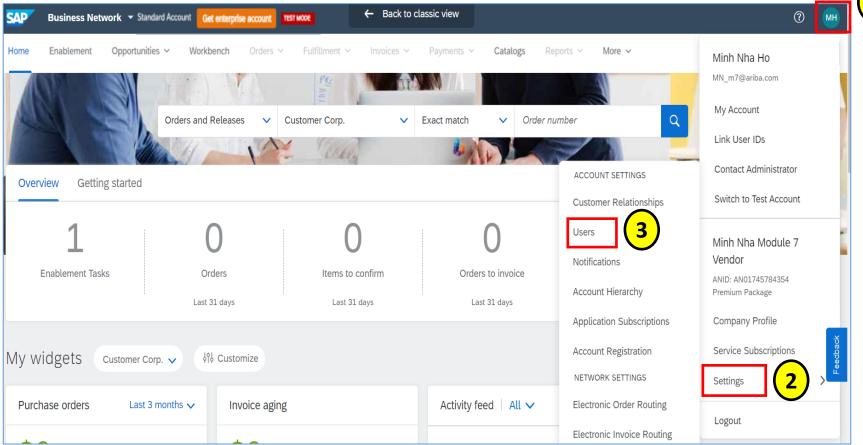
Adding a User Account

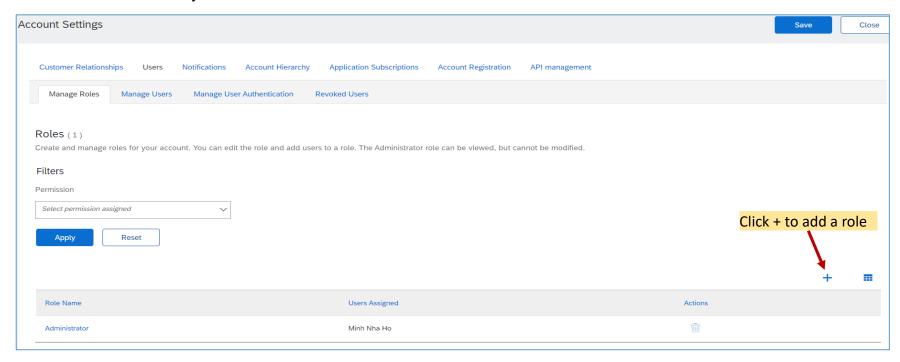


Adding User Account (using Administrator account)

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



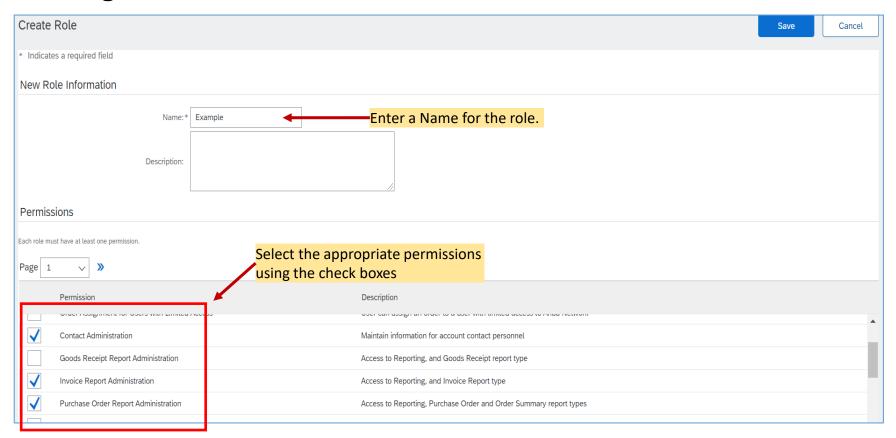
To add users, the Administrator must first create at least one role.



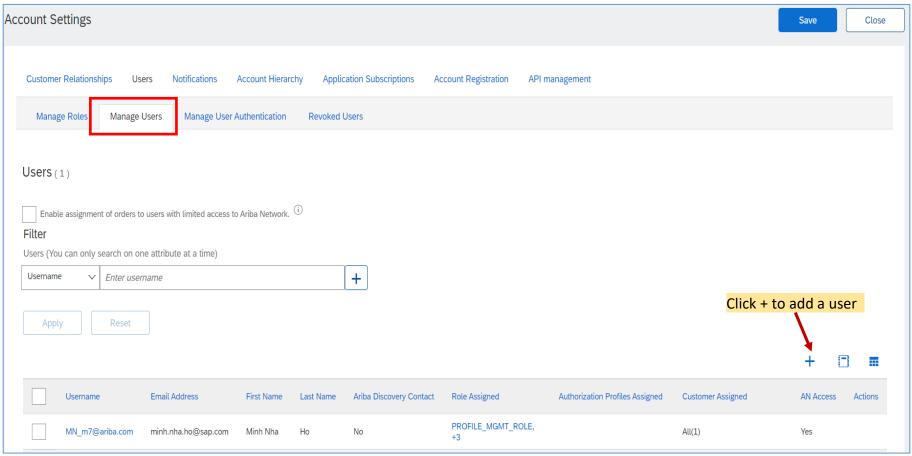
References:

Recommended Sample Roles for Standard account
Recommended Sample Roles for Enterprise account

Adding a role.



Select Manage Users



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 click Done. However, you can modify role assignments at any time.	a business unit. Ariba will email a temporar	y password to the address provided for the new user account. The	account information entered here will not be mod	difiable after you
New User Information				
Username:	example@sap.com	Enter the user's information		
Email Address:	example@sap.com	(Username, Email Address, First Name, Last Name and Phone).		
First Name:	Example			
Last Name:	Example			
Office Phone:	Do not allow the user to resend invoices This user is the Ariba Discovery Contact Limited access Country Area Number USA 1 V			
Role Assignment				
Select a role in the Rol				
Name	Description			
Example				
Customer Assignment				
Assign to Customer:	All Customers Select Customers	Assign a customer (All customers).		

THANK YOU