



Managing your SAP Ariba Network Supplier Profile

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A step by step guide

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**SAP Ariba
Tutorials**

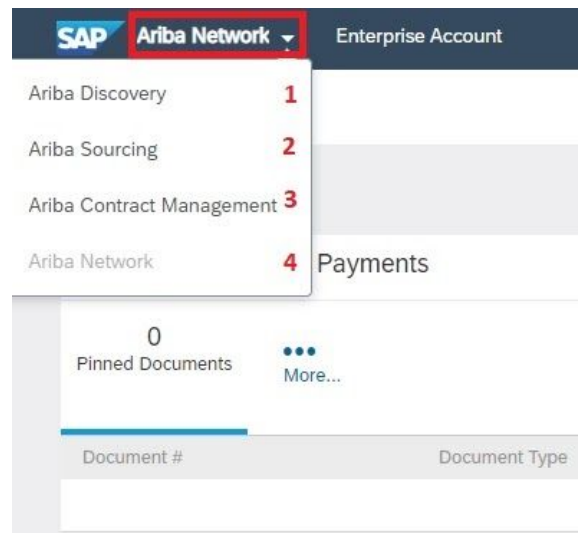
[Video Supplier Basics \(4:33\)](#) for information about registering, the dashboard and linking multiple accounts.

[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.



1. Ariba Discovery	This link brings you to the SAP Ariba Discovery solution where you can search for potential bidding opportunities.
2. Ariba Sourcing	This link brings you to SAP Ariba Sourcing where you can respond to and view Sourcing Events.
3. Ariba Contract Management	The SAP Ariba Contract Management where you can collaborate with buyers to negotiate contracts.
4. Ariba Network	The Ariba Network Solution where you can view and confirm Purchase Orders and submit Invoices and Service Entry Sheets. <i>The City of Edmonton will begin using this solution in Q4 2019. Further information and training will be distributed in advance of this date.</i>



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

The screenshot shows the SAP Ariba Discovery interface. At the top, there's a navigation bar with 'SAP Ariba Discovery' and 'Enterprise Account'. Below that, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area shows 'RFI/RFQ Matches (9600)' with a search bar and a 'Find' button. On the left, there's a 'Refine Match Criteria' panel with sections for 'Posting type', 'Date Started', 'Date Closed', and 'Product and Service Categories'. The main search results area shows 'Search Results 1 - 10 of 9,600'. A dropdown menu is open on the right, showing 'ACCOUNT SETTINGS' with 'Users' highlighted in red. Other options in the dropdown include 'Test COE', 'Company Profile', 'Service Subscriptions', 'Notifications', 'Account Hierarchy', 'View All', 'DISCOVERY SETTINGS', 'Discovery Notifications', and 'View All'.

Log in as an Administrator and select **Company Settings** followed by **Users**.

Step 2: Create User

Select **Create User** and enter the profile information for the new user.



Ariba Discovery Company Settings M G

Account Settings Save Close

Users Notifications Account Hierarchy Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned
No items							

Create User Export Contact Details

You will be redirected to the following screen:

Ariba Discovery Company Settings M G

Create User Done Cancel

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: *

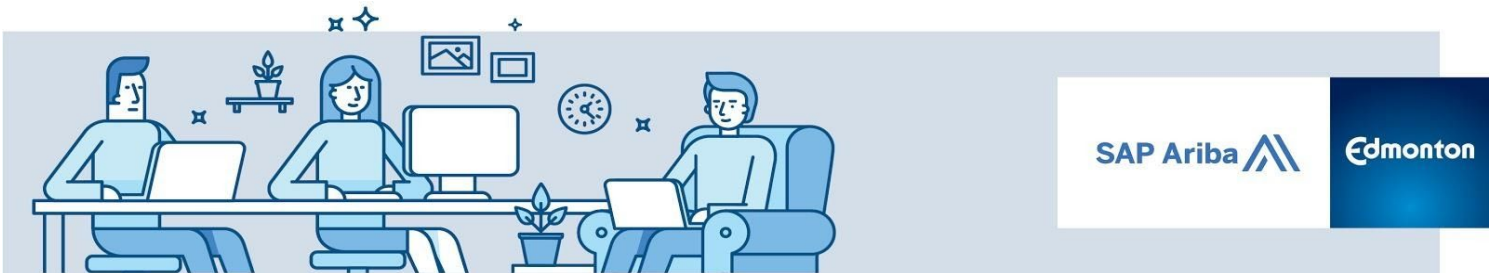
This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

Complete all the required fields and click **Done**.

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



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Tips

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 Ariba Discovery Contact"

This user is the Ariba Discovery Contact

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**.
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