

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).

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		Test City of Tacoma
linve ast 3	ACCOUNT SETTINGS Customer Relationships Users Notifications Application Subscriptions Account Registration	My Account Link User IDs Contact Administrator 3 Account > SIMTest3 Premium Package
	NETWORK SETTINGS	Settings >
	Electronic Invoice Routing Accelerated Payments Remittances	Logout
-	Data Deletion Criteria Network Notifications Audit Logs	F eedback

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).

ount Settings		Save
Customer Relationships Users Applications Application St	ibscriptions Account Registration API management	
Manage Roles Manage Users Manage Unapproved Users	Manage User Authentication More	
oles (9)		
reate and manage roles for your account. You can edit the role and ad	Id users to a role. The Administrator role can be viewed, but cannot be modified.	
ilters		
ermission		
Select permission assigned V		
Apply	ka 5	
		- T
Role Name	Users Assigned	Actions
Administrator	Test City of Tacoma	Ŵ
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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).

Create Role Cancel					
* Indicates a required field					
New Role Information	New Role Information				
Name:* Invoicing Agent	6				
Description:		8			
Permissions					
Each role must have at least one permission.					
Page 1 V		N			
Permission	Description	1/3			
Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)				
Inbox and Order Access	View and search documents in Inbox and take actions based on your role				
Folio Management	Create, activate and delete folio ranges used for tax invoicing.				
Invoice Generation	Invoice Generation Generate invoices, as supported by customers (requires Inbox and Outbox Access)				
Logistics Access	Perform Logistics actions with limited access to transactions information				
Outbox Access	View and search documents in Outbox and take actions based on your role				
Services Access	Perform Services actions with limited access to transactions information				
Timestamp verification	Verify timestamp token on invoices	7			
Payment Activities	Manage your payment activities				
Assign Users (0)					
You can add users to this role.		+			
Username † Email Address	First Name Last Name	Role 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:

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.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Manage Roles Manage Users Manage Users Manage Users Manage Users Manage Users More Users (6)	count Settings							Save	Close
Manage Roles Manage Users Manage Users Manage User Authentication More+ Users (6) Enable assignment of ordersers to Ariba Network. Fitter Users (nou can only search on one attribute at a time) Enter username Enter username	Customer Relationships Users N	otifications Application S	Subscriptions Account Re	egistration API manager	nent				
Users (6) = Enable assignment of order _ sers with limited access to Ariba Network. Filter Users (fou can only search on one attribute at a time) Users mame _ Enter username _ + Apply _ Reset Users mame _ Enter username _ +	Manage Roles Manage Users	Manage Unapproved Users	Manage User Authentic	cation More					
	Users (6)								
Filter Users (You can only search on one attribute at a time) Username Enter username	Enable assignment of order	n limited access to Ariba Netwo	rk. (i)						
Usemame V Enter usemame + Apply Reset + E	Filter	e at a time)		ß					
Apply Reset + I II	Username V Enter username		+				0		
+ E ==	Apply Reset						6		
Username Email Address First Name Last Name Ariba Discovery Contact Role Assigned Authorization Profiles Assigned Customer Assigned AN Access Actions								<u>→</u> +	□ ■
	Username	Email Address	First Name Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions

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".

Business Network - Enterprise Account TEST MODE	or (6)
Create User	Done Cancel
Create a new user account and assign a role and if needed assign them to However, you can modify role assignments at any time.	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 modifyible after you click Done.
New User Information	
Useman Email Addr	me.* 0 ss:* 5
First Nar	me =
	Do not allow the user to resend invoices to the buyer's account.
Office Pho	Courty Area Number
Role Assignment	
Name	Description
	· · · · ·

Invoice 4	
	Reprint dipole as can belief, c'hangele
Customer Assignment	

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.