



Ariba Supplier Network Guide

*Managing and Modifying Supplier
User Accounts*

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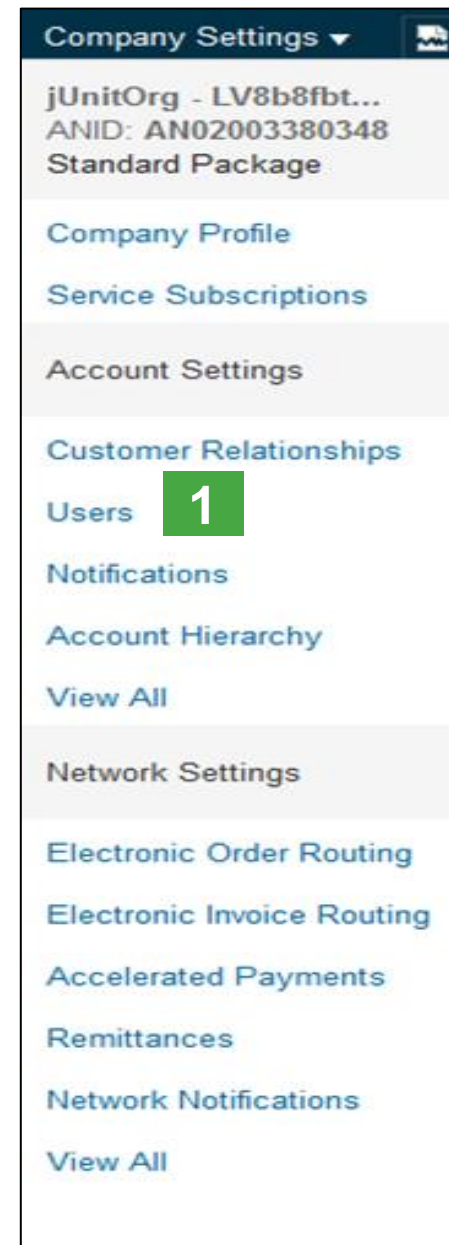
Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems
- Create roles for the account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the **Create Role** button in the **Manage User Roles** section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the Role user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. To **create a User**, Click on **Create User** button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to you Ariba Network Account.



Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users **1**

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

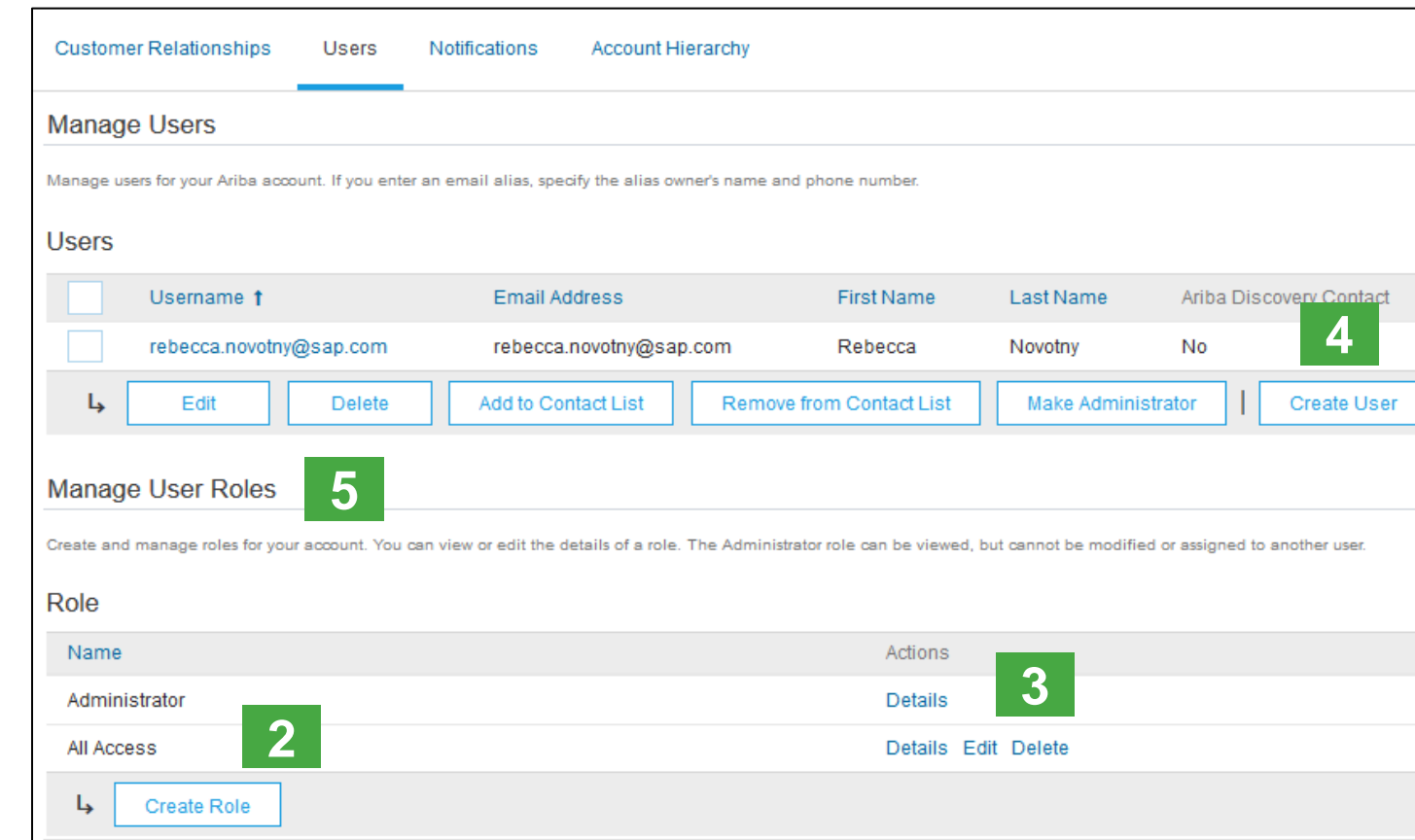
Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All



Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	4

↳ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Manage User Roles **5**

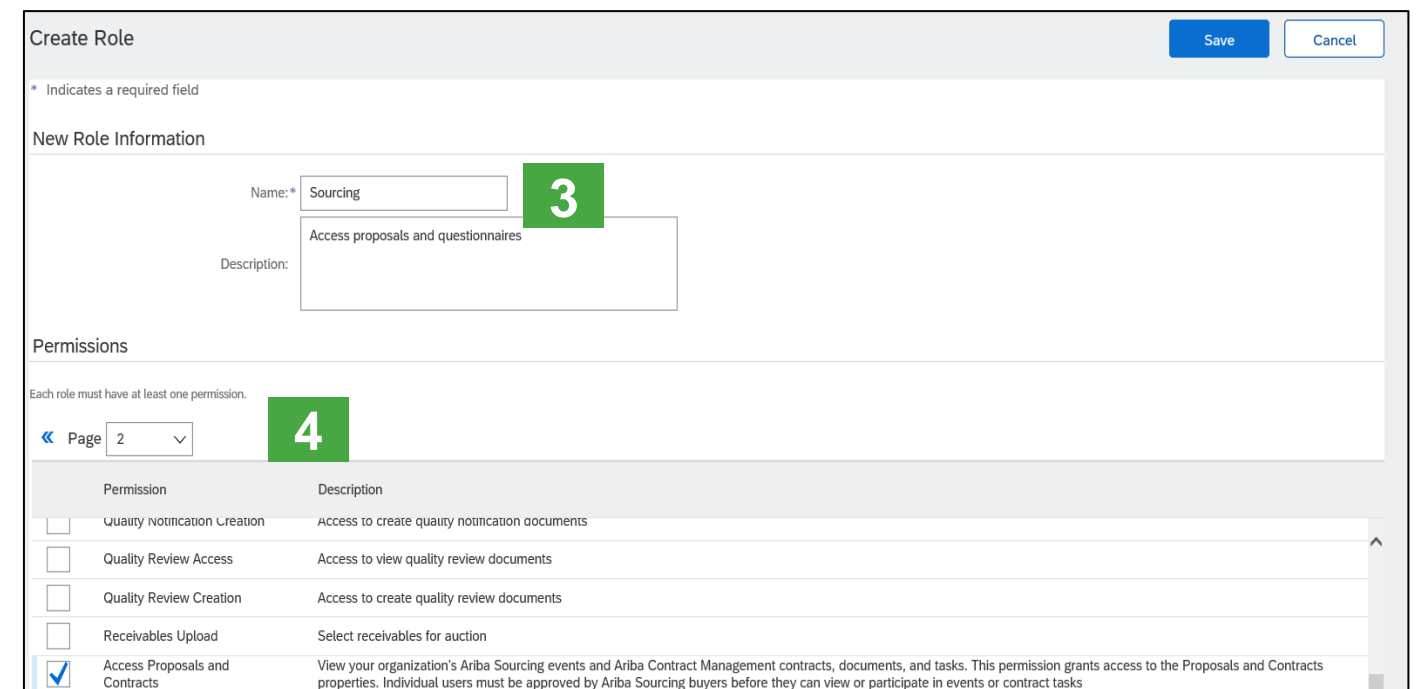
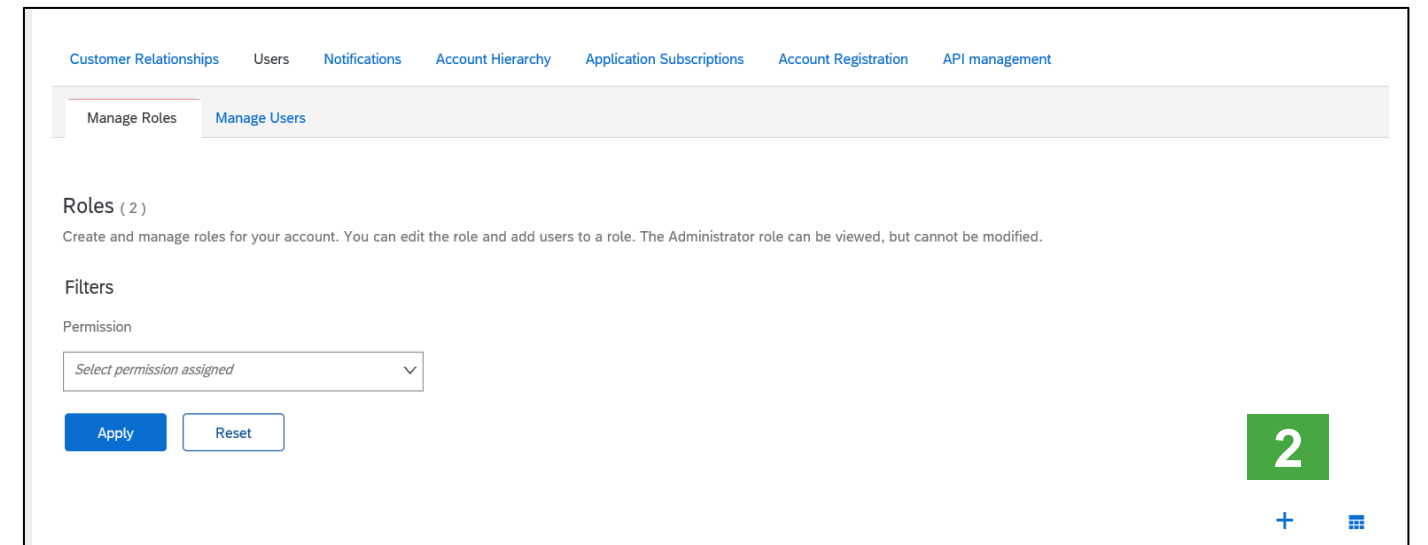
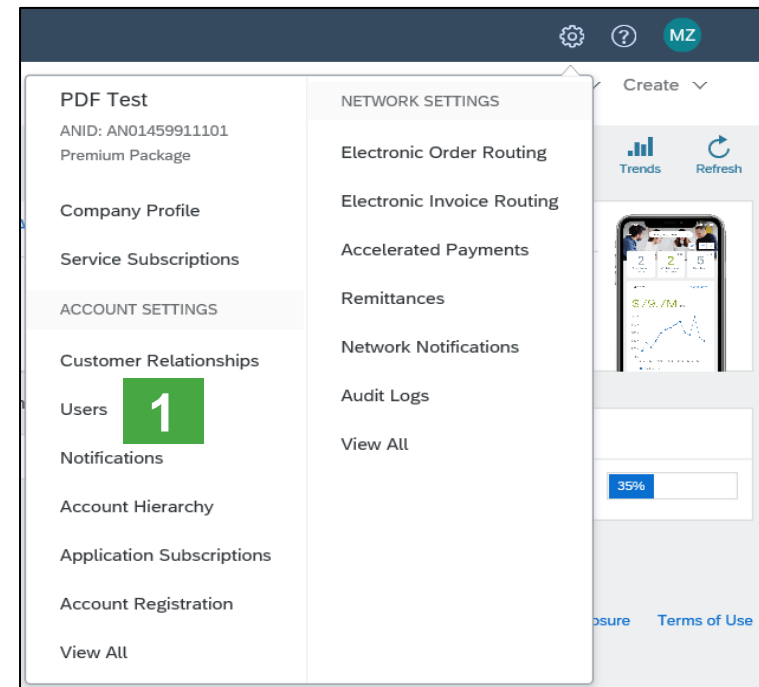
Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details 3
All Access 2	Details Edit Delete

