How to create a new user

elia group
Elia | 50Hertz | EGI

You have set up your SAP Business Network account and want to create a new user.
First you need to log in as an **authorized user**. **The account administrator is always authorized** to create a new user, but other users can also do this if they have a role with the needed permissions.

1. Go to **https://supplier.ariba.com** and log in with **your** username and password.

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

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suppliertest6@externel.be

My Account

Link User IDs

Contact Administrator

ANID: AN11083072771-T
Premium Package

Company Profile

Marketing Profile

Settings

Logout

prove your experience.

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

2. Click on the **initials** (top right), then on **"Settings"** and on **"Users"**.

3. First create a role with the necessary corrections for the user. If you have already **created** a role, you can use it again and create a user immediately (see page 2).

In the **"Manage roles"** tab you can see the current roles. If you click on a name, you can change the corrections of this role.

Click on the **blue plus** (right) to create a new role.

Account Settings

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

Manage Roles | Manage Users | Manage User Authentication | Revoked Users | More...

Roles (6)
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

Role Name
Administrator
order processing Team
Controlling test

4. Give the new role a **name** and **a short description**.

5. Select the **necessary permissions**. You can also select all the permissions using the button at the top left of "Permission". Attention! There are several pages with permissions.
Click the **"Save"** button at the end.

+   ▦

Permission ↑
Access Proposa
API Developme
Archive Access
Catalog Accoun
Catalog Conten
Catalog Manage
Cloud Integratic
Cloud Integratic

✓	Permission ↑
✓	Access Proposals
✓	API Development
✓	Archive Access

Page 1

1
2
3
4
5

Save

Create Role

* Indicates a required field

New Role Information

Name:* Role 1

Description: Finance Department

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6. Once you have created at least one role, you can create new users. Click on **"Manage users"**, then on the **blue plus** at extreme right**.**

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

| Manage Roles | Manage Users | Manage User Authentication | Revoked Users | More...◦ |

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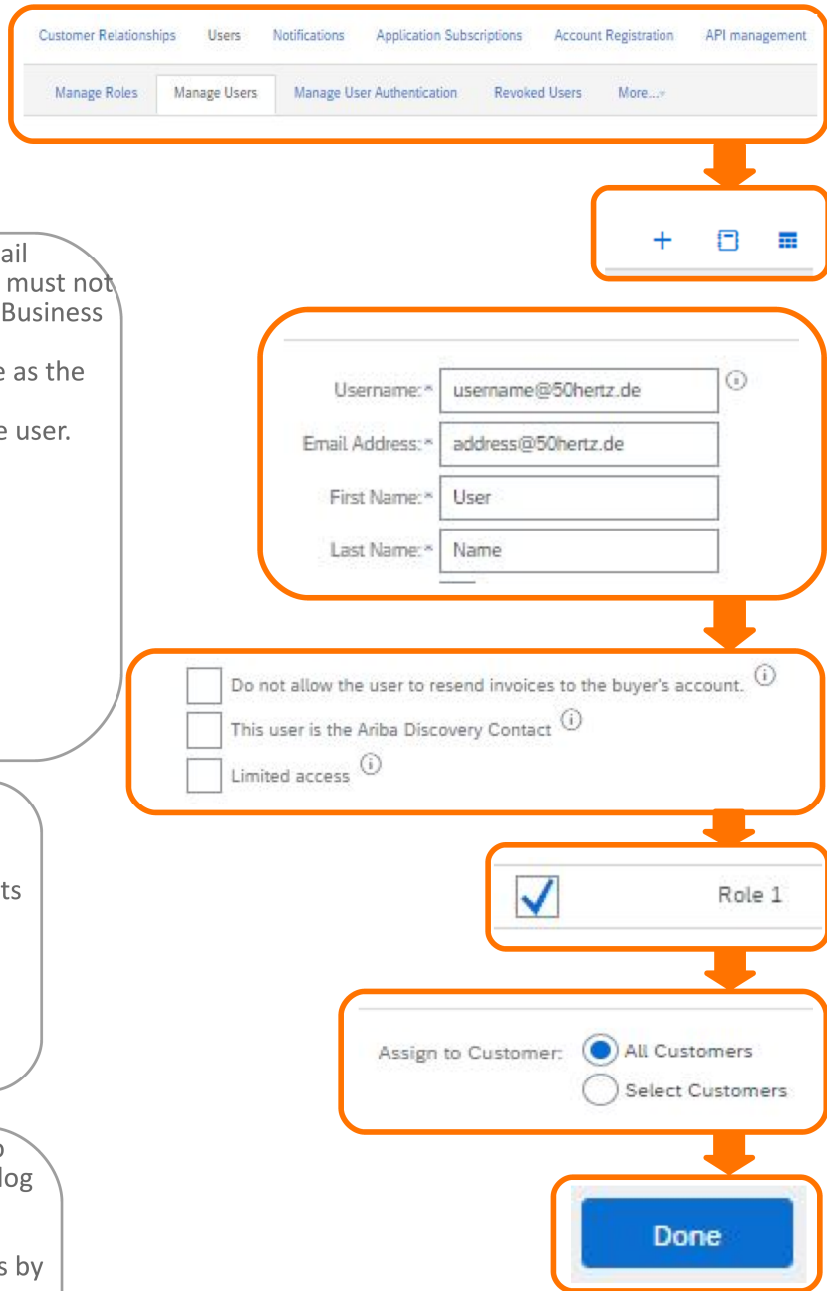**7.** Fill in the **username**. This must be in the form of an e-mail address (...@...) but need not be a **real** address. The name must not be already used for another user (on any account) on SAP Business Network.
Fill in the **E-mail address** of the user. This may be the same as the username and may also be used for multiple users.
Thirdly, you also need the **First name** and **Last name** of the user.

Username:* username@50hertz.de ⓘ
Email Address:* address@50hertz.de
First Name:* User
Last Name:* Name

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ
☐ This user is the Ariba Discovery Contact ⓘ
☐ Limited access ⓘ

8. First, select the correct role from the list. This will determine the possibilities of the user on the portal.

Finally, you can also restrict the clients to whose documents the user has access.

☑ Role 1

Assign to Customer: ⦿ All Customers
                     ○ Select Customers

9. When you first click on **"Done"** the user will receive two emails with his username and password. With this he can log on to **www.supplier.ariba.com**

After creating the user, you can still restrict his permissions by customizing his role or if you assign him another role (see page 1).

Done

Your password on the SAP Business Network Account.

Dear User Name,

This message contains important information about your new user account related to your company's SAP Business Network account(AN11083072771-T).

Your temporary password to access your new user account is:

Temporary Password: ;p5Yf6T,

Your User ID on the SAP Business Network Account.

Dear User Name,

This message contains important information about your new SAP Business Network user account. You have been enabled to access your company's SAP Business Network account (ANID:AN11083072771-T) with the following username:

Username: username@50hertz.de