How to Add a New Ariba Account

How to Add a New Ariba Account
(Using the Administrator Account)

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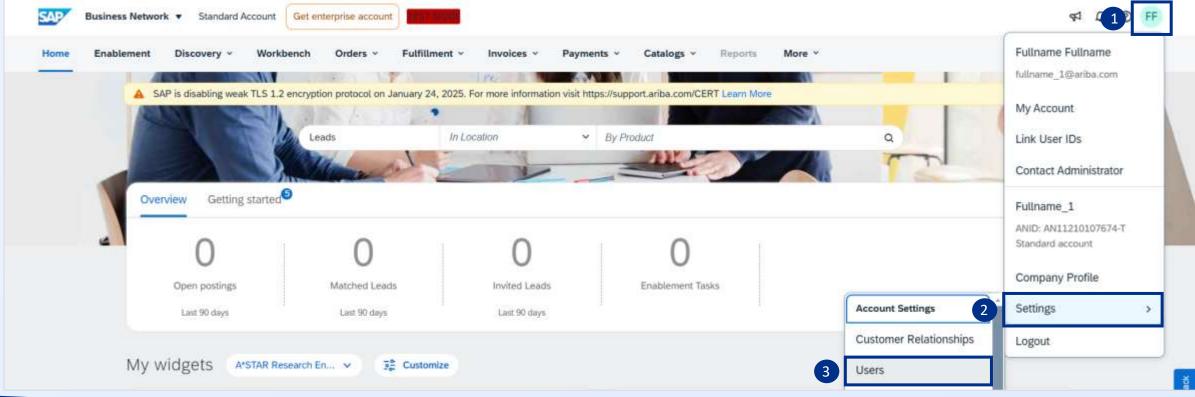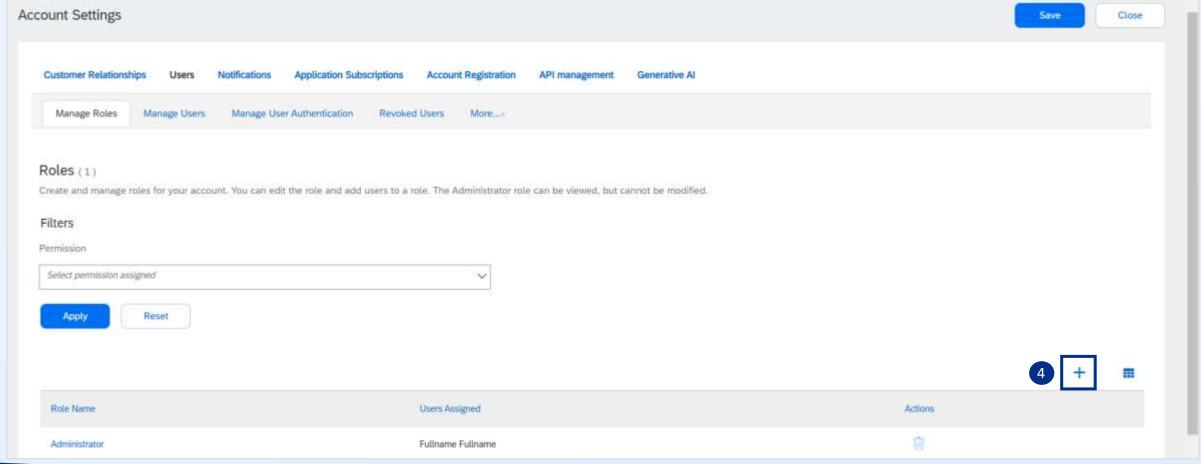
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Log in as the **Administrator** of your company's Ariba Business Network account.