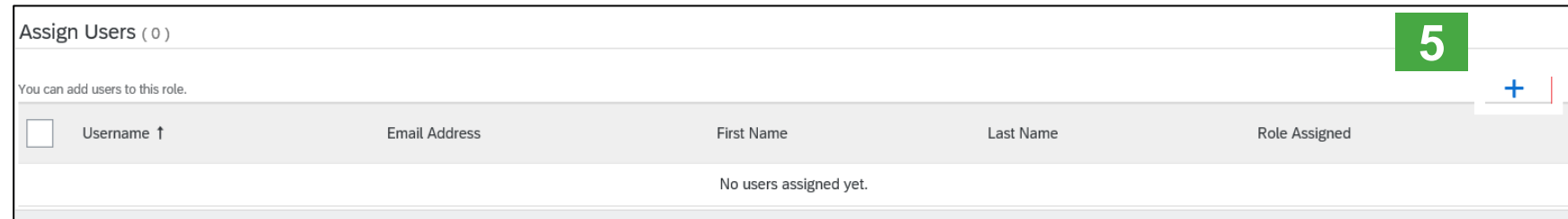
↳ Create Role

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the “+” icon in the Manage Roles section.
3. **Type** in the Name and Description for the Role.
4. **Add Permissions to the Role** that correspond to the user’s actual job responsibilities by checking the appropriate boxes.



5. **Click** on the “+” icon in the Assign Users section.
6. **Type** in the Name and search for users.
7. **Add** permissions to the Roles that correspond to the user’s actual job responsibilities by checking the proper boxes. **Click Add and Save.**
8. **Click Save** to add the user to the new role.
9. **User** is assigned to the new role.

Use help to get a list of Permissions to assign to users.



Assign Users (0) 5

You can add users to this role. +

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					



Search and Add Users x

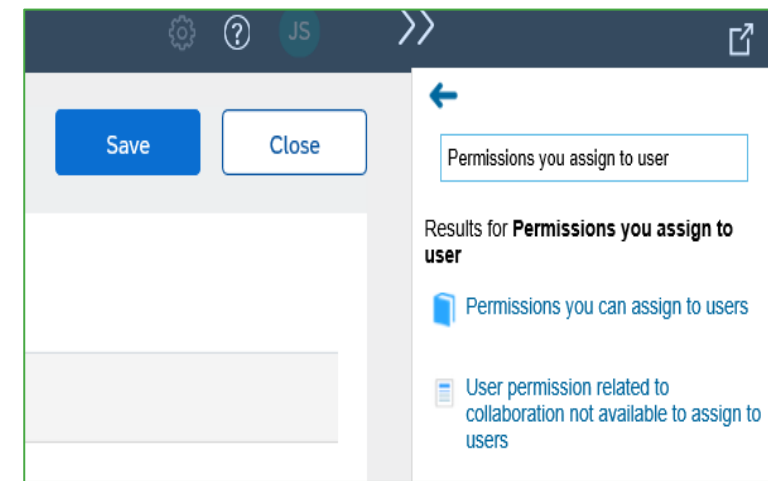
Users (You can only search on one category at a time)

First or Last Name ▾ Enter first/last name 6

Yvonne x

Search Results (1) 7

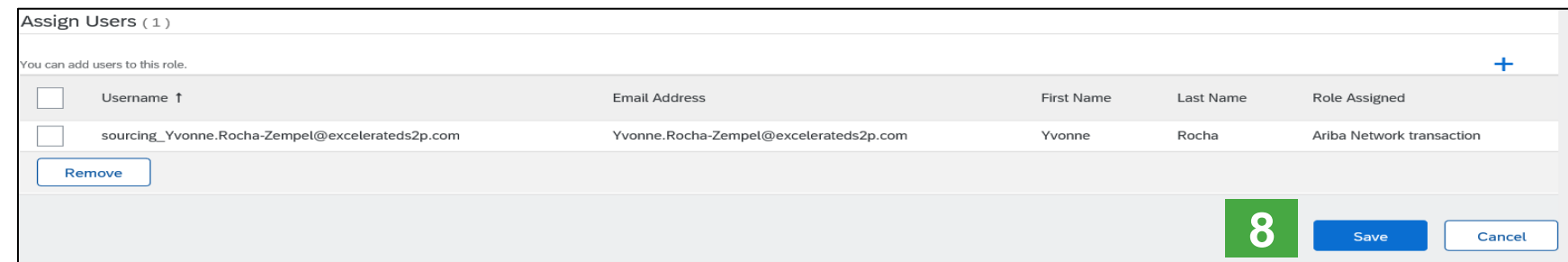
<input checked="" type="checkbox"/>	Username	Email Address	Role Assigned
<input checked="" type="checkbox"/>	sourcing_Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne.Rocha-Zempel@excelerateds2p.com	Ariba Network transaction



