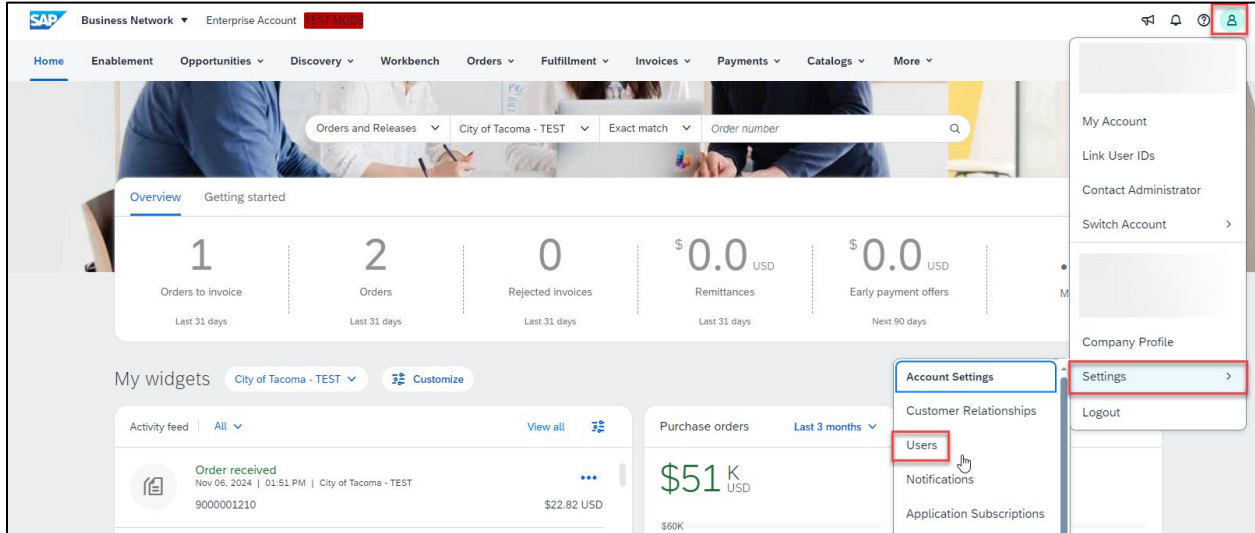


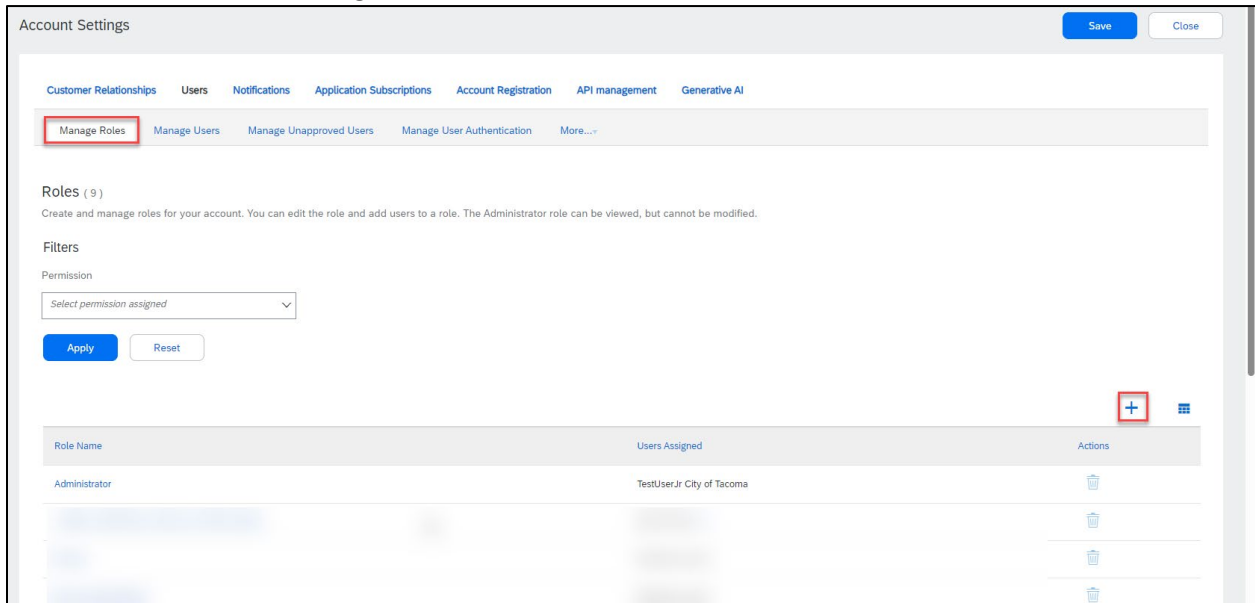


Creating an Invoicing User on the Ariba Network

1. First log into Ariba. Then, click on your initials in the top right-hand corner, this will open a dropdown menu where you will select settings, and from here you will select users.



2. Next, you will select manage Roles, from here you will need to hit the “+” sign where you will create a new invoicing role.





Creating an Invoicing User on the Ariba Network

3. On the create role screen you will create a title for the new invoicing role, for this example we called the role Invoicing agent. Next, you will select Inbox and Order Access, Invoice Generation and Outbox Access. You will then select the “+” sign in the bottom right-hand corner, this will let you add the new user to the newly created invoicing group. Last, hit save.

Edit Role TEST MODE Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.
* Indicates a required field

Selected Role Information

Name:
Description:

Permissions

Each role must have at least one permission.

Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

Assigned Users (5)

You can add users to this role, remove users from this role or move users to another role + ⌵

Username | Email Address | First Name | Last Name | Roles Assigned

After saving, login to the account with the new invoicing role to verify that the account has access to invoicing.

Creating the New User:

1. From the User menu, select Manage Users (1). Then select the “+” sign in the right-hand corner of your screen to create the new user for your account.

Account Settings Save

Customer Relationships | Users | Notifications | Application Subscriptions | Account Registration | API management | Generative AI

Manage Roles | **Manage Users** | Manage Unapproved Users | Manage User Authentication | More...

Users (8)

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 +

Apply Reset

Username | Email Address | First Name | Last Name | SAP Business Network Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | AN Access +



Creating an Invoicing User on the Ariba Network

- Next, you will be taken to the screen where you complete user information highlighted below. Note that the user name should be the same as the user's email address. Once you complete the highlighted fields, select the "Invoicing Agent" in the Role assignment area. You will then hit "Done".

Create User

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 SAP Business Network Discovery Contact ⓘ
 Limited access ⓘ
Office Phone: Country: USA 1 Area: Number:

Role Assignment

Name	Description
Invoicing Agent	--Optional--

When the user account is created, they will receive a link to activate their account and setup a password, and from there they should be able to login and access your company's Ariba account.