1. Click the user icon in the upper-right corner.

2. Click **Settings.**

3. Under **Account Settings,** select **Users.**
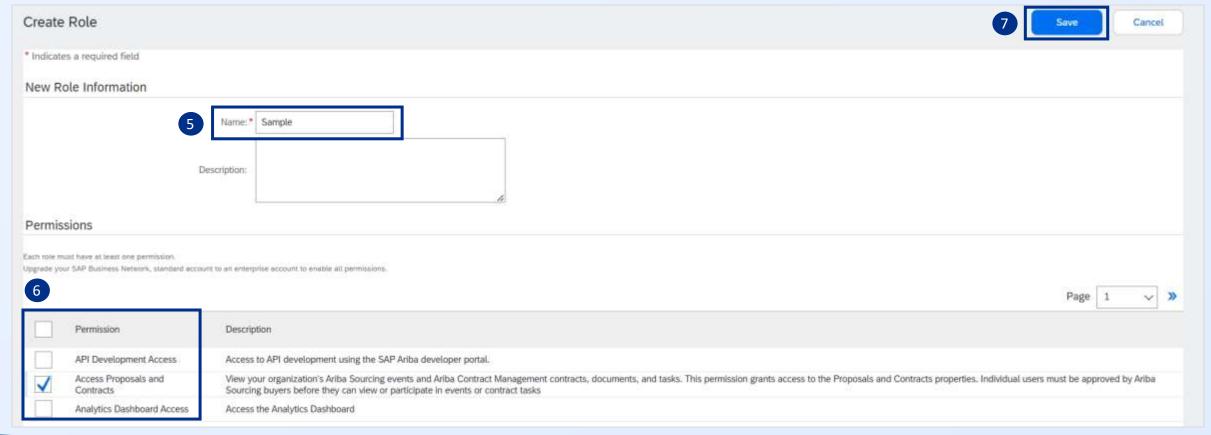
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To add a new Ariba Business Network Account user, you (the Administrator) must first create at least one role.
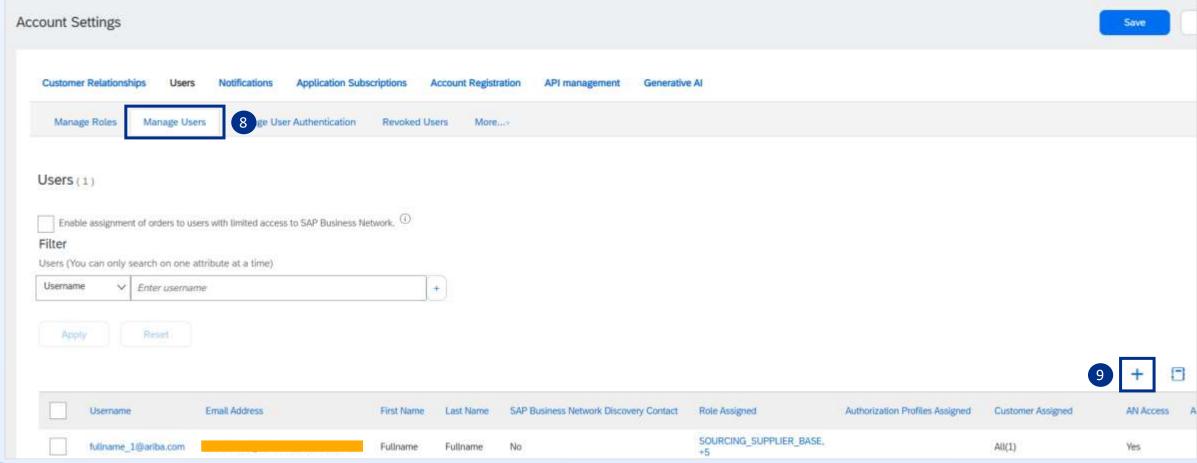
4. Click **+** to add a new role.

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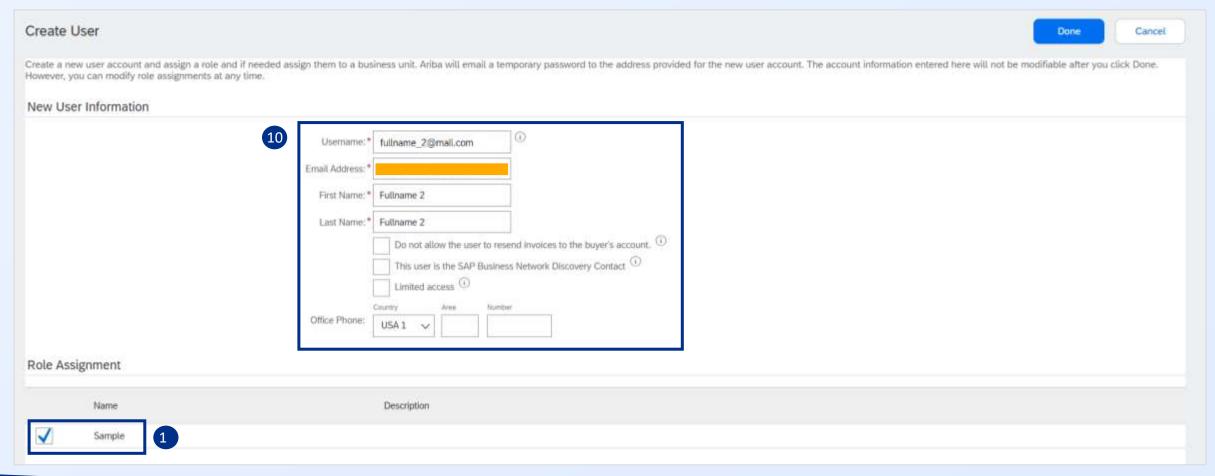**5.** In the New Role Information section, enter a **Name** for the new role.

