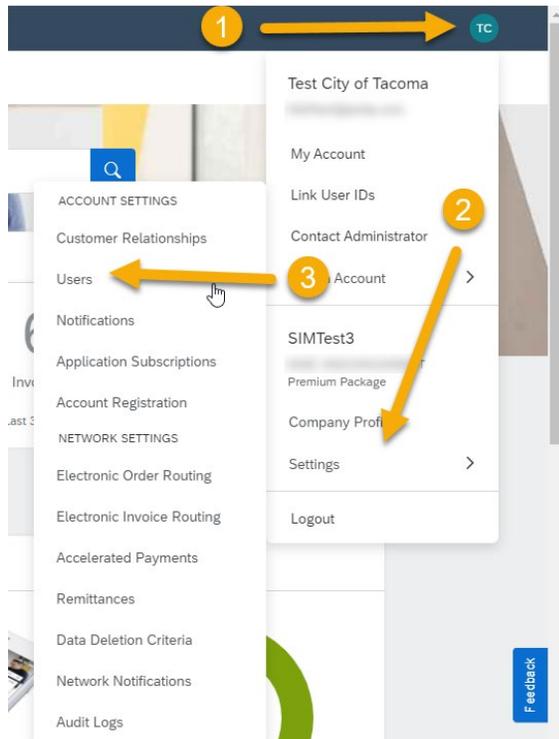


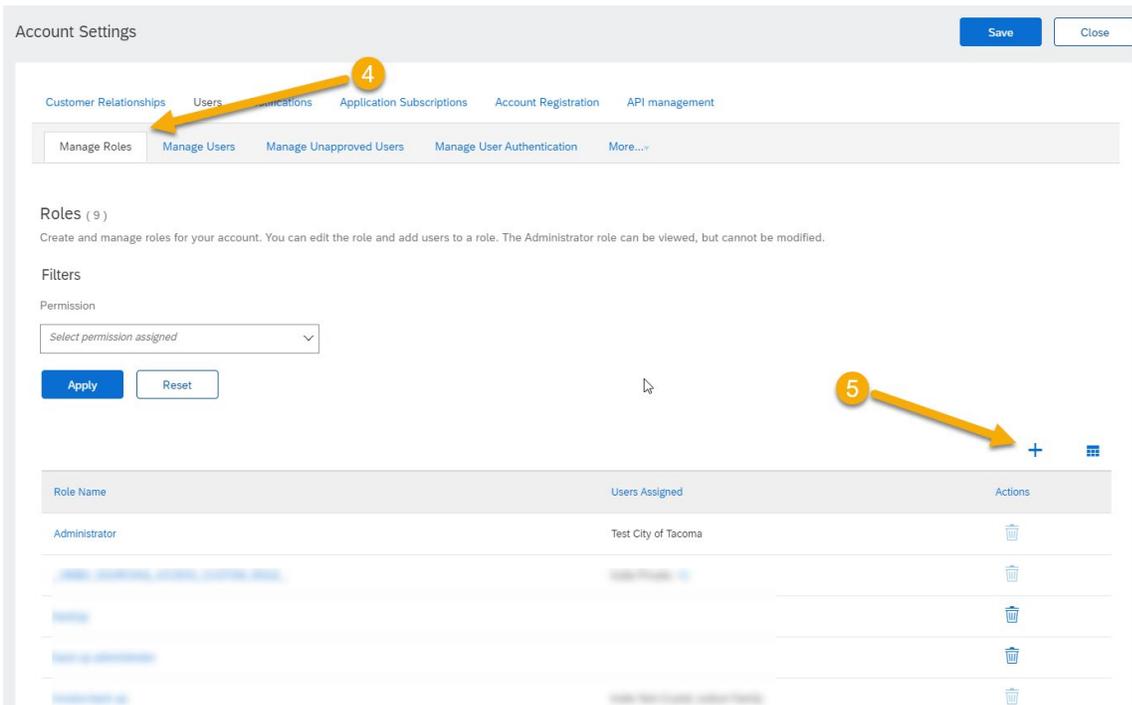


Creating an Invoicing Role and Creating a New User on the Ariba Network

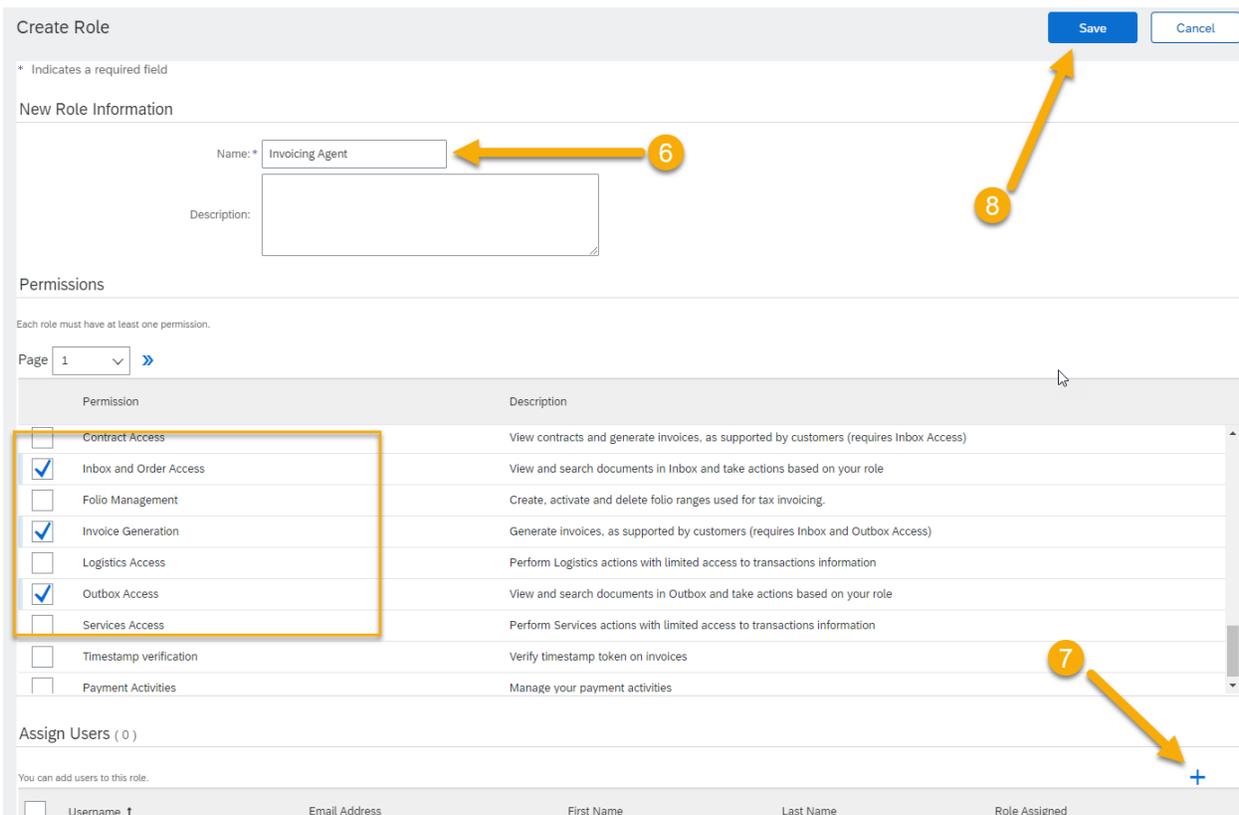
First log into Ariba. Then, click on your initials in the top right hand corner (1), this will open a dropdown menu where you will select settings (2), and from here you will select users (3).



Next, you will select manage Roles (4), from here you will need to hit the “+” sign where you will create a new invoicing role (5).



