

ARIBA: User Creation

ARIBA User Creation

For logging in Ariba portal we need to login through SSO credentials and we need VPN network.

Link: <https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=ZPwNaBMO&realm=solvay&dard=1>

After logging, this page will come:

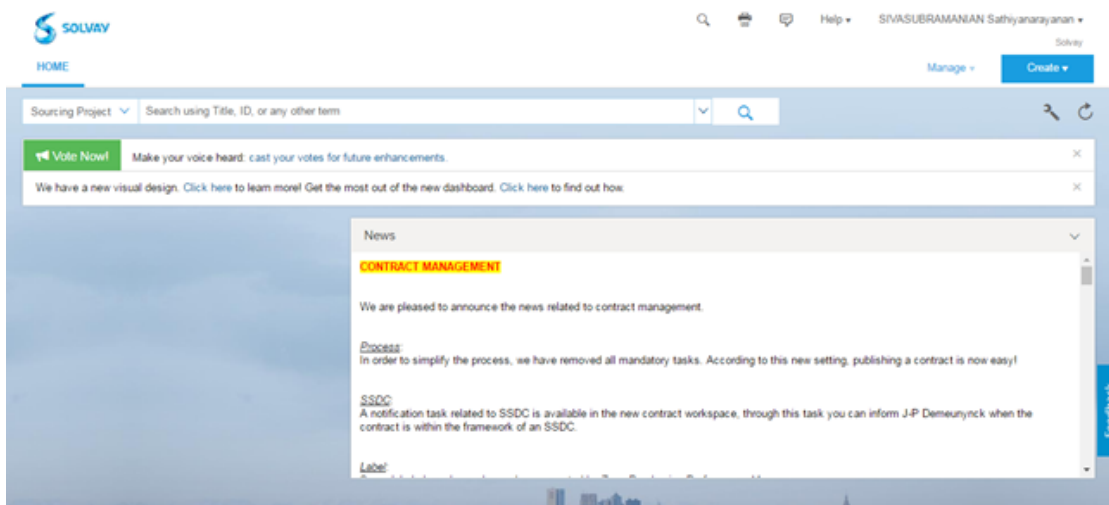


Fig: 1

Step1:

In given screenshot, there is manage tab click on that and go to administration path.

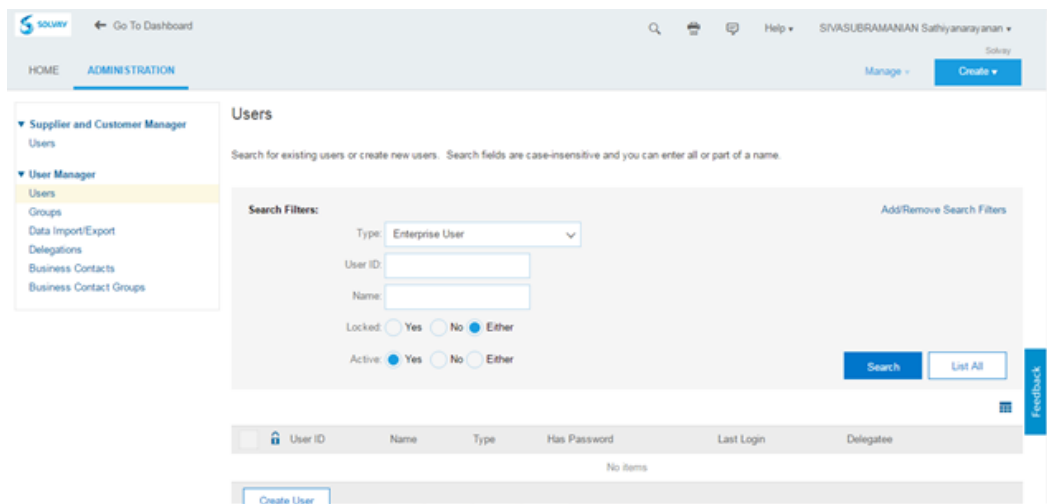
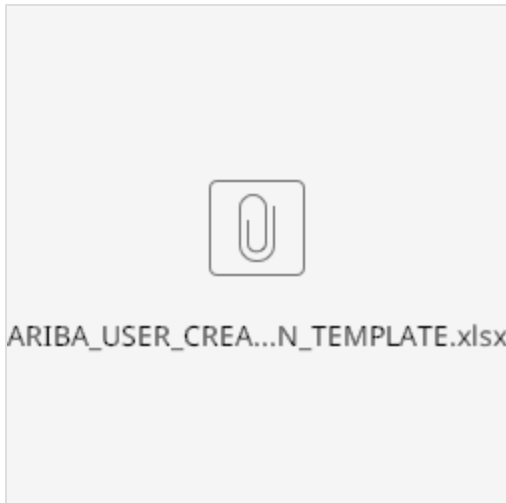


Fig: 2

In administration tab, click on user manager and then users. The above screen will come.

