

A male and female scientist in white lab coats and safety gear are working in a laboratory. The male scientist is holding a clipboard and pen, while the female scientist is using a microscope. They are both smiling and looking at the equipment.

How to Add a New Ariba Account



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



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How to Add a New Ariba Account

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**.

The screenshot displays the SAP Ariba Business Network interface. In the top right corner, a user icon labeled 'FF' is highlighted with a blue circle and the number '1'. A dropdown menu is open, showing options: 'Fullname Fullname', 'fullname_1@ariba.com', 'My Account', 'Link User IDs', 'Contact Administrator', 'Fullname_1', 'ANID: AN11210107674-T', 'Standard account', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a blue circle and the number '2'. Below the 'Settings' option, a sub-menu is visible with 'Account Settings', 'Customer Relationships', and 'Users'. The 'Users' option is highlighted with a blue circle and the number '3'. The main interface shows a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. Below the navigation bar, there is a search bar and a section titled 'Overview' with 'Getting started' and a notification icon. The 'Overview' section displays four metrics: 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks', each with a large '0' and a 'Last 90 days' label. At the bottom, there is a 'My widgets' section with 'A*STAR Research En...' and a 'Customize' button.

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How to Add a New Ariba Account

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.

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsApplication SubscriptionsAccount RegistrationAPI managementGenerative AI

Manage RolesManage UsersManage User AuthenticationRevoked UsersMore...

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

ApplyReset

4

+

Role Name	Users Assigned	Actions
Administrator	Fullname Fullname	

How to Add a New Ariba Account

- 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.

Create Role

7

Save

Cancel

* Indicates a required field

New Role Information

5

Name: *

Sample

Description:

Permissions

Each role must have at least one permission.

Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

6

☐

Permission

Description

☐

API Development Access

Access to API development using the SAP Ariba developer portal.

☒

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

☐

Analytics Dashboard Access

Access the Analytics Dashboard

Page

1

»

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How to Add a New Ariba Account

- 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.

Account Settings

Save

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Generative AI

Manage Roles

Manage Users

8 Manage User Authentication

Revoked Users

More...

Users (1)

☐ Enable assignment of orders to users with limited access to SAP Business Network.

Filter

Users (You can only search on one attribute at a time)

Username

▼

Enter username

+

Apply

Reset

9

+

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	A
<input type="checkbox"/>	fullname_1@ariba.com		Fullname	Fullname	No	SOURCING_SUPPLIER_BASE, +5		All(1)	Yes	

How to Add a New Ariba Account

- 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

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

10

Username: *

fullname_2@mail.com

Email Address: *

First Name: *

Fullname 2

Last Name: *

Fullname 2

☐

Do not allow the user to resend invoices to the buyer's account.

☐

This user is the SAP Business Network Discovery Contact

☐

Limited access

Office Phone:

Country

USA 1

Area

Number

Role Assignment

Name

Description

Sample

1

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How to Add a New Ariba Account

- 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.

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Sample	

Customer Assignment

12

Assign to Customer: ☐ All Customers ☒ Select Customers

Customers

13

Customers	Description
<input checked="" type="checkbox"/> Customers ↑	
<input checked="" type="checkbox"/> A*STAR Research Entities - TEST	

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 [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

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Done

Cancel

How to Add a New Ariba Account

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

Account Settings

Save

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

API management

Generative AI

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...

Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username

▼

Enter username

+

Apply

Reset

+

⌵


<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	A
<input type="checkbox"/>	fullname_1@ariba.com		Fullname	Fullname	No	SOURCING_SUPPLIER_BASE, +5		All(1)	Yes	
<input checked="" type="checkbox"/>	fullname_2@mail.com		Fullname 2	Fullname 2	No	Sample		A*STAR Research Entities - TEST	Yes	A

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How to Add a New Ariba Account

16. Whenever a new user is added to the Administrator’s Ariba Business Network account, the **Administrator** will receive the following email notification.

Attention: User Account information changes detected 13

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

☺


↩ Reply

↩ Reply All

➡ Forward

⋮

Sun 1/12/2025 9:25 PM

 Business Network

User account information changed

Dear Fullname Fullname,

An update was just made to the user account details for a user in the SAP Business Network account that you administer. If you did not request this update, contact SAP Business Network Support immediately.

Sincerely,

SAP Business Network team

How to Add a New Ariba Account

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: [redacted]

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

 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: [redacted]

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

 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
[redacted]

Sincerely,
SAP Business Network team

Thank You



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