



SAP Ariba 

Setting up users

PUBLIC

THE BEST RUN 

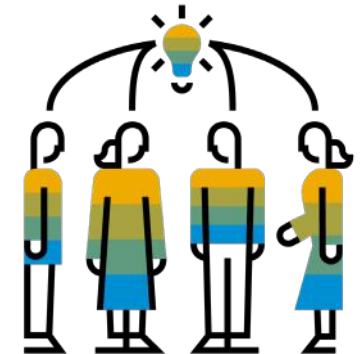
Understand Roles for Users

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems.
- Creates users and assigns roles/permissions to users of the account

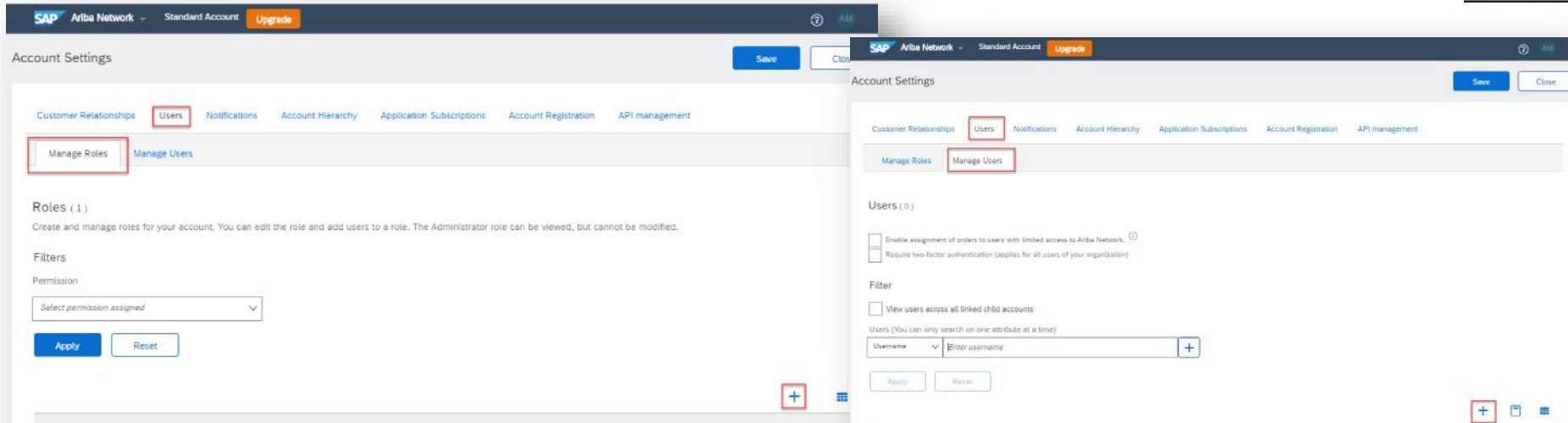
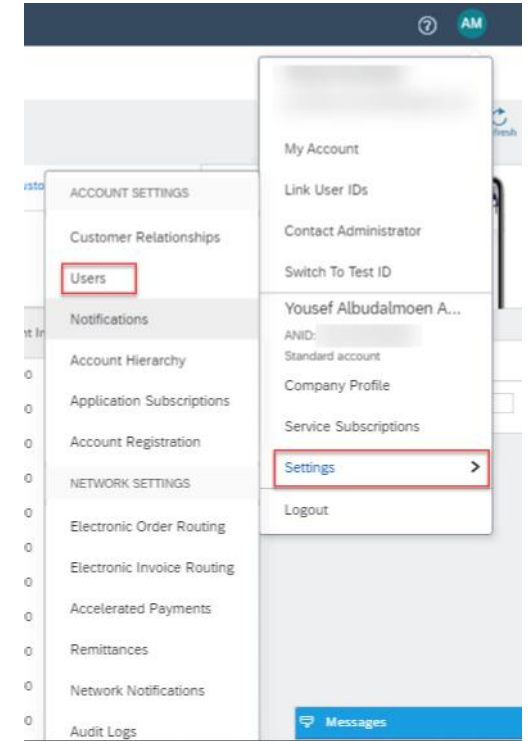
User

