

ARIBA Users and contacts Maintenance

January 2025

Webasto

Access your existing Ariba Network account - <https://service.ariba.com/Supplier.aw>

On your Home Page, see the following instructions:

- 1 – Profile
- 2 – Settings
- 3 – Users



The screenshot illustrates the navigation path to the 'Users' page. It shows a top navigation bar with a user profile icon labeled 'ML' (Step 1). A dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Settings' (Step 2), and 'Logout'. The 'Settings' option is highlighted with a blue box. A second dropdown menu is open under 'Settings', showing 'Users' (Step 3), 'Notifications', and 'SOURCING & CONTRACTS SETTINGS'. The 'Users' option is highlighted with a blue box and a hand cursor.

Create your desired role(s)

(examples: Administrator, Contract, Sourcing, Sales responsible, etc)



- 4 – Manage Roles
- 5 – Add new role / responsibility

Account Settings Save Close

Users Notifications Application Subscriptions Account Registration

4 Manage Roles Manage Users Manage User Authentication Revoked Users More... ▾

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned ▾

Apply Reset

Role Name	Users Assigned	Actions
Administrator	[REDACTED]	5 + ☰ 🗑️

* Indicates a required field

New Role Information

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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"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

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6 – Choose the desired user title

7 – Choose one or more levels of access depending on the function

8 - Save

Account Settings Save Close

Users Notifications Application Subscriptions Account Registration

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

Users (1) 9

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

Username ▼ Enter username +

Apply Reset

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+

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	AN Access	Actions
<input type="checkbox"/>	██████████	██████████	██████████		No	██████████		Yes	

Save Close

Create additional user(s)

(to assign to the previously created roles / responsibilities)



9 – Manage Users
10 – Add user

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 provided here will not be modifiable after you click Done. However, you can modify role assignments at any time.

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New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

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

Limited access ⓘ

Office Phone: Country: Area: Number:

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Role Assignment

Name	Description
<input checked="" type="checkbox"/> Contract Management	

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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.



- 11 – Fill in your user information
- 12 – Choose the role you've created (you can add other roles – see page 2)
- 13 - Done

How to add user to submit a questionnaire

Event Messages
Event Details
Response History
Response Team

2

▼ Event Contents

All Content

1 General Information

2 Tax & Bank Data

All Content

Name ↑

▼ 1 General Information

1.1 Supplier Full Legal Name (In Latin characters)

1.2 Supplier Full Legal Name 2 (In Latin characters)

1.4 DUNS Number

▼ 2 Tax & Bank Data

2.1 **General Information:**

As an existing partner of Webasto your bank and tax data are already stored in our system (SAP system).

Please submit the response to this questionnaire, which is at the moment not yet editable for you, so that we can register you as a supplier as fast as possible in our Ariba platform.

The bank & tax data questionnaire will be editable for you after Webasto has approved your initial registration in Ariba. For a change you just need to go within this questionnaire and click on "Revise Response" after your initial response.

Thank you! [References](#) ▼

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message



Excel Import



1. Access the questionnaire.
2. Click on Response Team

Response Team - Supplier - General Master Data

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name ↓	Email Address
	



2.. Click on Add button

3.Choose the user to add. (the user needs to be already registered in ARIBA platform)



Thank you!

For additional questions, please contact us @ webuy@webasto.com