Ariba® Network Supplier Guide

Setup User Accounts
Set Up User Accounts

Roles and Permission Details

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/permissions, which correspond to the user’s actual job responsibilities
- Can access all or only specific customers assigned by Administrator
Set Up User Accounts
Create Roles and Users (Administrator Only)

1. **Click** on the Users tab under **Company Settings** menu. 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.
Set Up User Accounts
Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator
Thank you.