

QUICK GUIDE

THIS GUIDE IS INTENDED TO PROVIDE YOU
A SELF HELP ON MANAGING ARIBA ACCOUNT.

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Add a new user to Ariba Account

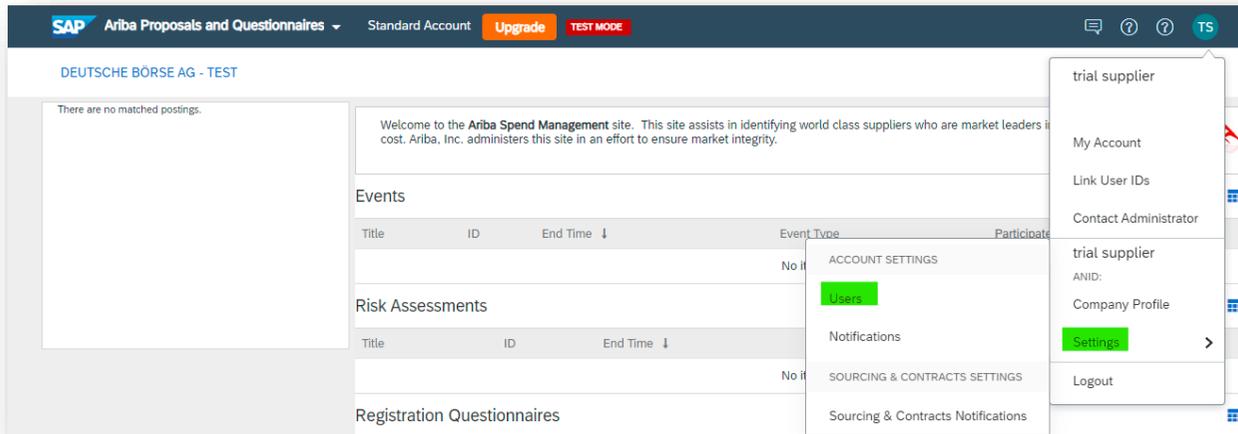
For any new user supplier does not need to create a new Ariba account – at creating a new Ariba account will get an ANID different than the existing one and it will create issues in login. For this purpose, Ariba has a feature where suppliers can add new users to their Ariba Account.

Here’s how suppliers can create a new user in the Supplier Ariba account. For this Supplier’s needs to follow these 5 steps,

✓ Step 1

Supplier needs to login to their respective supplier Ariba account as the Admin user (www.sourcing.ariba.com)

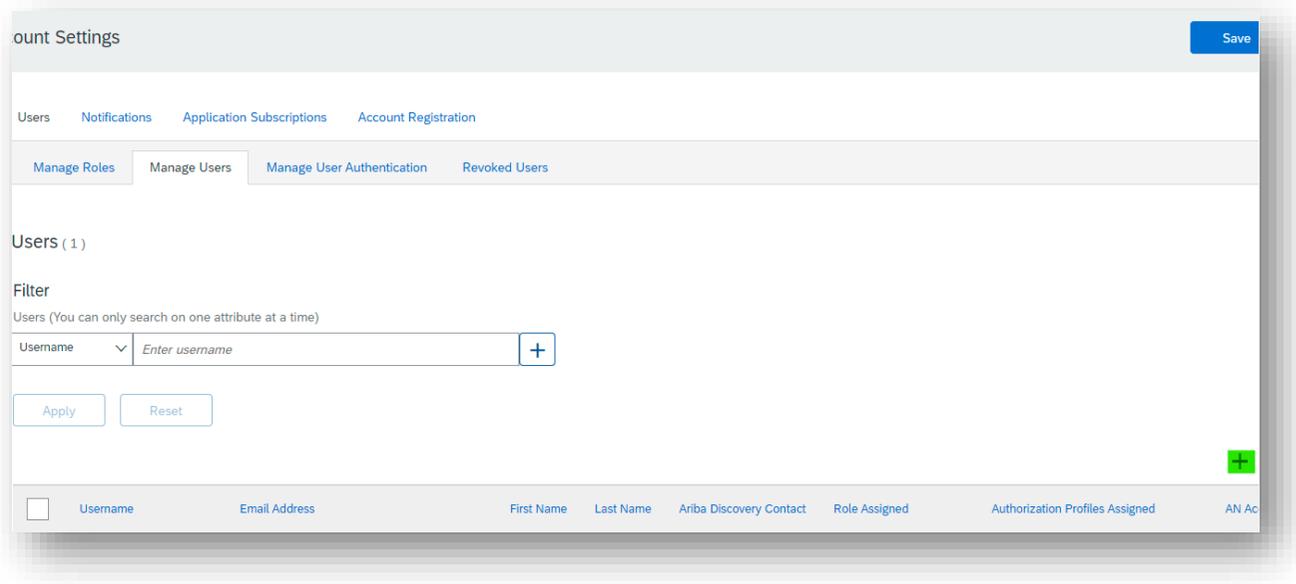
✓ Step 2



In top right corner – go to “My Account” and click “Settings” and select “Users”.

