



PROCURE-2-PAY MANAGING YOUR USERS

ADD, COPY, OR DELETE USERS

Users are organization representatives that are granted access rights to an P2P account by the administrator or original P2P account owner.

Follow the steps below to join or add and delete users.

As the **administrator** for your Ariba Network account, you play an important part in keeping your company's account running smoothly. Your responsibilities include:

- Handling account configuration and management
- Serving as the primary point of contact for users with questions or problems
- Creating roles and users for your account

The administrator role is automatically linked to the username and login entered during account setup and registration. If necessary, however, you can reassign the role to another person.

A **user** is created by the administrator and has exactly one role, which corresponds to the user's real job responsibilities. Each user is responsible for updating his or her personal user information.

⇒ ADD USERS

➔ STEP 1. CREATE A ROLE

Log into www.sccprc.org/P2P and from the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

Name	Actions
Administrator	Details
in/out	Details Edit Delete
inbox	Details Edit Delete
discount	Details Edit Delete
T&E	Details Edit Delete

↳ **Create Role** 2

Click **Create Role** in the **Manage User Roles** section.

Create Role Save Cancel

* Indicates a required field

New Role Information 3

Name:

Description:

Permissions

Each role must have at least one permission.

4	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
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/>	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/>	Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/>	Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/>	Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/>	Supplier Discount Management Program	Access to discount expense offers and the addition of such payment requests

5 Save Cancel

Enter a distinctive **Name** for the role, and optionally, you can enter a **Description** to record your intentions for this role.

Click a check box next to one or more permissions for the new role. Each role must have at least one permission.

Click **Save**.

PROCURE-2-PAY MANAGING YOUR USERS

➔ STEP 2. MODIFY ROLES

After you create a role, you can modify it. If the role is already assigned to a user, the modifications take effect for that user the next time they log in.

From the **Company Settings** menu, select **Users** to navigate to the **Manage User Roles** section.

Click **Edit** to navigate to the **Edit Role** page for the role you want to update.

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details 2
in/out	Details Edit Delete
inbox	Details Edit Delete
discount	Details Edit Delete
T&E	Details Edit Delete

↳ [Create Role](#)

Update the role **Name**, and optionally, the **Description**.

Update selected **Permissions** for this role.

Click **Save**.

Edit Role [Save](#) [Cancel](#)

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

3

Name:

Description:

Permissions

Each role must have at least one permission.

4	Permission	Description
<input checked="" 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
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/>	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/>	Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/>	Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/>	Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type
<input type="checkbox"/>	Supplier Discount Management	Access to discount program offers and the definition of early payment requests

5 [Save](#) [Cancel](#)

PROCURE-2-PAY MANAGING YOUR USERS

STEP 3. CREATE A USER

From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.
Click **Create User** to display the **Create User** page.

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
<input type="checkbox"/>	user@blackngold.com	jgaydosh@ariba.com	bob	loblaw	Enabled

↳ 2

*Please note, By selecting a user and clicking **Make Administrator**, you can transfer the role to this user.

Under **New User Information**, enter

- (A) **Username**,
- (B) **Email Address**,
- (C) **First Name**,
- (D) **Last Name**, and optionally, an
- (E) **Office Phone** number for this user.

Select at least one role for the user in the **Role Assignment** section.

Click **Done**.

Create User

Create a new user account and assign a role. 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 **3**

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

This user is the Ariba Discovery Contact ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment **4**

Name	Description
<input type="checkbox"/> in/out	
<input type="checkbox"/> inbox	
<input type="checkbox"/> discount	
<input type="checkbox"/> T&E	

Customer Assignment

Assign to Customer: All Customers Select Customers

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 [Ariba 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.

5

PROCURE-2-PAY MANAGING YOUR USERS

⇒ EDIT OR DELETE A USER AND RESET PASSWORDS

From the **Company Settings** menu, select **Users** to navigate to the **Manage Users** section.

In the **Manage Users** section, check the box next to the user you want to modify, and click **Edit**.

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
<input checked="" type="checkbox"/>	user@blackngold.com	jgaydosh@ariba.com	bob	loblaw	Enabled

↳ **2 Edit** Delete Add to Contact List Remove from Contact List Make Administrator Create User

In the (A) **Role Assignment** section, you can add or remove roles and in the (B) **Customer Assignment** section, you can assign the user to specific customers or **All Customers**. Then, click **Save**.

Role Assignment A

	Name	Description
<input checked="" type="checkbox"/>	in/out	
<input type="checkbox"/>	inbox	
<input type="checkbox"/>	discount	
<input type="checkbox"/>	T&E	

Customer Assignment B

Assign to Customer: All Customers Select Customers

Save Cancel

This is also where you can reset the user's password by simply clicking **Reset Password**. P2P will then send an email to the user with a link to reset their password.

Selected User Information

Username: user@blackngold.com
Email Address: jgaydosh@ariba.com
First Name: bob
Last Name: loblaw
Office Phone: +1 (555) 5555

This user is the Ariba Discovery Contact ⓘ

Reset Password