- Up to 250 user accounts can exist per ANID
- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information
- Can access all or only specific customers assigned by Administrator



Create Users and Roles

1. **Click** on the Users tab under the Settings option under **Account Setting**. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the 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 your Ariba Network account



Enhanced User Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:

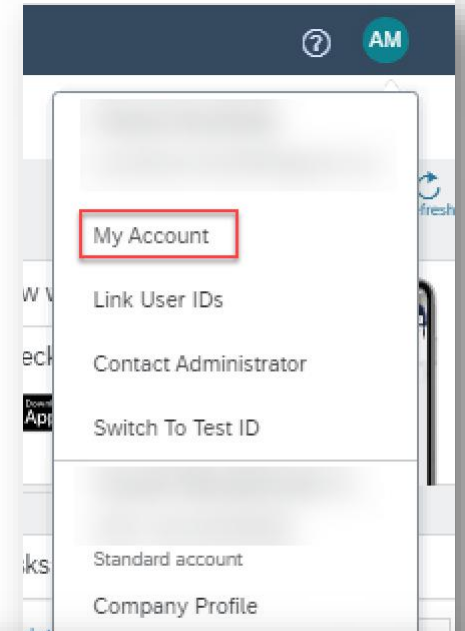
- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. **Click** on My Account to view your user settings.

3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

A screenshot of the 'My Account' settings page. The page title is 'My Account' and it has 'Save' and 'Close' buttons. Below the title, there is a section for 'Account Settings' with a red box around it. A note says '* Indicates a required field'. The 'Account Information' section contains the following fields: 'Username' (with a 'Change Password' link), 'Email Address', 'First Name' (value: Ahead), 'Middle Name', 'Last Name', and 'Business Role' (value: Accounts Receivables). There is also a link for 'Personal Information Change Log'. The 'Preferences' section contains 'Preferred Language' (value: English) and 'Preferred Timezone' (value: America/Los_Angeles).

Modify Roles

1. Click on the **Account Setting** then choose **Settings**.
2. Click on **Users** and choose **“Manage Users”**
3. Tick the **box** for the selected user then choose **“Actions”** then **“Edit”**
4. Click on the **Reset Password Button** to reset the password of the user.
5. Other options from the **“Action”**:
 - Edit
 - Delete
 - Make Administrator

The screenshot displays the SAP 'Manage Users' interface. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'API management'. Below these, there are sub-tabs: 'Manage Roles' and 'Manage Users'. The main area shows 'Users (3)' with two checkboxes for system settings: 'Enable assignment of orders to users with limited access to Aniba Network' and 'Require two-factor authentication'. A filter section allows searching by 'Username' with a search box containing 'Enter username' and buttons for 'Apply' and 'Reset'. Below the filter is a table with columns: Username, Email Address, First Name, Last Name, Aniba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The table lists three users: Hamza, Fahad, and Blake. The 'Actions' dropdown for the first user is expanded, showing 'Edit', 'Delete', and 'Make Administrator' options. A modal window titled 'Edit User' is overlaid on the bottom half of the screen. It contains a 'Save' button at the top right. Below it is a warning message about password resets. The 'Selected User Information' section shows fields for Username, Email Address, First Name, Last Name, and Office Phone, along with checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Aniba Discovery Contact', and 'Limited access'. A 'Reset Password' button is highlighted with a red box. The 'Role Assignment' section shows a table with columns 'Name' and 'Description', listing 'Proposals and Contracts Access' and 'Shahid' with checked checkboxes. The 'Customer Assignment' section has radio buttons for 'Assign to Customer: All Customers' (selected) and 'Select Customers and Customer Groups'. A 'Save' button is at the bottom right of the modal.

Username	Email Address	First Name	Last Name	Aniba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>			Hamza	No	Proposals and Contracts Access		All(1)	Actions ▼
<input type="checkbox"/>			Fahad	No	Proposals and Contracts Access		All(1)	
<input type="checkbox"/>			Blake	No	Proposals and Contracts Access, +1		All(1)	

Name	Description
<input checked="" type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts
<input checked="" type="checkbox"/> Shahid	

Thank you.