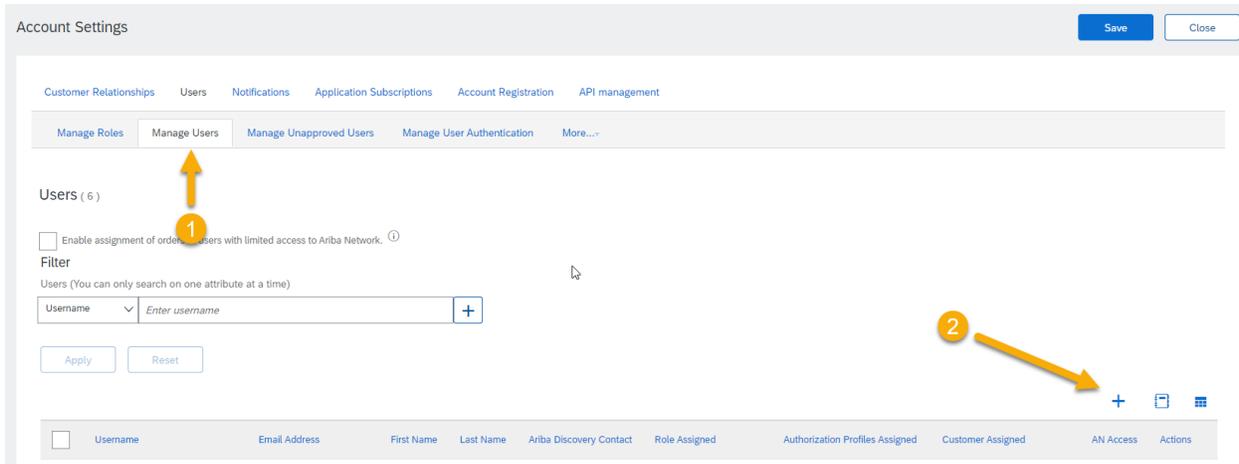
On the create role screen you will create a title for the new invoicing role, for this example we called the role Invoicing agent (6). Next, you will select Inbox and Order Access, Invoice Generation and Outbox Access. You will then select the “+” sign in the bottom right-hand corner, this will let you add the new user to the newly created invoicing group. Last, hit save (8).



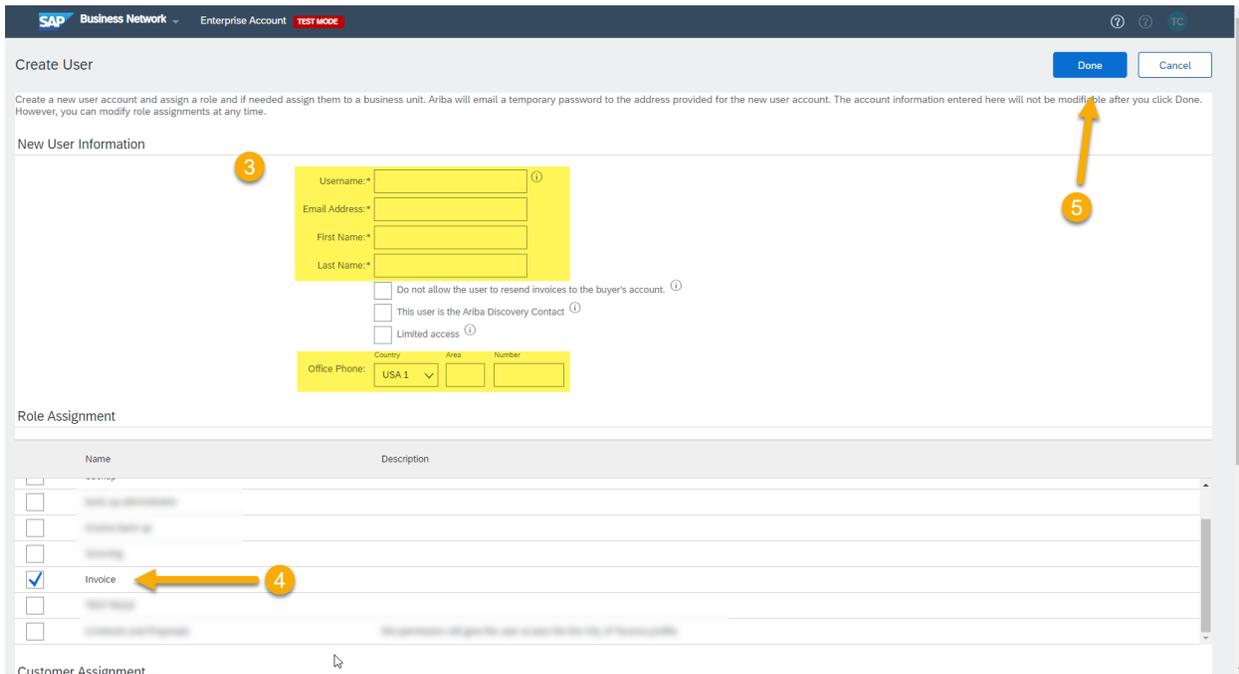
After saving, login to the account with the new invoicing role to verify that the account has access to invoicing.

Creating the New User:

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.



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”.



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.