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# HOW TO ADD A NEW USER TO YOUR COMPANY'S ARIBA ACCOUNT GUIDE

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# 1. STEPS FOR BEING CREATED AS USER

1.

In case you do not have a user profile for your Ariba account, you need to contact your company's account administrator

2.

In case you do not know who is your company's account administrator, you can contact SAP Ariba help centre, who can verify if your company has an account.

3.

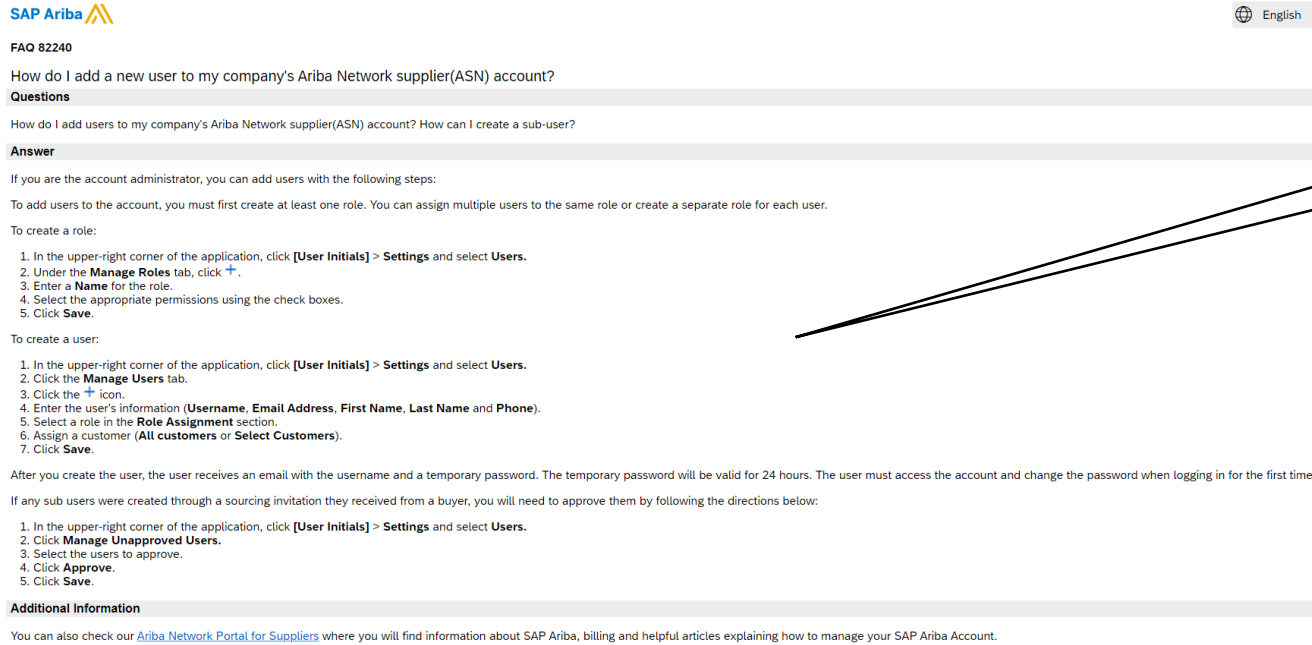
Ask your Ariba account administrator to add you as a user.

4.

Obtain the username and password from your account administrator

- ▶ NB! Accounts on Ariba Network are created per legal entity, e.g. if an event invitation is published to SUPPLIER A (DK), AND the existing Ariba Network account is for SUPPLIER A (SE), then a new Ariba Network account needs to be created.

# 2. STEPS FOR ADDING A USER (ADMIN)



SAP Ariba

FAQ 82240

How do I add a new user to my company's Ariba Network supplier(ASN) account?

**Questions**

How do I add users to my company's Ariba Network supplier(ASN) account? How can I create a sub-user?

**Answer**

If you are the account administrator, you can add users with the following steps:

To add users to the account, you must first create at least one role. You can assign multiple users to the same role or create a separate role for each user.

To create a role:

1. In the upper-right corner of the application, click **[User Initials] > Settings** and select **Users**.
2. Under the **Manage Roles** tab, click **+**.
3. Enter a **Name** for the role.
4. Select the appropriate permissions using the check boxes.
5. Click **Save**.

To create a user:

1. In the upper-right corner of the application, click **[User Initials] > Settings** and select **Users**.
2. Click the **Manage Users** tab.
3. Click the **+** icon.
4. Enter the user's information (**Username, Email Address, First Name, Last Name and Phone**).
5. Select a role in the **Role Assignment** section.
6. Assign a customer (**All customers or Select Customers**).
7. Click **Save**.

After you create the user, the user receives an email with the username and a temporary password. The temporary password will be valid for 24 hours. The user must access the account and change the password when logging in for the first time.

If any sub users were created through a sourcing invitation they received from a buyer, you will need to approve them by following the directions below:

1. In the upper-right corner of the application, click **[User Initials] > Settings** and select **Users**.
2. Click **Manage Unapproved Users**.
3. Select the users to approve.
4. Click **Approve**.
5. Click **Save**.

**Additional Information**

You can also check our [Ariba Network Portal for Suppliers](#) where you will find information about SAP Ariba, billing and helpful articles explaining how to manage your SAP Ariba Account.

Follow the relevant steps to add a user to your company's Ariba account.

▶ <https://support.ariba.com/item/view/82240>

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