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HOW TO ADD A NEW USER TO YOUR COMPANY'S ARIBA ACCOUNT GUIDE

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1. STEPS FOR BEING CREATED AS USER

1. In case you do not have a user profile for your Ariba account, you need to contact your company's account administrator

2. In case you do not know who is your company's account administrator, you can contact SAP Ariba help centre, who can verify if your company has an account.

3. Ask your Ariba account administrator to add you as a user.

4. Obtain the username and password from your account administrator

▶ NB! Accounts on Ariba Network are created per legal entity, e.g. if an event invitation is published to SUPPLIER A (DK), AND the existing Ariba Network account is for SUPPLIER A (SE), then a new Ariba Network account needs to be created.

2. STEPS FOR ADDING A USER (ADMIN)

Follow the relevant steps to add a user to your company's Ariba account.

▶ https://support.ariba.com/item/view/82240

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