6. Select the necessary permissions in the **Permissions** section by ticking the checkboxes.

7. Once done, select **Save** to finalise.

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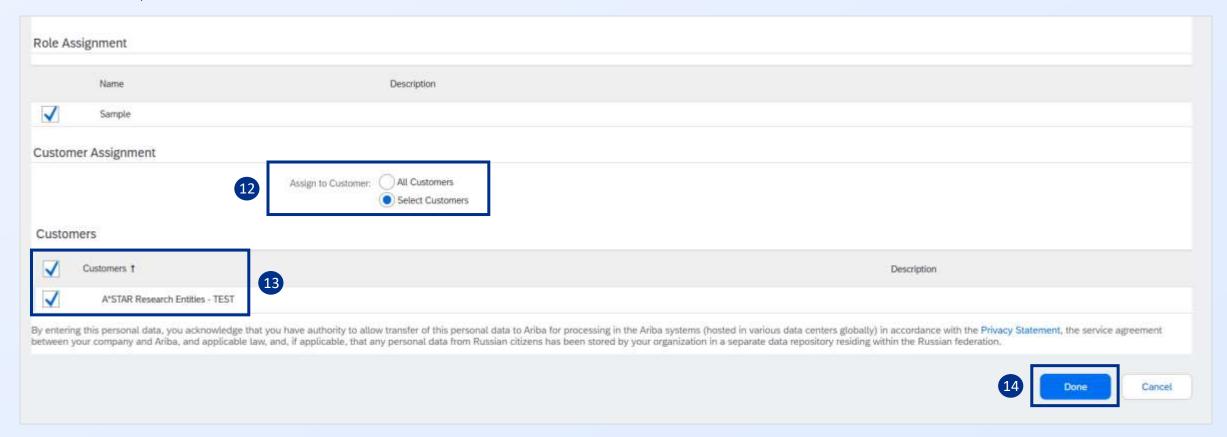
8. On the **Account Settings** page, click **Manage Users**.

9. Click the **+** icon to add a new Ariba Business Network user account for your company.

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10. On the **Create User** page, enter the details of the user (Username, Email Address, First Name, Last Name, and Office Phone).

11. Select a role in the **Role Assignment** section

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12. Assign a customer that the new user is allowed to manage (either All Customers or Select Customers).

13. *(if 'Select Customers' is chosen)* Select the customer from the list of Ariba systems the administrator is linked to.

14. Once done, select **Done** to finalise.

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15. On the **Manage Users** page, the new Ariba Business Network user account will be displayed.

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16. Whenever a new user is added to the Administrator's Ariba Business Network account, the **Administrator** will receive the following email notification.
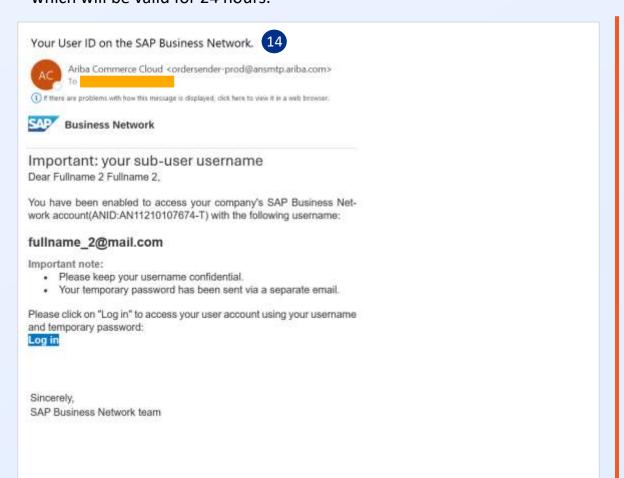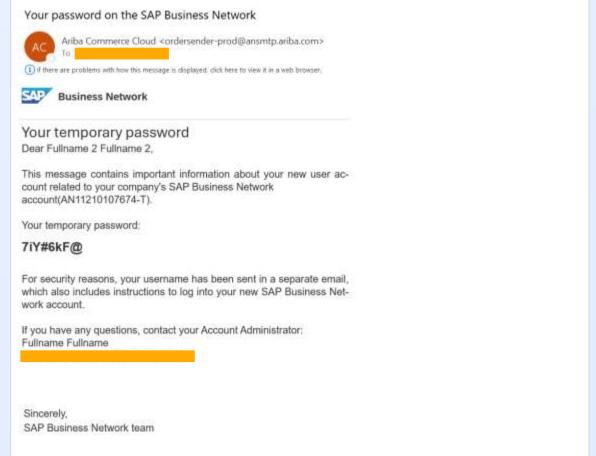
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17. After the new user is created, the Ariba Business Network user will receive a separate email containing their username and a temporary password, which will be valid for 24 hours.

Your User ID on the SAP Business Network. **14**

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Business Network

Important: your sub-user username
Dear Fullname 2 Fullname 2,

You have been enabled to access your company's SAP Business Network account(ANID:AN11210107674-T) with the following username:

fullname_2@mail.com

Important note:
- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:
Log in

Sincerely,
SAP Business Network team

Your password on the SAP Business Network

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Business Network

Your temporary password
Dear Fullname 2 Fullname 2,

This message contains important information about your new user account related to your company's SAP Business Network account(AN11210107674-T).

Your temporary password:

7iY#6kF@

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

If you have any questions, contact your Account Administrator:
Fullname Fullname

Sincerely,
SAP Business Network team

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Thank You

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