Permissions you assign to user

Results for Permissions you assign to user

- Permissions you can assign to users
- User permission related to collaboration not available to assign to users

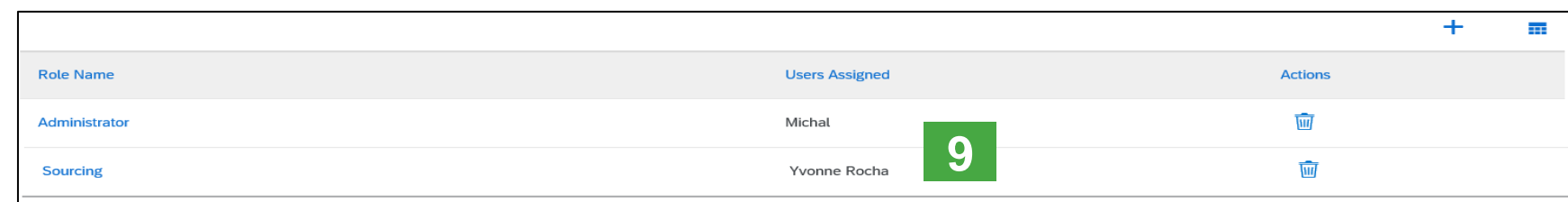


Assign Users (1) +

You can add users to this role.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>	sourcing_Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne.Rocha-Zempel@excelerateds2p.com	Yvonne	Rocha	Ariba Network transaction

8



Role Name	Users Assigned	Actions
Administrator	Michal	<input type="button" value="Remove"/>
Sourcing	Yvonne Rocha 9	<input type="button" value="Remove"/>



Modify Users

1. Click on the **Manage Users** tab
2. Select User
3. Click on Edit for the selected user.
Other Options:
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator
4. Click on the Reset Password Button to reset the password of the user.





Help and Resources

Forgotten Username and Password

If you forget your password, go to **supplier.ariba.com** and follow these steps:

1. Click **Having Trouble logging in?**
2. Select **I forgot my password** or **Username** and Click **Continue**
3. Enter email address linked to your username and click **Continue**

You will receive a password reset email from **ordersender-prod@ansmtp.ariba.com**

