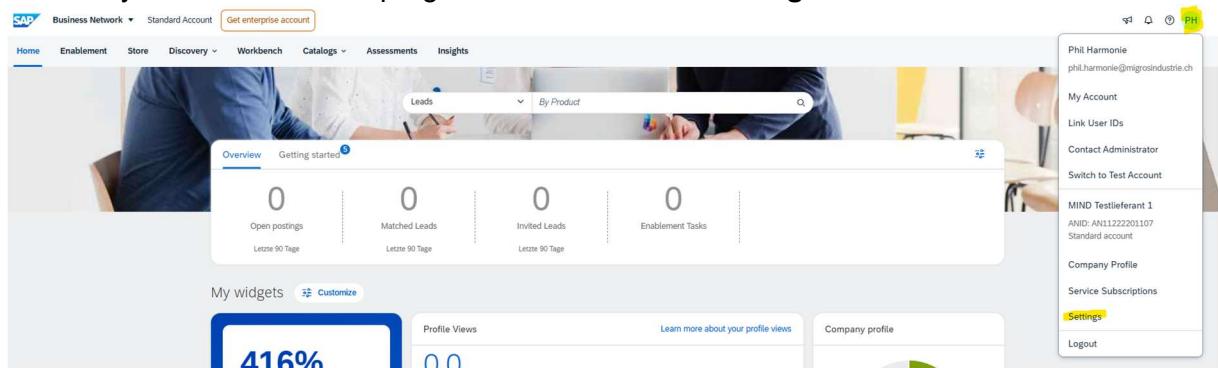


# Ariba Network Guide for User Management

## 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**.

A screenshot of the Ariba Network Settings page. The top navigation bar includes 'User Preferences' (which is highlighted in blue), 'Account Administration', 'Transactions', 'Integrations', and 'Compliance'. Below this, the 'User Preferences' section is titled 'User Preferences' and contains a link to 'User Notifications &amp; Preferences'. The 'Account Administration' section is titled 'Account Administration' and contains links to 'Customer Relationships', 'Manage Users' (which is highlighted in green), and 'Notifications'. The 'Manage Users' link is the target of the user's click.

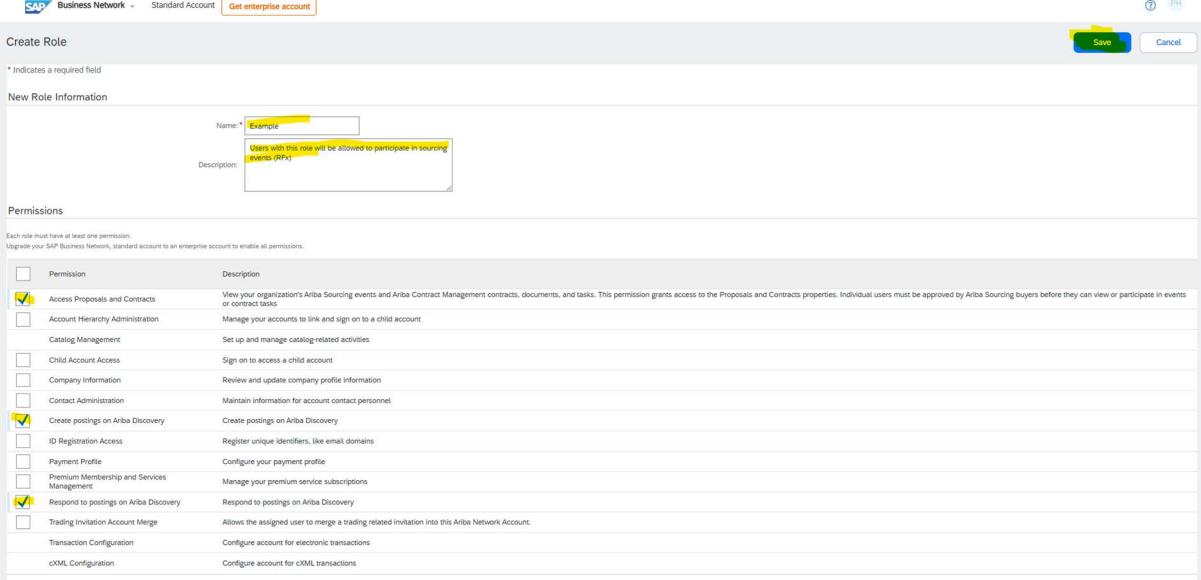
- Next, you can create a new role by clicking the + (Plus) icon:



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.



