



# Managing your SAP Ariba Network Supplier Profile

*A step by step guide*

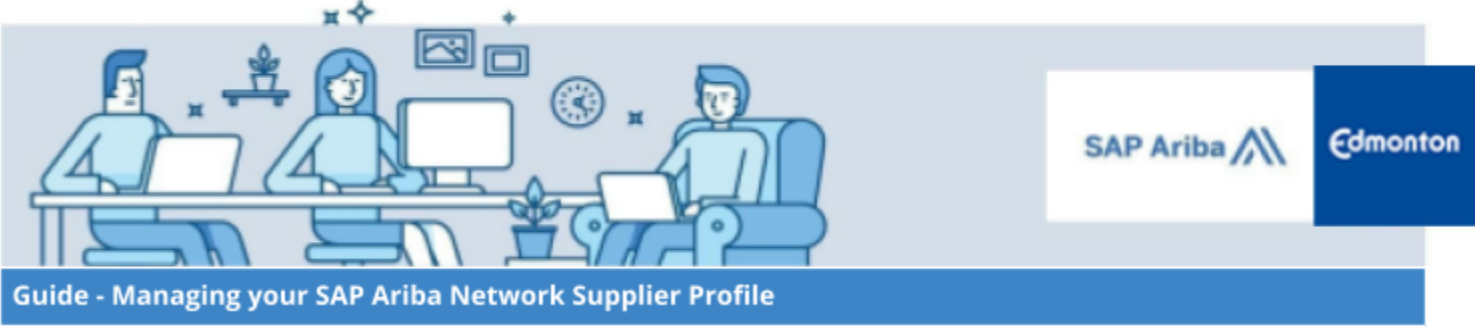
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**SAP Ariba  
Tutorials**

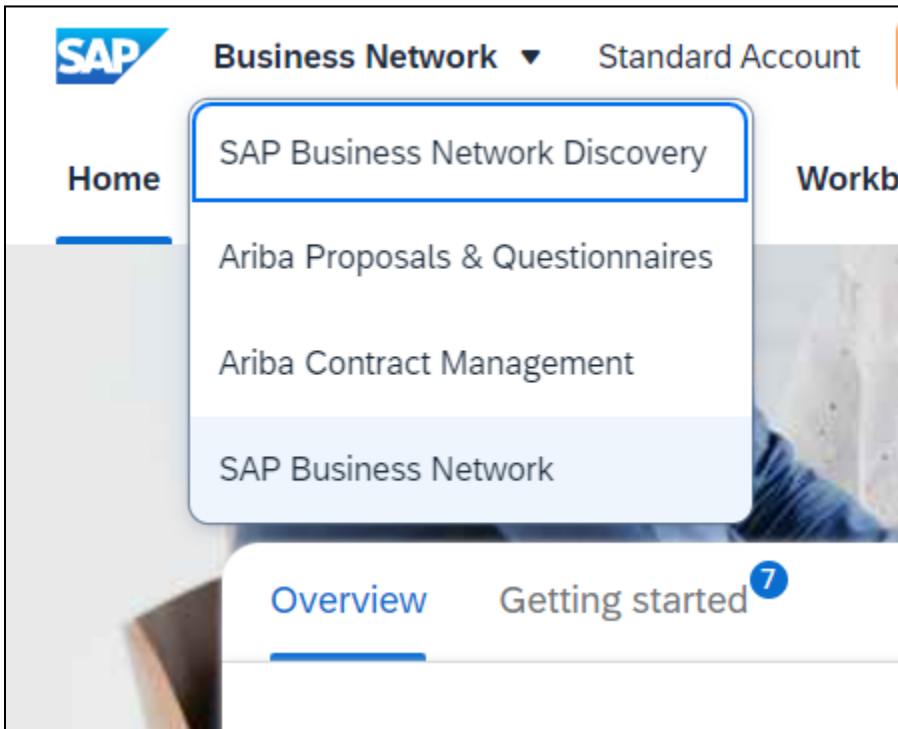
[Video Supplier Basics \(4:33\)](#) for information about registering, the dashboard and linking multiple accounts.

[Introduction to the Dashboard \(11:47\)](#) for a detailed view of the user interface



## Navigating your SAP Ariba Network Supplier Account

Your SAP Ariba Network Supplier Account provides access to several applications within SAP Ariba. Select the Go to My Ariba Apps button at the top right of your screen to navigate to each of the different applications.



<b>SAP Business Network Discovery</b>	This link brings you to the SAP Business Network Discovery solution where you can search for potential bidding opportunities.
<b>Ariba Proposals &amp; Questionnaires</b>	This link leads you to respond to requests for quotations, participate in online sourcing events and submit sales proposals.
<b>Ariba Contract Management</b>	The SAP Ariba Contract Management is where you can collaborate with buyers to negotiate contracts.
<b>SAP Business Network</b>	The Business Network Solution is where you can view and confirm Purchase Orders and submit Invoices and Service Entry Sheets.

