

# Adding a User Account



**NUS**  
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National University of Singapore

# **Adding User Account (using Administrator account)**

# Login as Administrator and click [1], [2] and [3]

The screenshot shows the SAP Business Network user interface. At the top right, a user profile icon labeled 'MH' is circled in red and marked with a yellow circle containing the number '1'. Below the navigation bar, a search bar contains filters for 'Orders and Releases', 'Customer Corp.', and 'Exact match', with a search button. The main content area displays a dashboard with four cards: 'Enablement Tasks' (1), 'Orders' (0), 'Items to confirm' (0), and 'Orders to invoice' (0). A 'My widgets' section is visible below. On the right side, a user profile menu is open, showing options like 'My Account', 'Link User IDs', and 'Contact Administrator'. The 'Users' option in the 'ACCOUNT SETTINGS' section is circled in red and marked with a yellow circle containing the number '3'. The 'Settings' option in the 'NETWORK SETTINGS' section is circled in red and marked with a yellow circle containing the number '2'. A 'Feedback' button is located at the bottom right of the profile menu.

Business Network Standard Account Get enterprise account TEST MODE Back to classic view

Home Enablement Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs Reports More

Orders and Releases Customer Corp. Exact match Order number

Overview Getting started

1 Enablement Tasks

0 Orders Last 31 days

0 Items to confirm Last 31 days

0 Orders to invoice Last 31 days

My widgets Customer Corp. Customize

Purchase orders Last 3 months Invoice aging Activity feed All

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Minh Nha Ho  
MN\_m7@ariba.com

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Minh Nha Module 7 Vendor  
ANID: AN01745784354  
Premium Package

Company Profile

Service Subscriptions

Settings

Logout

Feedback

# To add users, the Administrator must first create at least one role.

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#) [API management](#)

[Manage Roles](#) [Manage Users](#) [Manage User Authentication](#) [Revoked Users](#)

### 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

Apply Reset

Click + to add a role

Role Name	Users Assigned	Actions
Administrator	Minh Nha Ho	  

## References:

[Recommended Sample Roles for Standard account](#)  
[Recommended Sample Roles for Enterprise account](#)

# Adding a role.

Create Role Save Cancel

\* Indicates a required field

### New Role Information

Name: \*  **Enter a Name for the role.**

Description:

### Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to their network
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input checked="" type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/>	

# Select Manage Users

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users

Users (1)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

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

Username  +

Apply Reset

Click + to add a user

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	MN_m7@ariba.com	minh.nha.ho@sap.com	Minh Nha	Ho	No	PROFILE_MGMT_ROLE, +3		All(1)	Yes	

# Select Manage Users

After new user is created, the user will receive an email with username and temporary password valid for 24 hours

## 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. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

Enter the user's information  
(Username, Email Address, First Name, Last Name and Phone).

## Role Assignment

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

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

## Customer Assignment

Assign to Customer:  All Customers  
 Select Customers

Assign a customer (**All customers or Select Customers**).

**THANK YOU**