



ARIBA: ADD OR DELETE USERS

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March 2021

Administrators and Users have different permissions and functions within Ariba.

Administrators serve as the primary user for your company. The responsibilities of this person include account management and granting roles and users for others within your company. The administrator role is linked to the username and login entered during account registration. Your company, however, can transfer the administrator status to another user thereafter.

A **User** is created by the administrator and has exactly one role, which corresponds to that person's real job responsibilities. Each user is responsible for updating his or her personal user information.

⇒ ADD USERS

➔ STEP 1. CREATE A ROLE

To add users, you must first Create a Role. Log into your account at www.sccprc.org/P2P and from the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

Click + in the **Manage User Roles** section.

Enter a distinctive **Name** for the **New Role**, and optionally, you can enter a **Description** to record your intentions for this role.

Click a check box next to one or more permissions for the new role. Each role must have at least one permission.

Click **Save**.



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➔ STEP 2. CREATE A USER

From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.

Click **+** to display the **Create User** page.

Users (0)

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	Actions
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Please note, by selecting a user and clicking **Make Administrator, you can transfer the role to this user.*

Under **New User Information**, enter

- (A) **Username**,
- (B) **Email Address**,
- (C) **First Name**,
- (D) **Last Name**, and optionally, an
- (E) **Office Phone** number for this user.

Select at least one role for the user in the **Role Assignment** section.

Create User Done Cancel

Create a new user account and assign a role. 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:

This user is the Ariba Discovery Contact ⓘ

Office Phone: Country: USA 1 Area: Number: E

Role Assignment

Name	Description
<input type="checkbox"/> In/out	
<input type="checkbox"/> Inbox	
<input type="checkbox"/> discount	
<input type="checkbox"/> T&E	

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 [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.

Done Cancel

Click **Done**.



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⇒ EDIT OR DELETE A ROLE AND RESET PASSWORDS

➔ EDIT OR DELETE ROLES

After you create a role, you can modify it. If the role is already assigned to a user, the modifications take effect for that user the next time they log in.

Manage User Roles

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	Actions
Administrator	Details
in/out	Details Edit Delete
inbox	Details Edit Delete
discount	Details Edit Delete
T&E	Details Edit Delete

↳ [Create Role](#)

From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

Click **Delete** to discard the selected role.

Or

Click **Edit** to navigate to the **Edit Role** page for the role you want to update.

Edit Role Save Cancel

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name:

Description:

Permissions

Each role must have at least one permission.

Permission	Description
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<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
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/> Supplier Discount Management	Access to discount program offers and the definition of early payment discounts

Save Cancel

Update the role **Name**, and optionally, the **Description**.

Update selected **Permissions** for this role.

Click **Save**.



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⇒ EDIT OR DELETE A USER AND RESET PASSWORDS

➔ EDIT OR DELETE USERS

From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.

Manage Users

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

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
<input checked="" type="checkbox"/>	user@blackngold.com	jgaydosh@ariba.com	bob	loblaw	Enabled

↳ |

In the **Manage Users** section, check the box next to the user you want to modify, and click **Edit**.

In the (A) **Role Assignment** section, you can add or remove roles and in the (B) **Customer Assignment** section, you can assign the user to specific customers or **All Customers**. Then, click **Save**.

Role Assignment A

	Name	Description
<input checked="" type="checkbox"/>	in/out	
<input type="checkbox"/>	inbox	
<input type="checkbox"/>	discount	
<input type="checkbox"/>	T&E	

Customer Assignment B

Assign to Customer: All Customers Select Customers

➔ RESET PASSWORD

This is also where you can reset the user's password by simply clicking **Reset Password**. Ariba will then send an email to the user with a link to reset their password.

Selected User Information

Username: user@blackngold.com
Email Address: jgaydosh@ariba.com
First Name: bob
Last Name: loblaw
Office Phone: +1 (555) 5555

This user is the Ariba Discovery Contact ⓘ