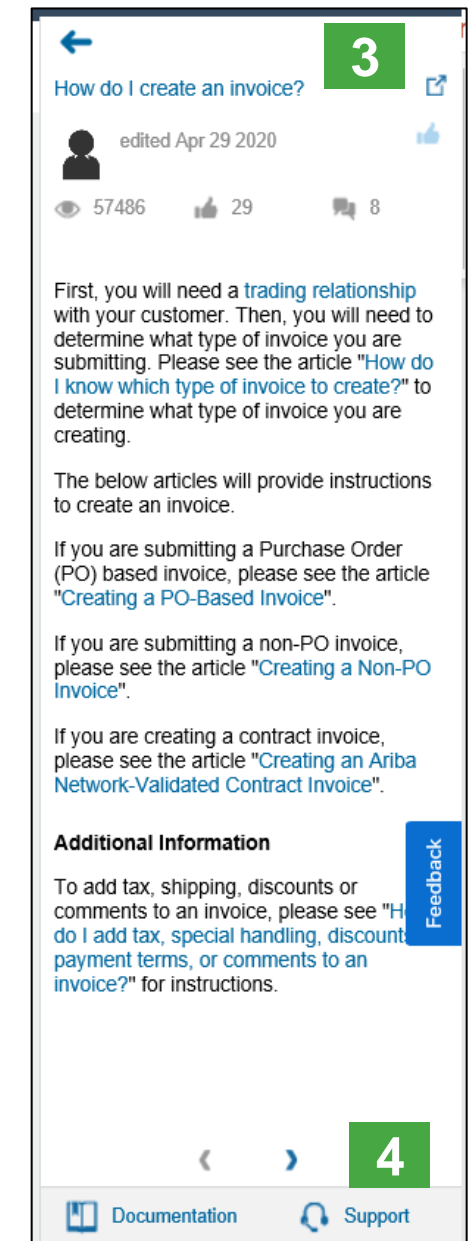
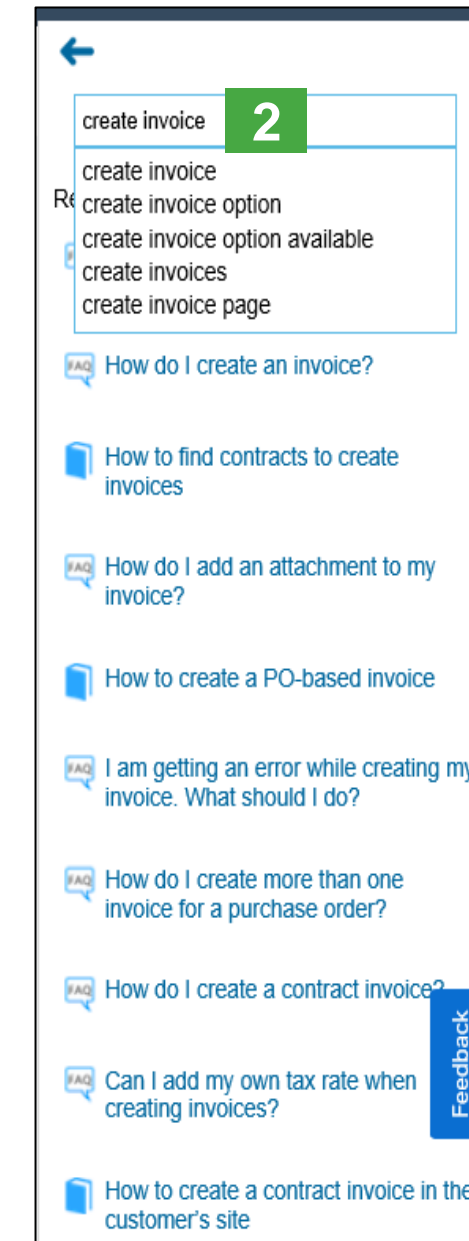
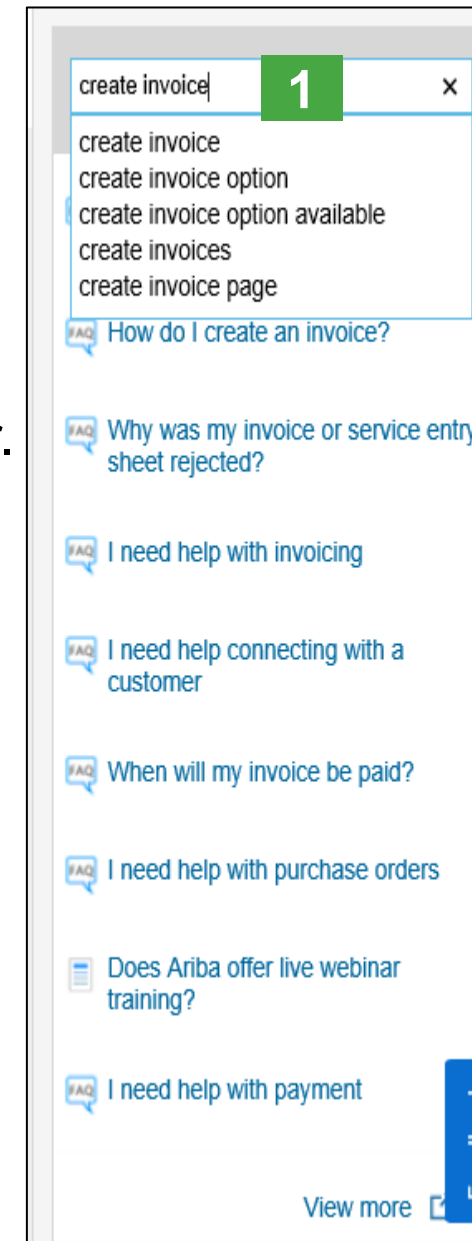
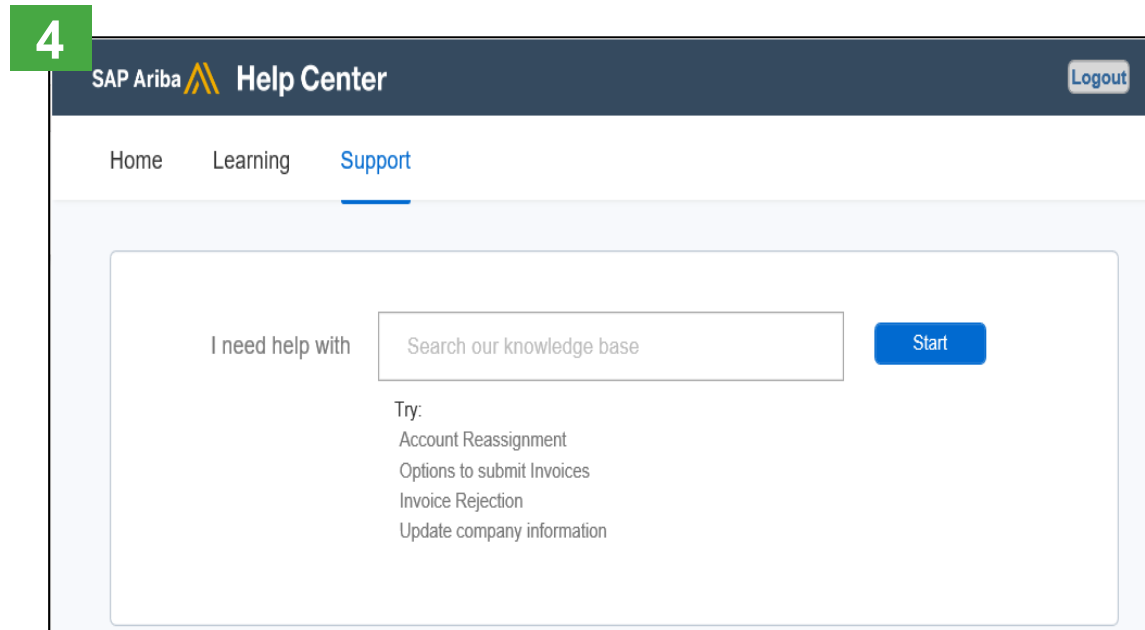
1

The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it, the text 'Supplier Login' is displayed. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom left, there is a link that says 'Having trouble logging in?'.

The screenshot shows a page titled 'Having trouble logging in?'. Below the title is a horizontal line. Underneath, it says 'Please select one:'. There are three radio button options: 'I forgot my username.', 'I forgot my password.', and 'I want to log in with a one-time password using the Ariba Supplier mobile app. Learn more'. The second option, 'I forgot my password.', is selected and has a green square with the number '2' next to it. A blue 'Continue' button is located at the bottom right of the form.

The screenshot shows a page titled 'Forgot Username'. Below the title is a horizontal line. Underneath, there is a paragraph of text: 'To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions once your information is confirmed.' Below this text is a green square with the number '3' and the label 'Email Address:' followed by an input field. A blue 'Submit' button is located at the bottom right of the form.

1. Enter description of the issue in **Help Center** search box.
2. Click on one of the search results.
3. Review the Solution.
4. Alternatively click on **Support** (bottom) to display Support Center.