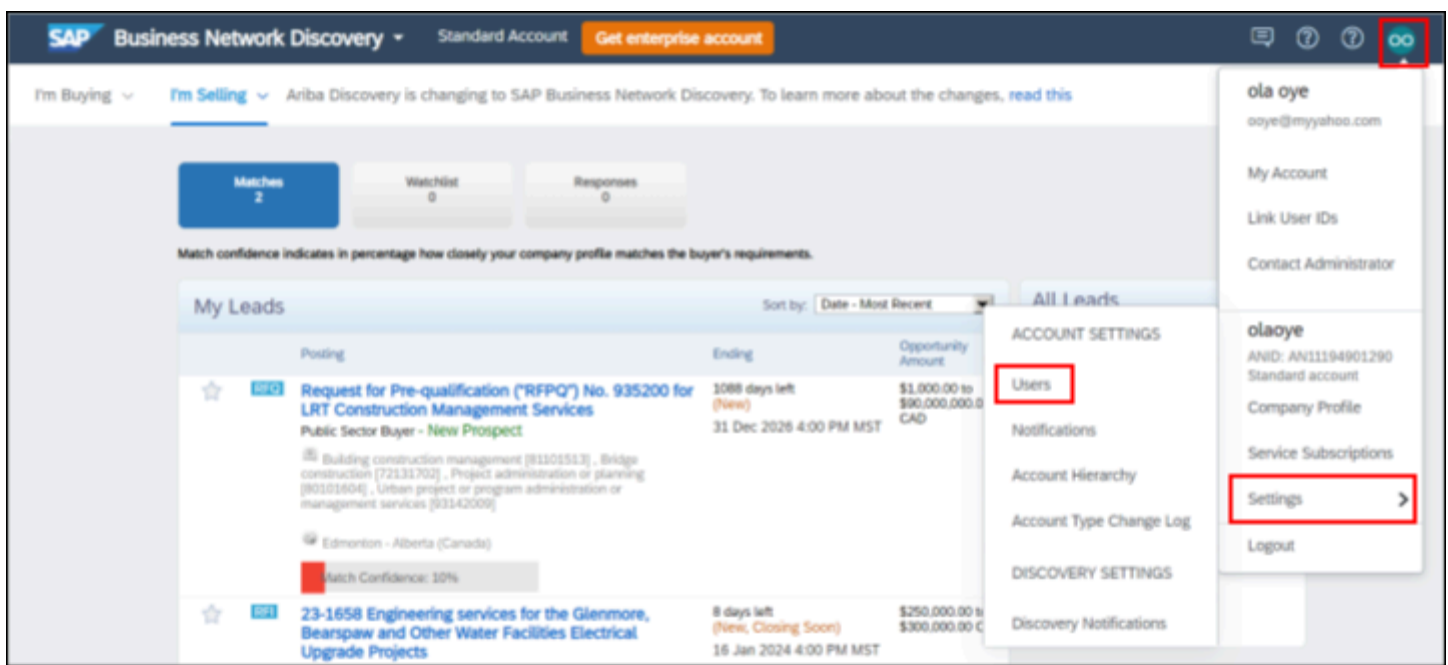


## Adding Additional Users

Each company may only create one SAP Ariba Supplier Network account, however you may add unlimited users to that account. Users will have access to your company account and can coordinate to complete bids, view opportunities etc.

### Step 1: Select Company Settings / Users

Log in as an Administrator, click on your account profile on the top right corner of your homepage, click on **Settings** then, select **Users**.



## Step 2: Create User

Select **Add icon (+)** to enter the new user information, then click **Done**

Account Settings Save

Customer Relationships   Users   Notifications   Account Hierarchy   Application Subscriptions   Account Registration   Account Type Change Log

Manage Roles   **Manage Users**   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  +

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	All Access
<input type="checkbox"/>	ooye@myyahoo.com	ooye@myyahoo.com	oia	ooye	No	MARKETPLACE_SUPPLIER_MASTERACCOUNT, -5		All()	Yes

+

Create User Done

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:  Area:  Number:

 1. It is best practice to use your colleague's email address as their username.  
2. If the user will be the prime contact for your organization's bid preparation, it is recommended to select "This User is the SAP Business Network Discovery Contact".

 The account information entered here will not be modifiable after you click **Done**.

As a confirmation, the "profile has been successfully updated" would pop up on your screen.

### Account Settings

✔ Your profile has been successfully updated.

Customer Relationships
Users
Notifications
Account Hierarchy
Application Subscriptions

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

### Step 3: Create Password

The newly created user will receive an email from Ariba with a temporary password as well as the username that you entered for them. The new user will be able to use this information to access SAP Ariba.

Dear

This message contains important information about your new Ariba user account. You have been enabled to access your company's Ariba account (ANID:AN01415977181-T) with the following username:

Username: \_\_\_\_\_

**Important: Your username is part of your login information to your Ariba user account and should be kept confidential.**

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.