✓ Step 3

Inside Account Setting, go to Manage Users. And from the bottom right kindly click on **+** sign to add a new user as shown below,



The screenshot shows the 'Account Settings' interface with the 'Manage Users' tab selected. The page title is 'Account Settings' and there is a 'Save' button in the top right corner. The navigation menu includes 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'. The sub-menu includes 'Manage Roles', 'Manage Users', 'Manage User Authentication', and 'Revoked Users'. The main content area shows 'Users (1)' and a 'Filter' section with the text 'Users (You can only search on one attribute at a time)'. There is a search input field for 'Username' with a dropdown arrow and a '+' button. Below the search field are 'Apply' and 'Reset' buttons. At the bottom right of the main content area, there is a green '+' button. The bottom of the page shows a table header with columns: 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', and 'AN Ac'.

✓ Step 4

Create User Done Cancel

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. ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
No items.	

⚠ You do not have any roles set up. Before creating sub-accounts, you must create roles.

[Create Role](#)

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 Ariba Business Markets Privacy Statement. This user account belongs to your company and Ariba will process the personal data from Business processes for internal use.

Kindly fill in the details for the new user. The username can be the email address of the new contact or any other username in the form of an email id – which doesn't need to be an active and valid email id.

If the roles are already created, kindly select the adequate role if no roles created yet kindly create one as per the requirement by clicking on the “Create Role” button at the bottom and select the required permissions.

New Role Information

Name:*

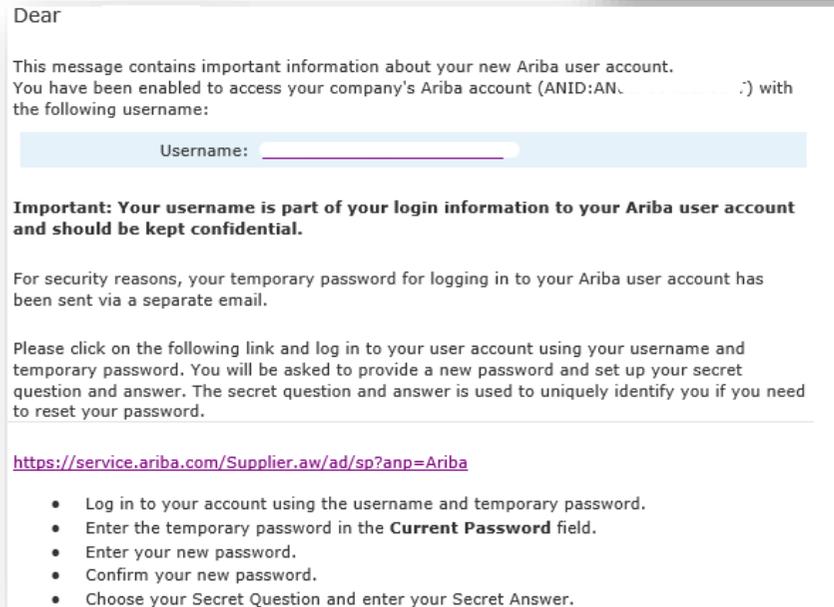
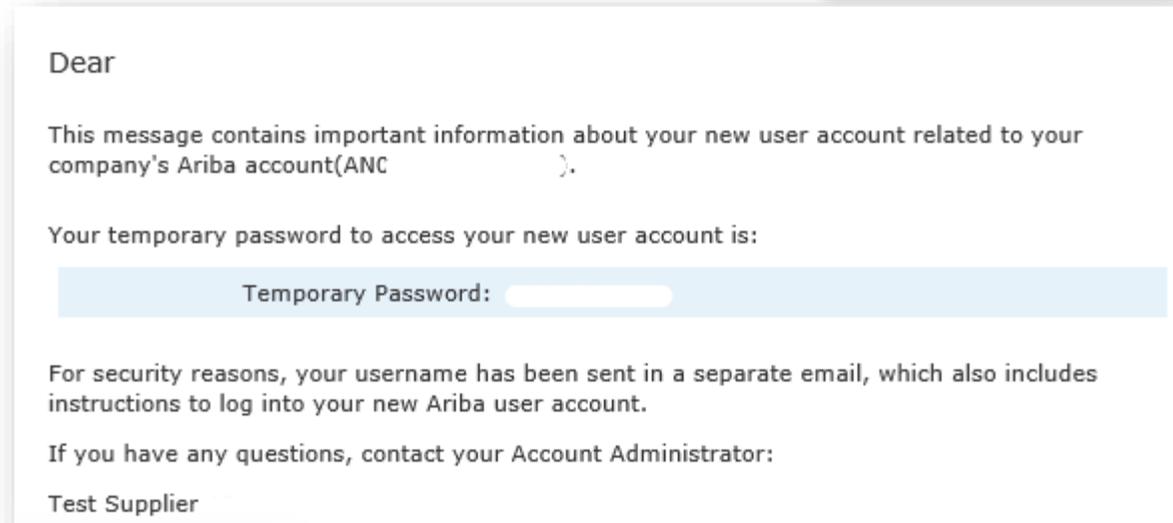
Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input 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

Once the new user is created, the new contact will receive the password in an email with the link to login and change the password.



