QUICK GUIDE

THIS GUIDE IS INTENDED TO PROVIDE YOU A SELF HELP ON MANAGING ARIBA ACCOUNT.
OVERVIEW

01 | Add a new user to Ariba Account
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Add a new user to Ariba Account

For any new user supplier does not need to create a new Ariba account – at creating a new Ariba account will get an ANID different than the existing one and it will create issues in login. For this purpose, Ariba has a feature where suppliers can add new users to their Ariba Account.

Here’s how suppliers can create a new user in the Supplier Ariba account. For this Supplier’s needs to follow these 5 steps,

✓ Step 1
Supplier needs to login to their respective supplier Ariba account as the Admin user (www.sourcing.ariba.com)

✓ Step 2
In top right corner – go to “My Account” and click “Settings” and select “Users”. 
✓ Step 3

Inside Account Setting, go to Manage Users. And form the bottom right kindly click on + sign to add a new user as shown below,
Step 4

Kindly fill in the details for the new user. The username can be the email address of the new contact or any other username in the form of an email id – which doesn’t need to be an active and valid email id.

If the roles are already created, kindly select the adequate role if no roles created yet kindly create one as per the requirement by clicking on the “Create Role” button at the bottom and select the required permissions.
Once the new user is created, the new contact will receive the password in an email with the link to login and change the password.

Dear

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

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:

Test Supplier

Kindly login to Ariba using the link shared used and temporary password. The new user will not be able to see any of the ongoing, ended registration, Qualification Sourcing etc... event to which the new contact was not invited to participate. The New contact will only be able to see the events which are sent to him/her. Hence the Dashboard will appear empty.
✓ Step 5

Once the user is created in the supplier’s Ariba account, kindly inform the buyer about this update and request to include/invite the new contact in the upcoming events as per the requirement.
Revise Response

Sometimes in the event of Supplier Organization’s demerge or merging with another organization, changes the Supplier’s name, address, registration details and policies. Same needs to be updated in Supplier’s Profile at Buyer’s end if the supplier is registered in Ariba. Here’s how the changes can be updated.

✓ Step 1

Supplier needs to inform the buyer about such change. The buyer will reopen the registration event and inform the Supplier.

✓ Step 2

After getting the confirmation from buyer supplier needs to login to The Ariba account at (insert link). In the Dashboard select Ariba Proposal and Questionnaires, here the Registration event will appear Open as shown in below screenshot. Supplier can also check the end time till when the registration event is available.
✓ Step 3
Click on the “Supplier Registration Questionnaire”, it will take the supplier to the registration questionnaire. Which by now would be in read-only mode, Supplier cannot edit any fields.

Kindly click on “Revise Response” and all the questions will become editable and supplier can update all the required fields (for example, name, legal address, VAT, code of Conduct, NDA – if there is any change in policies).

✓ Step 4
Once all the required fields are updated kindly click on “Submit Entire Response” button at the bottom. This will submit the supplier’s response to the questionnaire and notify buyer to verify the changes and approve / deny / ask for additional information.