

QUICK GUIDE

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

| OVERVIEW |

01 | [Add a new user to Ariba Account](#)

02 | [Revise Response](#)

Add a new user to Ariba Account

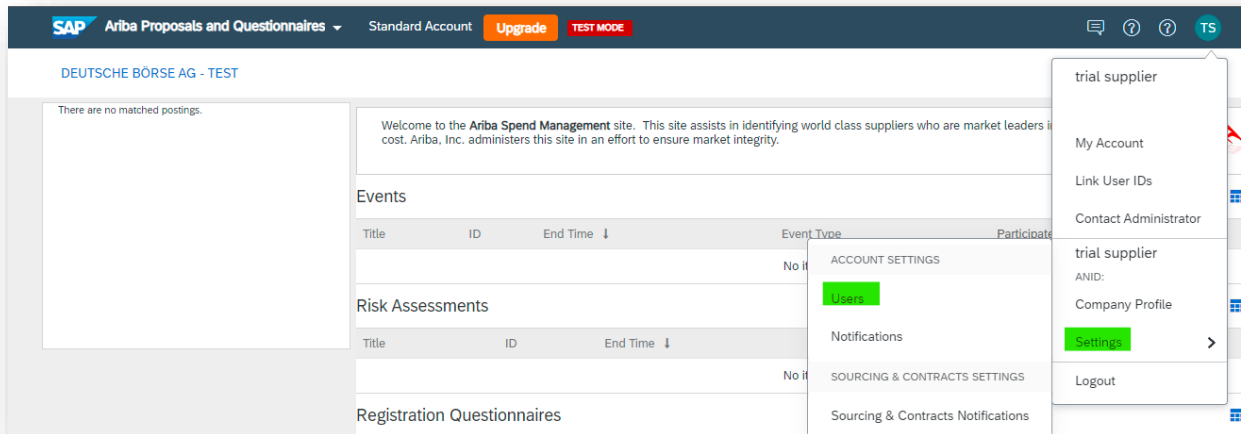
For any new user supplier does not need to create a new Ariba account – at creating a new Ariba account will get an ANID different than the existing one and it will create issues in login. For this purpose, Ariba has a feature where suppliers can add new users to their Ariba Account.

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)

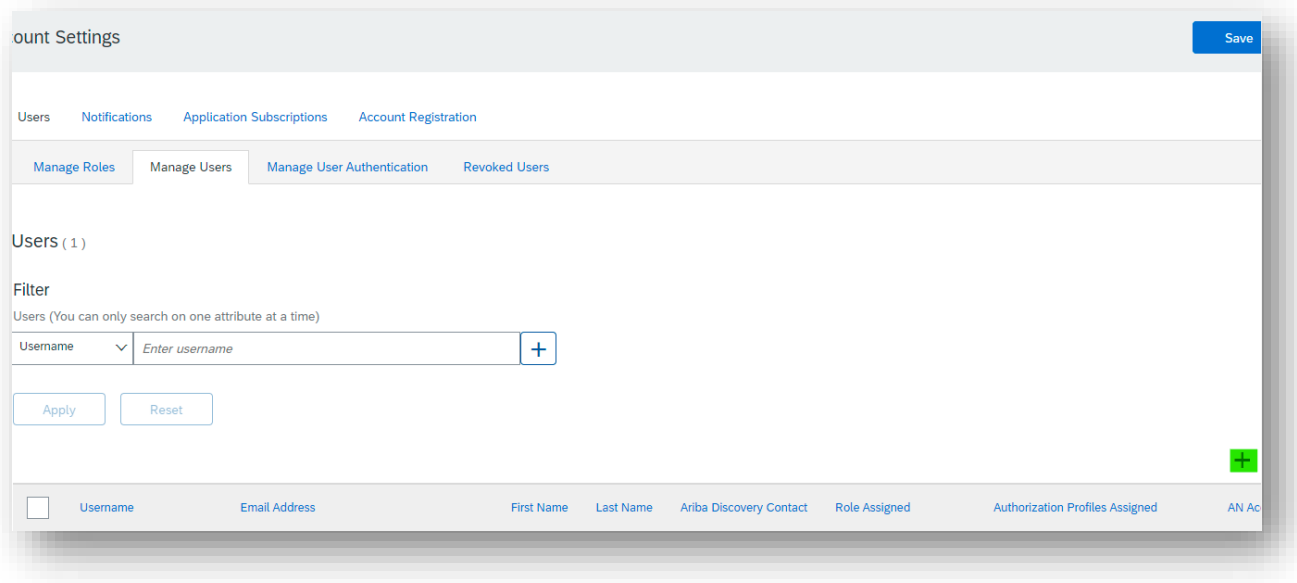
✓ Step 2



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,



Account Settings Save

Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users

Users (1)

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	AN Ac
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✓ 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 Materials Privacy Statement](#). This user account belongs to your company and Ariba will not be able to delete any personal data from your profile. See [Ariba Privacy Statement](#).