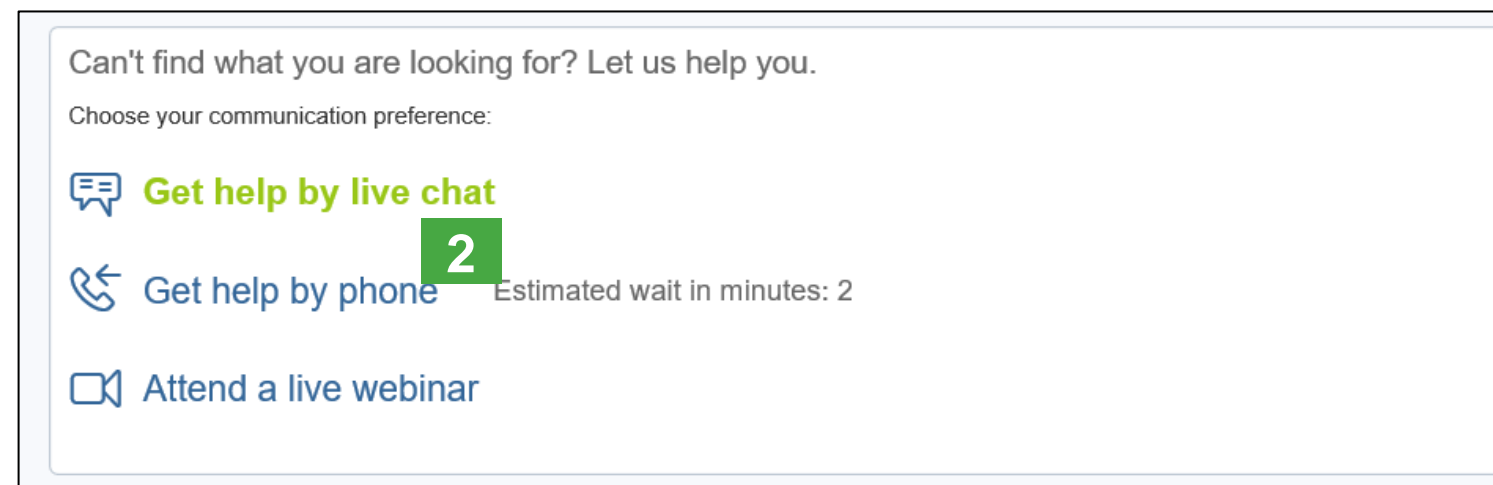
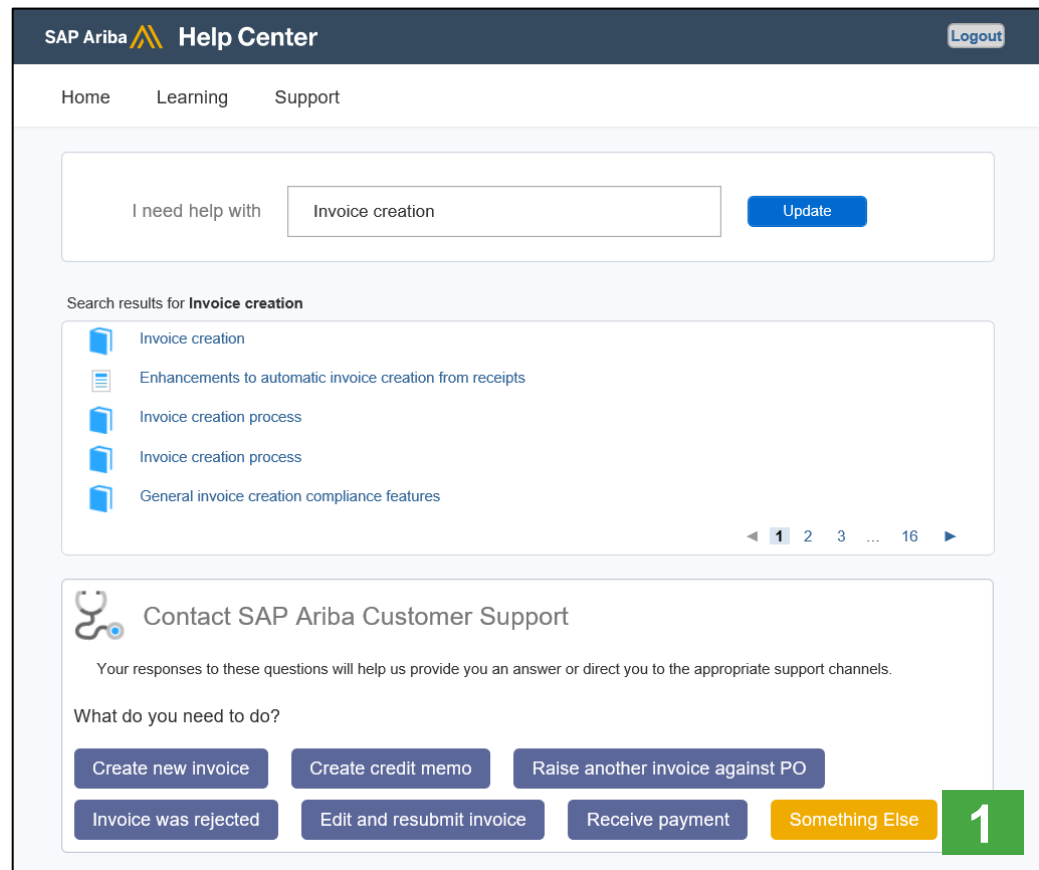




