

# How to add user?

- I. Create the role
- II. Create the user

## I. Create the role

- 1 « Company settings »
- 2 Users
- 3 « + »

### Account Settings

[Customer Relationships](#) **Users** [Notifications](#) [Application Subscriptions](#) [Account Registration](#) [API](#)

**Manage Roles** [Manage Users](#)

#### Roles ( 2 )

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be

#### Filters

Permission

Select permission assigned

Apply

Reset

The screenshot shows the application settings interface. At the top right, a gear icon is highlighted with a red circle and the number 1. A dropdown menu is open, showing various settings categories. The 'Users' option is highlighted with a red circle and the number 2. At the bottom right, a plus sign icon is highlighted with a red circle and the number 3. The menu items include:

- AB INITIO SOFTWARE C... (ANID: AN01519002570-T)
- Company Profile
- ACCOUNT SETTINGS
  - Customer Relationships
  - Users**
  - Notifications
  - Application Subscriptions
  - Account Registration
  - View All
- NETWORK SETTINGS
  - Electronic Order Routing
  - Electronic Invoice Routing
  - Accelerated Payments
  - Remittances
  - Network Notifications
  - Audit Logs
  - View All

## Create Role

\* Indicates a required field

### New Role Information

4 **4** Name: \*

Description:

- 4 Role's name
- 5 Select the permissions
- 6 don't forget to scroll down
- 7 « Save »

7 **7**

### Permissions **5**

Each role must have at least one permission.

Page 1

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
<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

6 **6**

## II. Add user

1  
2

« manage users »

« + »

### Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Manage Roles

1

Manage Users

#### Users ( 0 )

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

2 +



3. Complete the user details
4. Select the role that you have just created
5. « done »

## Create User

5

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

3

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:  Area:  Number:

Country:  Area:  Number:

### Role Assignment

4  Account support