

# Account and Network Settings

Users



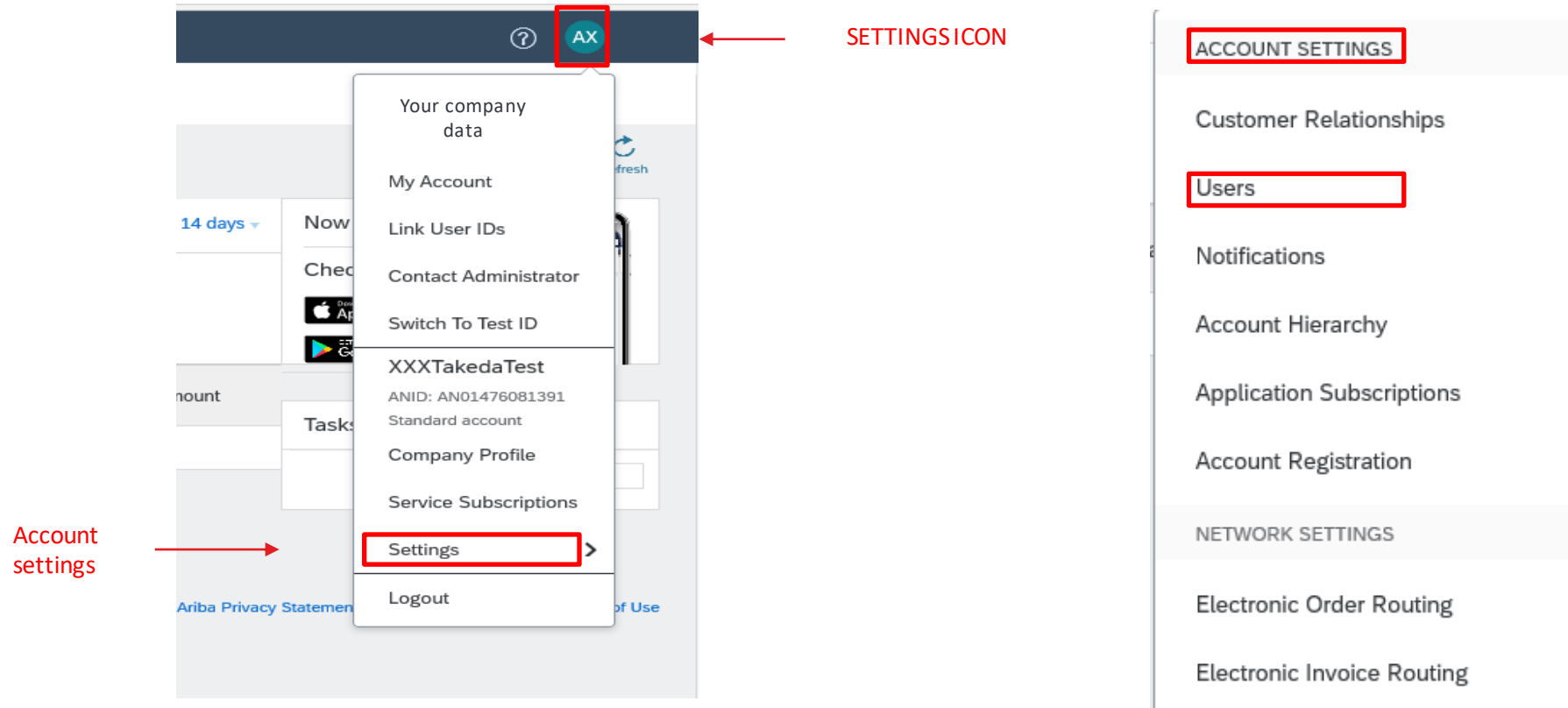
# Account and Network settings



## Users

You can add new users and roles for employees who need to sign in to your company's Business Network account. By creating new roles multiple users can log in into the account accordingly to the required actions.

**STEP 1.** Select „Settings” under the **Settings icon** and then choose “Users” from the drop-down list:



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## Users

**STEP 2.** Here you can manage users for your Business Network account. Firstly, please create the role you would like to assign to the user by selecting „+” symbol in the „**Manage Roles**” Tab.

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		

Save Close

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## Users

**STEP 3.** Fill in the „Name” of the role. Then add **Users’ Permissions** and press „Save”.

**NOTE:** Each role must have at least one permission. Please review the permissions list carefully and choose the proper one in order to guarantee smooth account management by an added user.

Create Role

\* Indicates a required field

New Role Information

Name: \* test

Description:

Permissions

Each role must have at least one permission.

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Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

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## Users

**STEP 4.** Go to the „Manage Users” tab and select the „+” symbol to add a new user.

Manage Roles **Manage Users**

Users ( 2 )

Enable assignment of orders to users with limited access to Ariba Network. ⓘ  
 Require two-factor authentication (applies for all users of your organization)

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

Username  +

Apply Reset

**+** ⓘ ⌵

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
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↳ Add to Contact List Remove from Contact List

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## Users

**STEP 5.** Fill all the necessary fields in “**New User Information**” and assign previously created role/roles that will appear in the “**Role Assignment**” section. Then press „**Done**”. New users will receive two e-mails - the first message contains the new username, the second a temporary password. When they log in for the first time, they must change their password.

### 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 Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1  Area:  Number:

#### Role Assignment

Name	Description
<input type="checkbox"/> TestRole	

#### 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 [SAP Ariba 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.