**Create Role**

\* Indicates a required field

New Role Information

Name:  Users with this role will be allowed to participate in sourcing events (RFx)

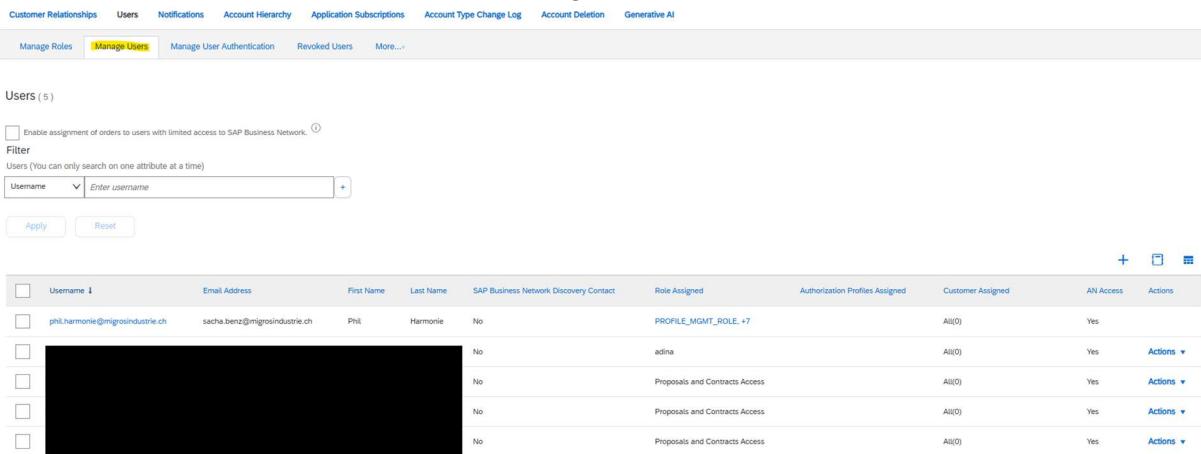
Description:

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 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)

