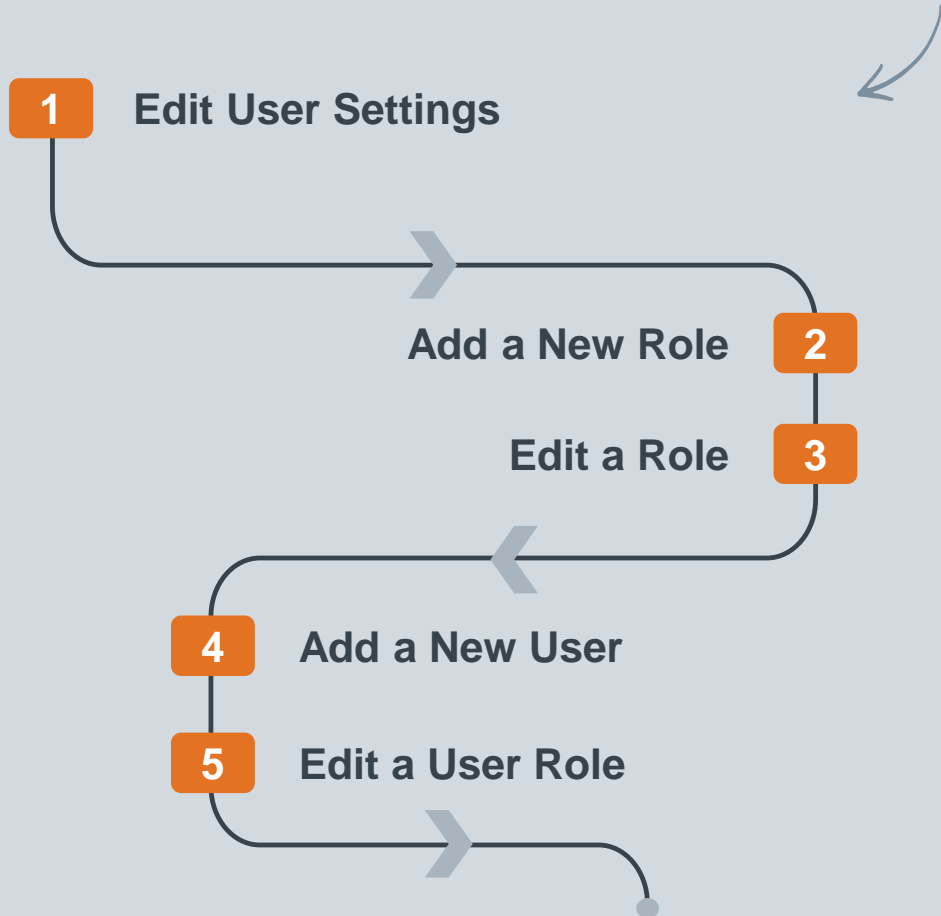This **Supplier Quick Guide** shows you how to…

ADD NEW USERS AND ROLES AND MANAGE ACCESS ROLES IN ARIBA

…in five simple steps

1   **Edit User Settings**

Add a New Role   **2**

Edit a Role   **3**

4   **Add a New User**

5   **Edit a User Role**

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One portal for supplier collaboration

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1. EDIT USER SETTINGS

Step-by-step

1. Log in to your Ariba Supplier account HERE.
2. Go to **Company Settings.**
3. Select **Users**.

Illustration

Classification: Public

2. ADD A NEW ROLE

Step-by-step

1. Select **Create Role by pressing the + sign** under Manage User Roles section.

2. Enter a **Name** and **Description** which describes the role.

3. Select **Permissions** for the role by selecting the tick mark on the required access. Each role must have at least one permission.

4. Click **Save** button to save your changes.

Illustration

Tips & Tricks

• By selecting a user and clicking Make Administrator, you can transfer the role to this user.

3. EDIT A ROLE

Step-by-step

1. Select role you want to **Edit** under Manage User Roles section.
2. Update **Name** and/or **Description** which describes the role.
3. Update selected **Permissions** for the role by selecting the tick mark on the required access. **Select Show me all the available permissions** to see all options.
4. Click **Save** button to save your changes.

Illustration

Classification: Public

4. ADD A NEW USER (1/2)

Step-by-step

1. Select **Create User by pressing the + sign** under Manage Users section.

Illustration

4. ADD A NEW USER (2/2)

Step-by-step

2. Enter a **Username, Email Address, First Name and Last Name** of the user and review if access restrictions should be selected.

3. Select **Role** for the user under Role Assignment section.

4. Specify whether user has access to **All Customers** or **Selected Customers**.

5. Click **Done** button and **Save** your changes after you return to Account Settings.

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5. EDIT A USER ROLE (1/2)

Step-by-step

1. In the Manage Users section, select **Actions** next to the user you want to Modify and click **Edit**

Illustration

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5. EDIT A USER ROLE (2/2)

Step-by-step

2. **Add or remove roles** in the Role Assignment section
3. **Assign specific customers** or all customers in the Customer Assignment section
4. Click **Save.**

Illustration

NEED HELP?

Support is available!

📞 For **questions or technical support** please contact the [Vestas SSC Ariba team](#)

ⓘ For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

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