Kindly login to Ariba using the link shared used and temporary password. The new user will not be able to see any of the ongoing, ended registration, Qualification Sourcing etc... event to which the new contact was not invited to participate. The New contact will only be able to see the events which are sent to him/her. Hence the Dashboard will appear empty.

✓ Step 5

Once the user is created in the supplier's Ariba account, kindly inform the buyer about this update and request to include/invite the new contact in the upcoming events as per the requirement.

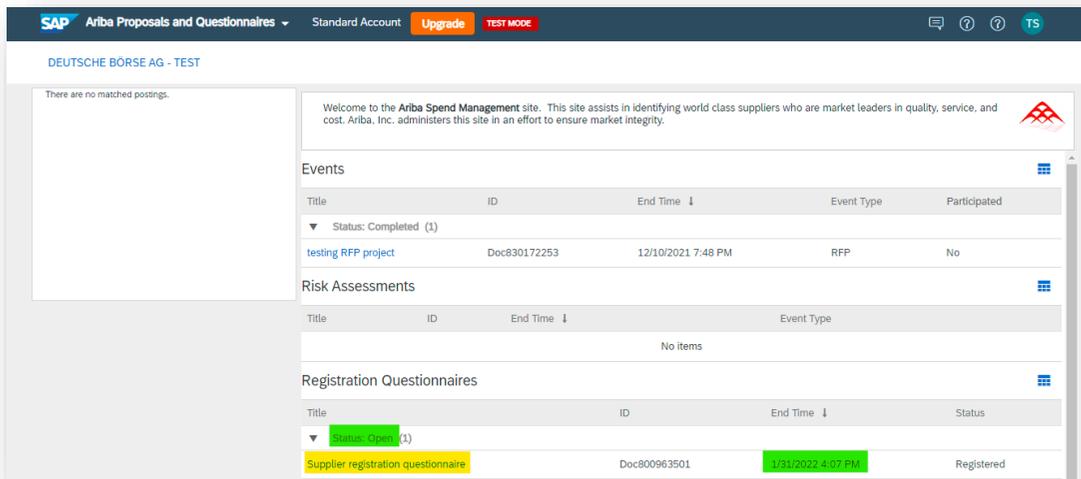
Revise Response

Sometimes in the event of Supplier Organization’s demerge or merging with another organization, changes the Supplier’s name, address, registration details and policies. Same needs to be updated in Supplier’s Profile at Buyer’s end if the supplier is registered in Ariba. Here’s how the changes can be updated.

✓ Step 1

Supplier needs to inform the buyer about such change. The buyer will reopen the registration event and inform the Supplier.

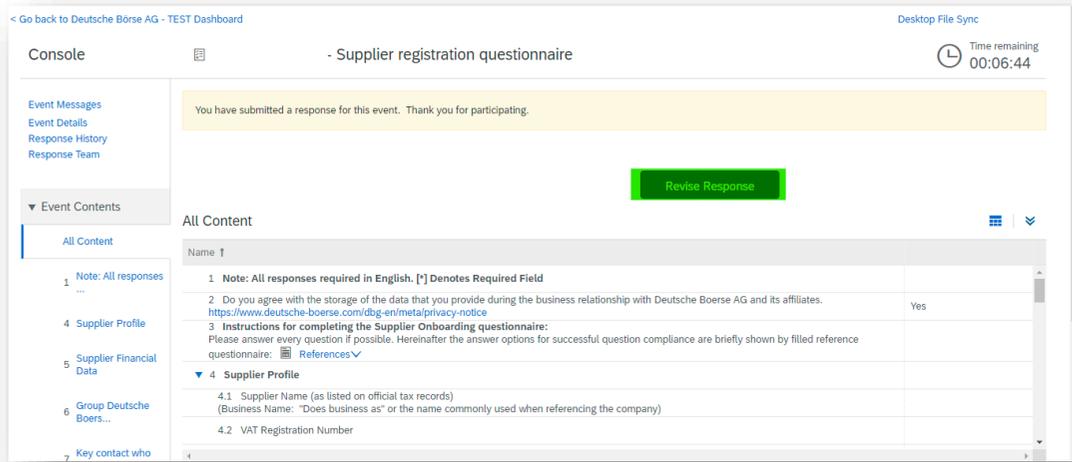
✓ Step 2



After getting the confirmation from buyer supplier needs to login to The Ariba account at (insert link). In the Dashboard select Ariba Proposal and Questionnaires, here the Registration event will appear Open as shown in below screenshot. Supplier can also check the end time till when the registration event is available.

✓ Step 3

Click on the “Supplier Registration Questionnaire”, it will take the supplier to the registration questionnaire. Which by now would be in read-only mode, Supplier cannot edit any fields.



Kindly click on “Revise Response” and all the questions will become editable and supplier can update all the required fields (for example, name, legal address, VAT, code of Conduct, NDA – if there is any change in policies).

✓ Step 4

Once all the required fields are updated kindly click on “Submit Entire Response” button at the bottom. This will submit the supplier’s response to the questionnaire and notify buyer to verify the changes and approve / deny / ask for additional information.