Help and Resources

Call Ariba Customer Support

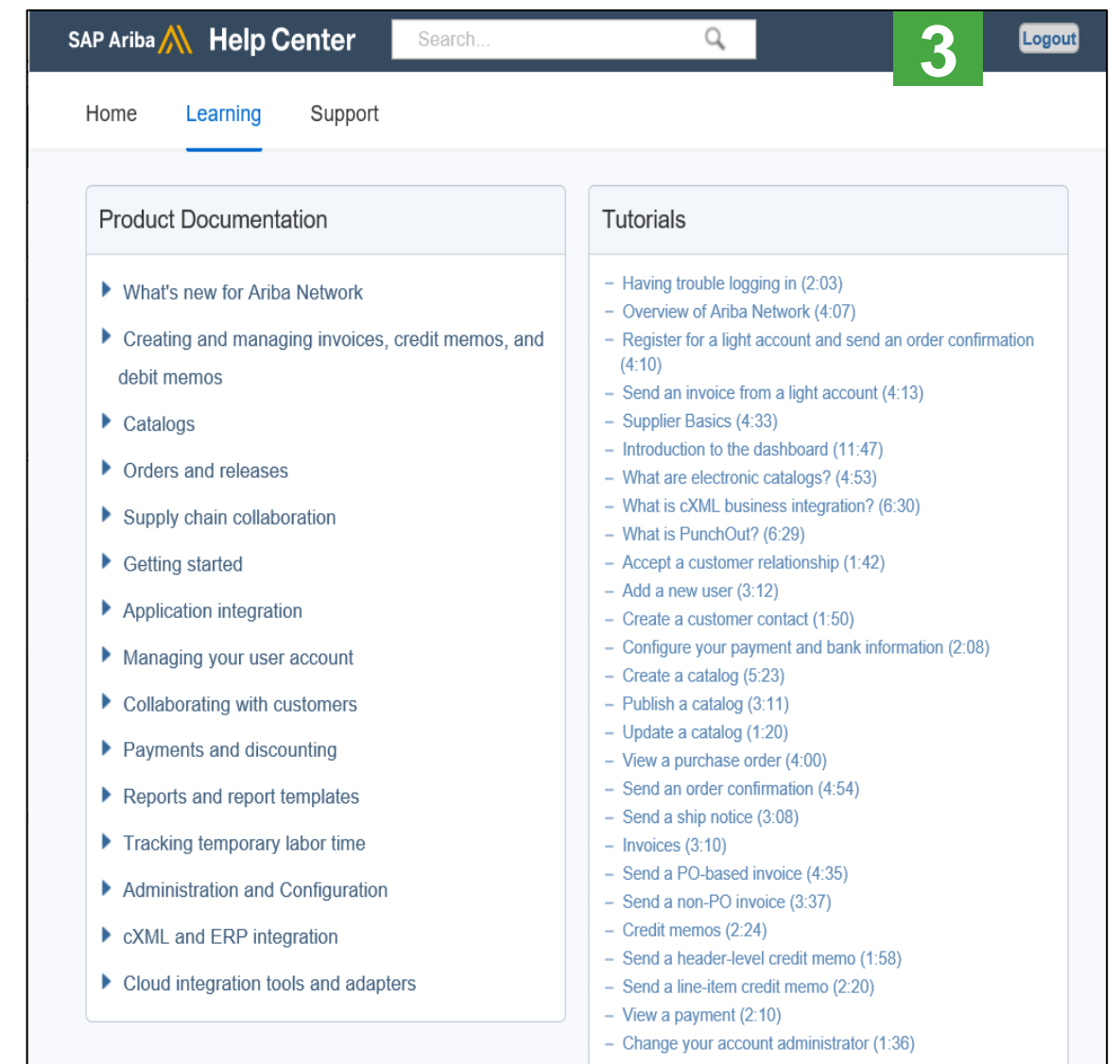
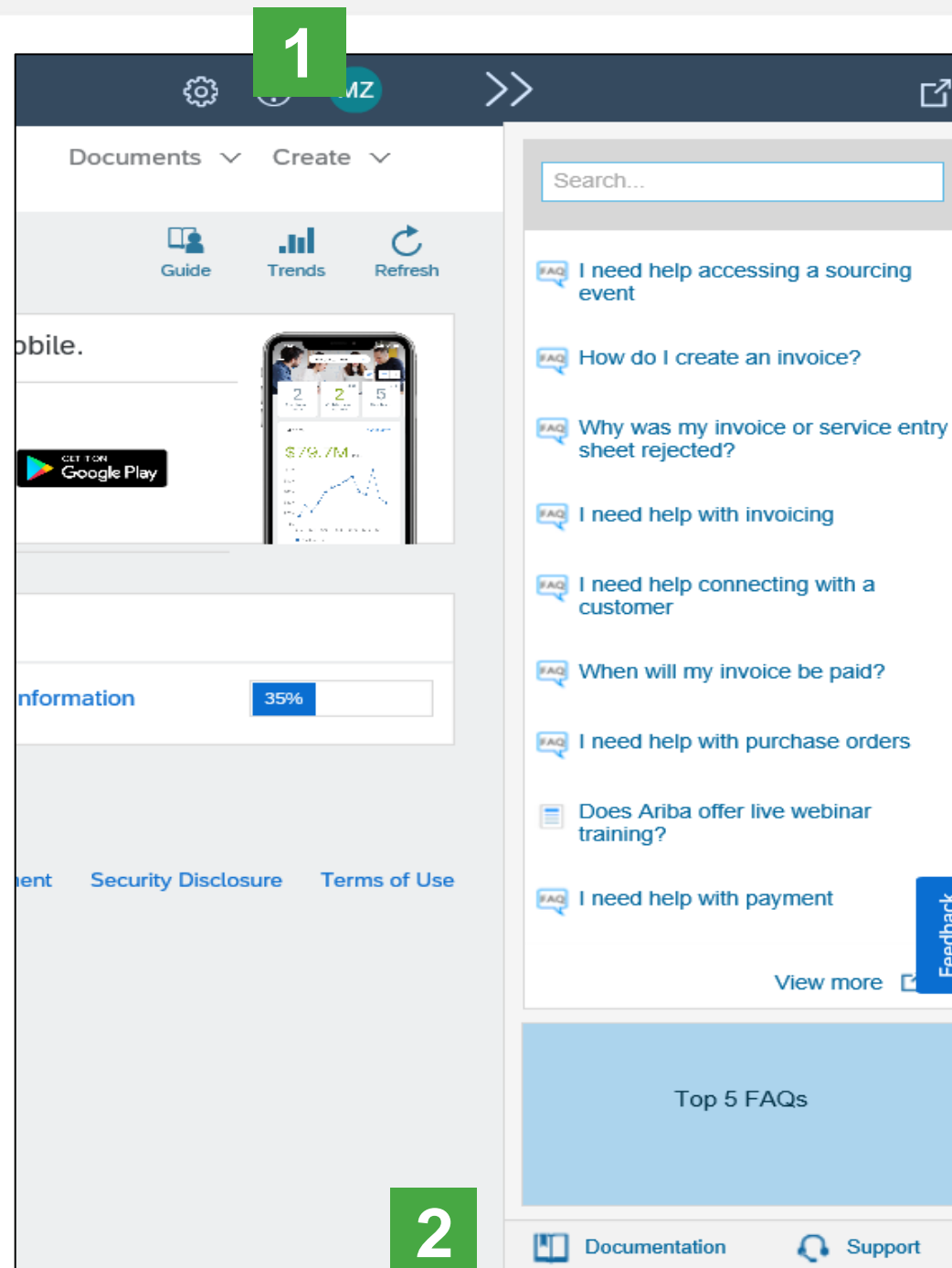
1. If you don't find any relevant result in Support Center search results, click **Something Else**
2. Click **Get help by phone** to receive a call back from Ariba Customer Support



