

SAP Ariba instrukcijos tiekėjų papildomiems vartotojams sukurti

UAB koncernas "ACHEMOS GRUPĖ"

- ▶ Jei gavote pakvietimą į bendrą įmonės paštą arba konkurse nori dalyvauti kitas asmuo, turite užsiregistruoti SAP Ariba su tuo pačiu el. pašto adresu, į kurį gavote kvietimą, paspaudus kvietime nurodytą nuorodą.
 - ▶ Registracijos instrukcijas rasite čia: <https://www.achemosgrupe.lt/pirkimai> > Mokomoji medžiaga
- ▶ Užsiregistravus ir prisijungus galėsite pridėti ir kitus vartotojus, kurie galės dalyvauti konkursuose.
- ▶ Svarbu: jei buvo sukurtas vartotojas po pirkimo paskelbimo, jis nematys konkursų. Tokiu atveju prašome kreiptis į pirkimo organizatorių, kad pakviestų į pirkimą ir naujai sukurtus įmonės vartotojus.

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

- ▶ Šiame lange nurodykite savo vartotojo vardą, slaptažodį ir spauskite „Login“.
- ▶ Jeigu pamiršote savo vartotojo vardą arba slaptažodį, spauskite atitinkamai „Forgot Username“ arba „Password“. Tokiu atveju gausite į savo el. paštą duomenis, kuriuos pamiršote.

- ▶ Atsidariusiame lange dešinėje spustelėkite apskritimą su inicialais -> Settings -> Users.

The screenshot shows the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. The user profile 'Greta Tylaitė' is visible in the top right corner. The main content area displays 'ACHEMOS GRUPE' and a 'Requested Profile' section. A 'Public Profile Completeness' bar shows 35% completion. The 'Events' table lists various activities. A dropdown menu is open, showing 'ACCOUNT SETTINGS' with 'Users' highlighted, and 'SOURCING & CONTRACTS SETTINGS' with 'Sourcing & Contracts Notifications' highlighted. The 'Settings' option in the dropdown menu is also highlighted with a red box.

- ▶ Sekančiame lange spustelėkite „Manage Users“. Čia matysite visus savo įmonės vartotojus.
- ▶ Norint pridėti vartotoją, spausti „+“.

Account Settings Save Close

Users Notifications Account Hierarchy Application Subscriptions Account Registration

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

Users (1)

Filter
Users (You can only search on one attribute at a time)

Username ▼ Enter username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access	Actions
<input type="checkbox"/>	G.Tylaite@achemosgrupe.lt	G.Tylaite@achemosgrupe.lt	Greta	Tylaite	No	PROFILE_MGMT_ROLE, +5		Yes	+ 📄 🗨️

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:*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country Area Number

USA 1

- ▶ Toliau nurodykite vartotojo duomenis:
 - ▶ Username - rekomenduojama įrašyti tokį patį, kaip ir el. pašto adresas.
 - ▶ Email address - el. pašto adresas.
 - ▶ First name - vardas.
 - ▶ Last name - pavardė.
 - ▶ Office Phone - telefono numeris.

- ▶ Tam, kad vartotojas galėtų atlikti tam tikras funkcijas, turite sukurti ir priskirti rolę.
- ▶ Norint sukurti, spauskite „Create Role“.

Role Assignment

Name	Description
<i>No items.</i>	

⚠ You have not created any roles. You must create roles or set this user as a Ariba Discovery Contact before you can create sub-accounts.

[Create Role](#)

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Business Network Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

[Done](#) [Cancel](#)

- ▶ Atsidariusiame lange įrašykite rolės pavadinimą (Name). Pvz.: Pirkimų skyriaus vadovas.

Create Role

Save

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.


Permission	Description
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account


- ▶ Jei vartotojas nori dalyvauti ir matyti konkursus, reikia pasirinkti rolę "Access Proposals and Contracts".

- ▶ Jei norite papildomų funkcijų, pasirinkite ir kitas vartotojo funkcijas (Permissions):
 - ▶ Account Hierarchy Administrator - tvarkyti vartotojų paskyras.
 - ▶ Child Account Access - prieiga prie antrinių vartotojų.
 - ▶ Contact Administrator - tvarkyti kontaktinę informaciją.
 - ▶ Company Information - peržiūrėti ir koreguoti įmonės informaciją.
 - ▶ ID Registration Access - registruoti unikalius ID.
 - ▶ Create and manage posting on Ariba Discovery - sukurti ir tvarkyti Ariba Discovery skelbimus.
 - ▶ Respond to postings on Ariba Discovery - atsakyti į Ariba Discovery skelbimus.
 - ▶ Premium Membership and Services Management - tvarkyti prenumeratą.

- ▶ Kai sukursite įmonei naują vartotoją, jis į savo el. paštą gaus du laiškus: viename bus nurodytas vartotojo vardas (Username), kitame - laikinas slaptažodis (Temporary Password).
- ▶ Laikinas slaptažodis galioja 24 valandas.

Your User ID on the Ariba Account. Gautieji x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
skirta aš ▾



Dear G T,

This message contains important information about your new Ariba user account.
You have been enabled to access your company's Ariba account (ANID:AN11050202115) with the following username:

Username: **GT1995@GT.com**

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.


If you have any questions contact your Account Administrator:

Greta Tylaite
G.Tylaite@achemosgrupe.lt
+370 123

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>

Your password on the Ariba Network Account. Gautieji x

 **Ariba Commerce Cloud** <ordersender-prod@ansmtp.ariba.com>
skirta aš ▾



Dear G T,

This message contains important information about your new user account related to your company's Ariba account(AN11050202115).

Your temporary password to access your new user account is:

Temporary Password: **XXXXXXXXXX**

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new Ariba user account.

If you have any questions, contact your Account Administrator:

Greta Tylaite
G.Tylaite@achemosgrupe.lt
+370 123

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>