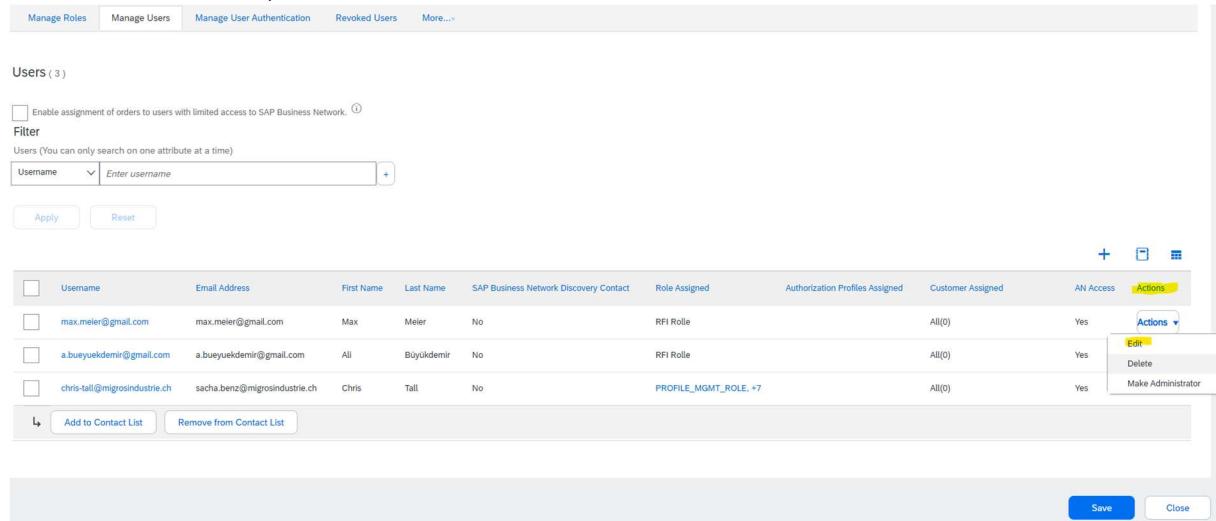
Username  

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

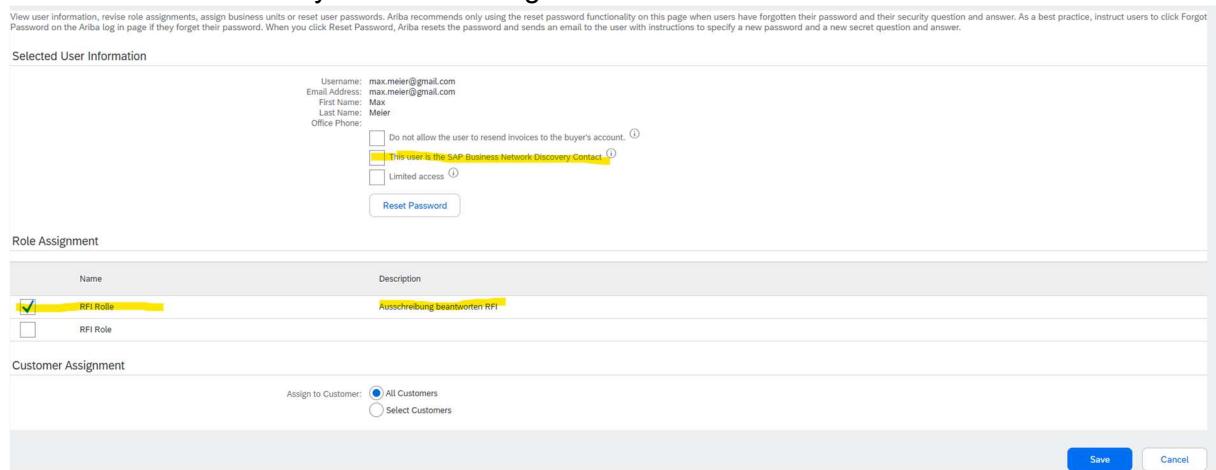
## 2. Assign role to user

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



The screenshot shows the Ariba Manage Users interface. At the top, there are tabs: Manage Roles, Manage Users (selected), Manage User Authentication, Revoked Users, and More...>. Below the tabs, a search bar is labeled "Users ( 3 )". A checkbox labeled "Enable assignment of orders to users with limited access to SAP Business Network." is present. A "Filter" section allows searching by "Username" with a dropdown and an "Enter username" input field. Below these are "Apply" and "Reset" buttons. The main area displays a table of users with columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and AN Access. The table contains three rows. The third row, for "chris-tall@migrosindustrie.ch", has an "Actions" dropdown menu open, showing options: Edit (highlighted in yellow), Delete, and Make Administrator. At the bottom of the table are buttons for "Add to Contact List" and "Remove from Contact List". A "Save" and "Close" button are located at the bottom right of the main content area.

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



The screenshot shows the Ariba Selected User Information and Role Assignment interface. At the top, a message states: "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." Below this is a "Selected User Information" section with fields for Username (max.meier@gmail.com), Email Address (max.meier@gmail.com), First Name (Max), Last Name (Meier), and Office Phone. It includes checkboxes for "Do not allow the user to resend invoices to the buyer's account.", "This user is the SAP Business Network Discovery Contact." (highlighted in yellow), and "Limited access". A "Reset Password" button is present. The "Role Assignment" section lists roles: "RFI Role" (selected, highlighted in yellow) and "RFI Role". The "Customer Assignment" section shows "Assign to Customer: All Customers" (radio button selected). At the bottom are "Save" and "Cancel" buttons.

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.