

SAP Ariba instructions for adding a new user

UAB koncernas “ACHEMOS GRUPĖ“

- ▶ If you got an invitation to a general company's e-mail or there is another person who wants to participate in a tender, you need to register in SAP Ariba with an e-mail, that you got the invitation in and click the link in it.
- ▶ For registration follow the instructions „Instructions for registration to participate in Achema Group tenders“.
- ▶ After registration you'll be able to add other user, who will be able to participate in a tender.
- ▶ Important: if the user was created after the tender was published, he won't see the tender. In this case you need to contact organizer to invite new user to participate in tender.

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

- ▶ Please provide your Username and Password and click „Login“.
- ▶ If you forgot your username or password, click “Forgot Username” or “Password” respectively. Respective data will be sent to your e-mail.

- ▶ On the upper right corner please press your initials -> Settings -> Users.

The screenshot displays the SAP Ariba Spend Management interface. At the top, the header includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. In the upper right corner, a user profile icon with initials 'GT' is highlighted with a red box. A dropdown menu is open, showing the user's name 'Greta Tylaitė', email 'G.Tylaite@achemosgrupe.lt', and various account management options. The 'Users' option is highlighted with a red box. Below the user menu, a table of events is visible, with columns for Title, ID, and End Time. The table is filtered by 'Status: Completed (4)'. The first row shows 'Test 0405_2' with ID 'Doc956207319' and end time '4/8/2022'. Other rows include 'Monitorius (pristatymas)', 'Pavyzdys repeticija', and 'Autokrautuvių remontas'. The table is also filtered by 'Status: Open (1)' and 'Status: Pending (1)'. The 'Users' option is highlighted with a red box.

- ▶ Next, press „Manage Users“. Here you will see all users of your company.
- ▶ If you want to add a new user, click „+“.

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

► Fill in information about the user:

- Username - it is recommended to use your e-mail.
- E-mail address
- First name
- Last name
- Office Phone

- ▶ In order for user to perform certain functions, you need to create and assign a role.
- ▶ In order to create a role, press „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](#)

- ▶ Please write name of the role, for example: Procurement manager.

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


- ▶ If the user wants to participate and/or review tenders, choose "Access Proposals and Contracts".

- ▶ If you want additional functions, choose other permissions:
 - ▶ Account Hierarchy Administrator - manage your accounts.
 - ▶ Child Account Access - sign on to access a child account.
 - ▶ Contact Administrator - maintain information for account contact personnel.
 - ▶ Company Information - review and update company profile information.
 - ▶ ID Registration - register unique ID, like email domains.
 - ▶ Create and manage posting on Ariba Discovery - create postings on Ariba Discovery.
 - ▶ Respond to postings on Ariba Discovery - respond to postings on Ariba Discovery.
 - ▶ Premium Membership and Services Management - manage your premium service subscriptions.

- ▶ After creating a new user, he will get 2 e-mails: one with username and another one with temporary password.
- ▶ Temporary password will be valid for 24 hours.

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 Tylaitė
G.Tylaitė@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: *********

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 Tylaitė
G.Tylaitė@achemosgrupe.lt
+370 123

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