Managing your SAP Ariba Network Supplier Profile

A step by step guide

Navigating your SAP Ariba Network Supplier Account

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2. Ariba Sourcing

3. Ariba Contract Management

4. Ariba Network

Adding Additional Users

Step 1: Select Company Settings / Users

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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. The City of Edmonton will begin using this solution in Q4 2019. Further information and training will be distributed in advance of this date.
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

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.
You will be redirected to the following screen:

**Ariba Discovery**

**Create User**

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**: 
- **Ariba Discovery Contact**: 
- **Role Assigned**: 
- **Authorization Profiles Assigned**

**Office Phone**: 
- **Country**: USA 
- **Area**: 
- **Number**: 

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

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

**Tips**
- This user is the Ariba Discovery Contact.

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**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.

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**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 into 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?app=Ariba](https://service.ariba.com/Supplier.aw/ad/sp?app=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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