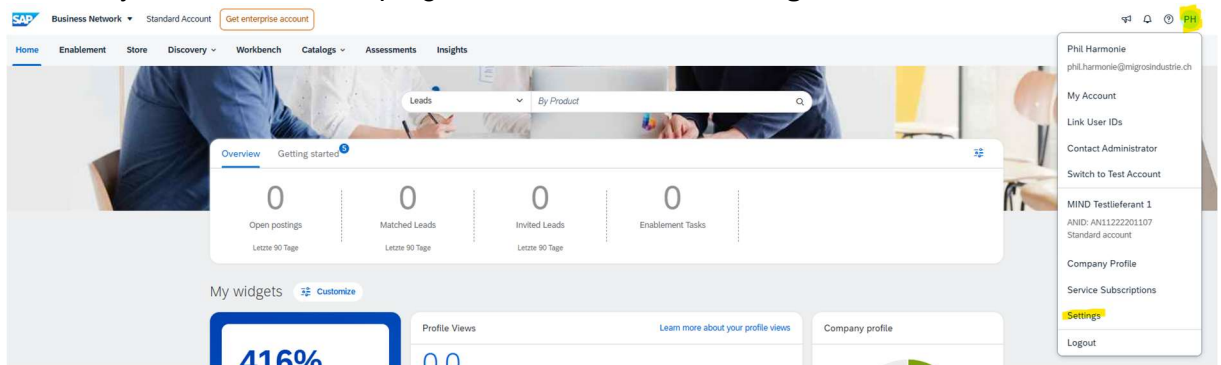


Ariba Network Guide for User Creation

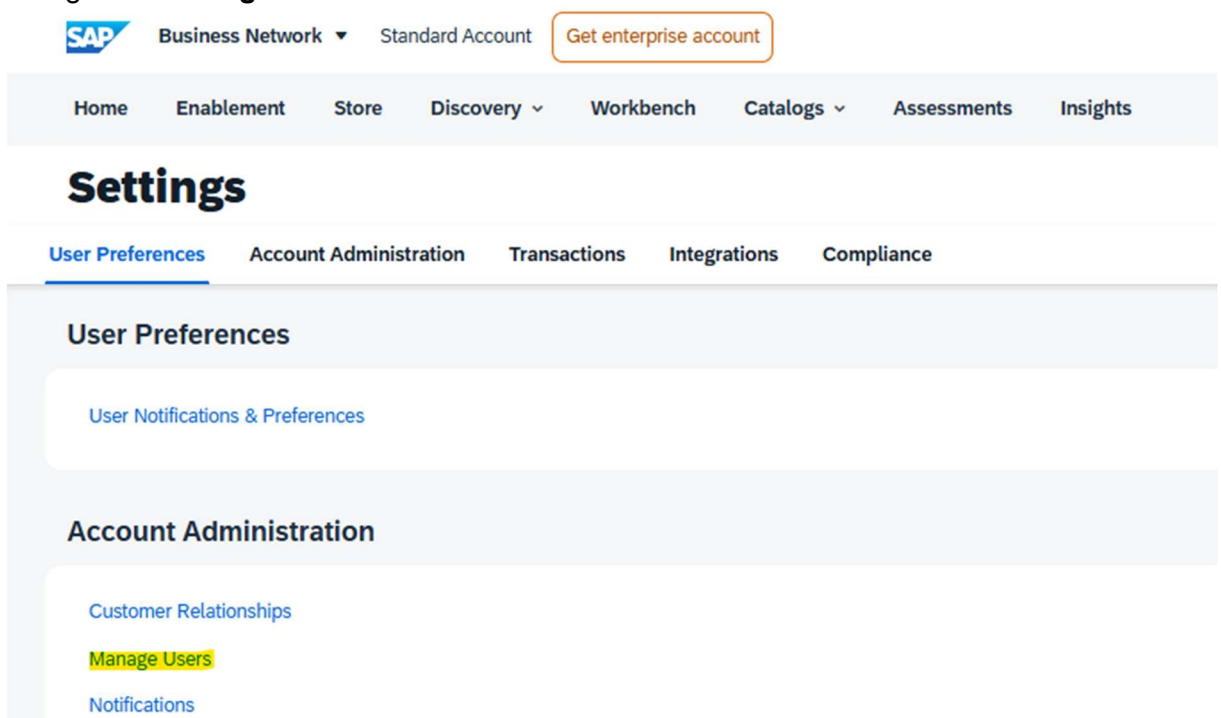
1. Create a Role for Editing Ariba Events

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	

- Enter a name for the role.
 - Select the following three permissions:
 - [Permission 1]
 - [Permission 2]
 - [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. Create a New User and Assign the Role

- Navigate to the Manage Users tab and click the + (Plus) icon.

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 +

<input type="checkbox"/>	Username 1	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@migosindustrie.ch	sacha.benz@migosindustrie.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 ▾

- Enter all the required information for the new user.
- To create a new user and assign them the newly created role. Also chose whether they should be responsible for all customers on Ariba or only for selected ones.

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

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 SAP Business Network Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number

Role Assignment

Name	Description
<input type="checkbox"/> adina	
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input checked="" type="checkbox"/> Example	Users with this role will be allowed to participate in sourcing events (RFx)

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 [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.

3. Finalize User Creation

After entering the user's details and assigning the role:

- Ensure all information is correct and click **Done**.

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: testuser@test.ch
Email Address: testuser@test.ch
First Name: Test
Last Name: User
☐ Do not allow the user to resend invoices to the buyer's account
☒ This user is the SAP Business Network Discovery Contact
☐ Limited access
Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
<input type="checkbox"/> adina	
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input checked="" type="checkbox"/> Example	Users with this role will be allowed to participate in sourcing events (RFx)

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 [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**

- The user is now created and assigned the new role.

Users (6)

☐ 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: Enter 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"/> testuser@test.ch	testuser@test.ch	Test	User	Yes	Example		All(0)	Yes	Actions
<input type="checkbox"/> phil.harmonie@migrosindustrie.ch	sacha.benz@migrosindustrie.ch	Phil	Harmonie	No	PROFILE_MGMT_ROLE_+7		All(0)	Yes	

Add to Contact List **Remove from Contact List**

4. User Access

The newly created user can now login with the set username (needs to set a password) and participate in events within the Ariba Network. You can log out of the Ariba Network as an administrator.

The user information will be automatically transferred to our Ariba and will be available for selection.

Please make sure to delete old users in order to avoid that event invitations are sent to invalid users.

This process ensures the user has the appropriate permissions to view, edit, and respond to events in the Ariba Network.