Help and Resources

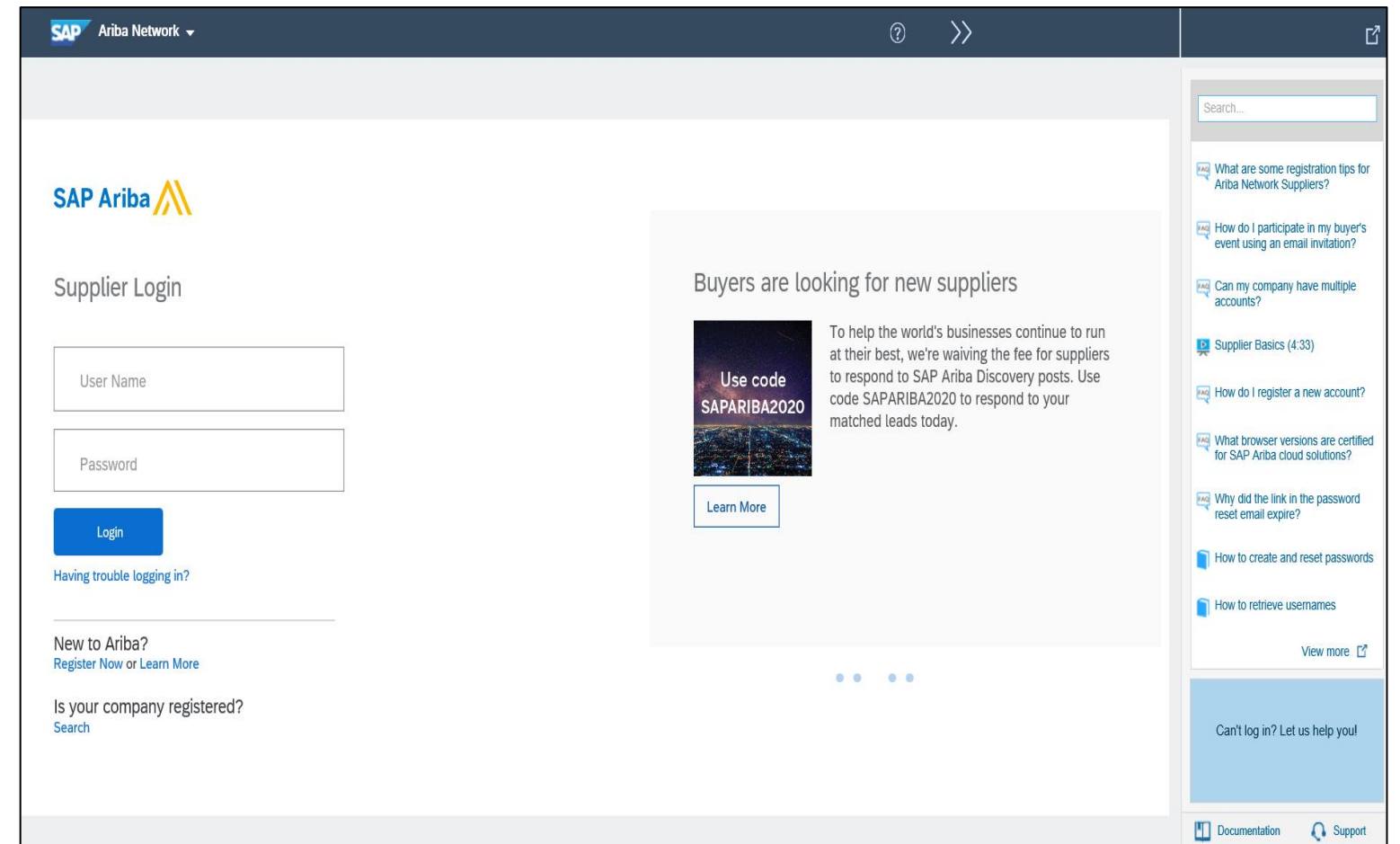
Ariba Network Standard Documentation

1. **Click** on Help Center to access Standard Documentation material.
2. **Click** Documentation.
3. **View** Ariba Network Administrator's documentation.



1. **Go** to <http://supplier.ariba.com>
2. **Click** Help Center
3. **Click** on Learning Centre to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was designed to allow you to browse the full library of product documentation and tutorials.

Note: only a subset of the documentation is available in a pre-login state.



The screenshot shows the SAP Ariba Network Supplier Login page. The page features the SAP Ariba logo at the top left. Below the logo is the 'Supplier Login' section, which includes a 'User Name' input field, a 'Password' input field, and a blue 'Login' button. Below the login fields are links for 'Having trouble logging in?', 'New to Ariba? Register Now or Learn More', and 'Is your company registered? Search'. To the right of the login section is a promotional banner titled 'Buyers are looking for new suppliers' with a 'Learn More' button. The banner text states: 'To help the world's businesses continue to run at their best, we're waiving the fee for suppliers to respond to SAP Ariba Discovery posts. Use code SAPARIBA2020 to respond to your matched leads today.' On the far right, there is a search bar and a list of help topics, including 'What are some registration tips for Ariba Network Suppliers?', 'How do I participate in my buyer's event using an email invitation?', 'Can my company have multiple accounts?', 'Supplier Basics (4:33)', 'How do I register a new account?', 'What browser versions are certified for SAP Ariba cloud solutions?', 'Why did the link in the password reset email expire?', 'How to create and reset passwords', and 'How to retrieve usernames'. At the bottom right, there is a blue button that says 'Can't log in? Let us help you' and a footer with 'Documentation' and 'Support' links.