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.

Dear

This message contains important information about your new user account related to your company's Ariba account(ANC).

Your temporary password to access your new user account is:

Temporary Password:

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Test Supplier

Dear

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN. .) with the following username:

Username:

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.

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.

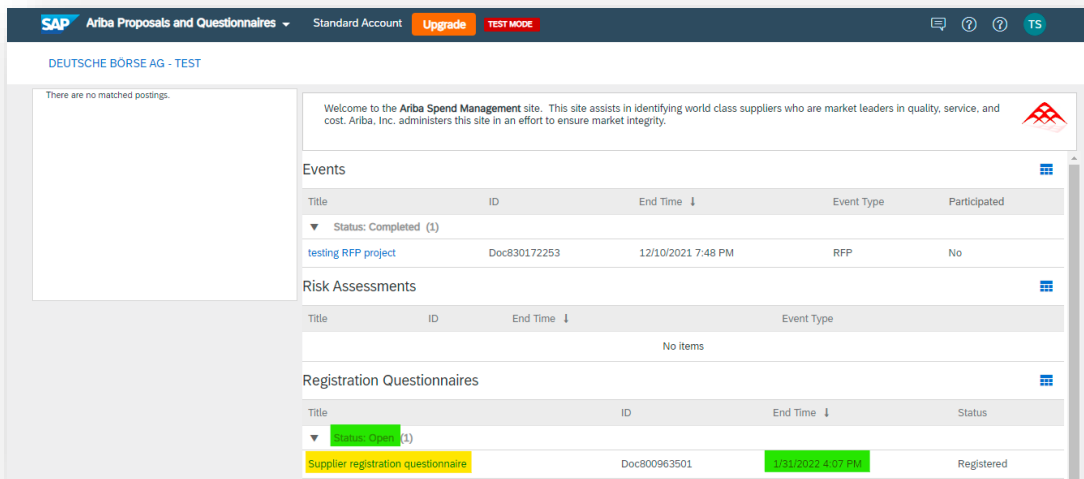
Revise Response

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.

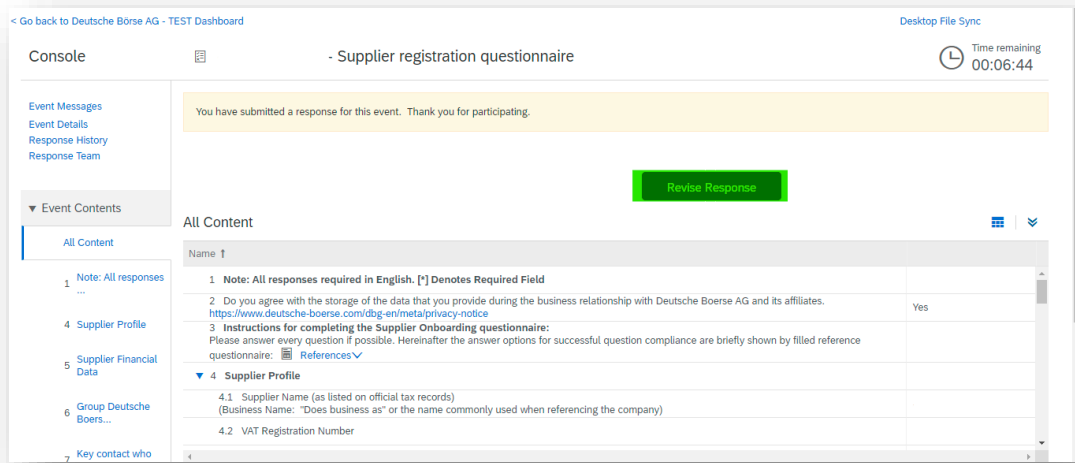
✓ Step 2



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.