Before creating user or modifying user we need to ask user to fill the below form:



ARIBA USER MANAGEMENT 2016-Version 02

Creation / Modification form Click on ? Cells for more info on the labels

Mandatory fields

Date of request : 17/11/16
 Request for Creation
 Request for Modification
 Request for Deletion

Click on the labels with background color to get the description

ZONE* Choose in the selection list: GLOBAL (WW)

GBU*

Active <input checked="" type="checkbox"/>	Emerging Biochemical <input checked="" type="checkbox"/>	ZV Solvay Sodi <input checked="" type="checkbox"/>	Soda Ash & derivatives <input checked="" type="checkbox"/>
Aspina Performance <input checked="" type="checkbox"/>	Fibres <input checked="" type="checkbox"/>	Novacem <input checked="" type="checkbox"/>	Special Cham <input checked="" type="checkbox"/>
Costis <input checked="" type="checkbox"/>	Indus <input checked="" type="checkbox"/>	Parform Polyamide <input checked="" type="checkbox"/>	Specialty polymers <input checked="" type="checkbox"/>
Composites Materials <input checked="" type="checkbox"/>	ZV Butachimia <input checked="" type="checkbox"/>	Peroxides <input checked="" type="checkbox"/>	Technology Solutions <input checked="" type="checkbox"/>
Energy Services <input checked="" type="checkbox"/>	ZV Inover <input checked="" type="checkbox"/>	Silica <input checked="" type="checkbox"/>	

FUNCTION*

Communication <input type="checkbox"/>	Facilities <input type="checkbox"/>	Purchasing & Supply Chain Excellence <input checked="" type="checkbox"/>	R&D <input type="checkbox"/>
Finance <input type="checkbox"/>	Human Resources <input type="checkbox"/>	Sustainable Development <input type="checkbox"/>	Marketing & Sales <input type="checkbox"/>
Industrial <input type="checkbox"/>	SBS (IT only) <input type="checkbox"/>	Strategy <input type="checkbox"/>	Legal <input type="checkbox"/>
Internal audit <input type="checkbox"/>	SBS <input type="checkbox"/>	Insurance <input type="checkbox"/>	Intellectual property <input type="checkbox"/>

Job Position* Global Purchasing Excellence Leader
 Name of your Manager* Jean Marc Le Gac
 Type of user* Enterprise User
 Windows User ID* BE035272
 First Name* Jeremie

Descriptions

Request for Creation : if you tick this proposal, please could you fill the mandatory fields (*)
Request for Modification : if you tick this proposal, you have to fill the requested modification + the W
Request for Deletion : if you tick this proposal, you have to fill the Windows User ID and (Email Address)

Zone : This is the region that you are in charge of. Example : Global Buyers is in charge a WW perime
GBU : The multiple selection is possible.
 *You have to select a GBU if you belong to this/these GBU(s).
 *If you are in charge of GBU(s), please select it (them). Eg a lawyer can be in charge of one or sever
 *Selecting GBU(s), you will be assigned to the contract readers groups related to the selecting GBU
 *Readers group : this is ARIBA registered users group who is able to read all Documents related to
 *The Readers Groups in ARIBA are defined according to the selection done in the field "GBU/Functio

FUNCTION
 *Selecting a Function you will be assigned to the contract readers groups related to the selecting Fu
 *Readers group : this is ARIBA registered users group who is able to read all Documents related to
 *The Readers Groups in ARIBA are defined according to the selection done in the field "GBU/Functio

Job Position : according to Job Position, a user profile will be assigned you (e.g. : buyer profile or app
Name of your Manager : your manager will be contact in order to assign you the portfolio contracts
Type of user : always Enterprise User (Third Party is related to supplier users - outsourcing)
Windows User ID : this is the identification utilizes when you connect to your windows session
First Name : It will be used to create your Full Name in ARIBA (proper format)

Fig: 3

Email address* jeremie.cappellano@solvay.com
Telephone number* 22643732
User Currency* EUR
Time Zone* Europe/Brussels
User Language English

Required Access / Roles *need license - Authorization will be provided according to global allocation

Contract Module need to create contract workspace*
 need to read or approve contract
Sourcing Module need to create sourcing*
 need to read sourcing
Reports need to run reports on contracts

Contract reading permission (confidentiality Mgt) : Multi selection possible

Solvay-DOMAIN Energy <input type="checkbox"/>	Solvay-DOMAIN Raw Materials <input type="checkbox"/>
Solvay-DOMAIN General Exp. <input type="checkbox"/>	Solvay-DOMAIN Raw Materials Distribution <input type="checkbox"/>
Solvay-DOMAIN Logistics <input type="checkbox"/>	Solvay-DOMAIN Technical Goods <input type="checkbox"/>
Solvay-DOMAIN Packaging <input type="checkbox"/>	Solvay-DOMAIN Technical Services <input type="checkbox"/>
	Solvay-DOMAIN IT & Telecommunications <input type="checkbox"/>

Form to be sent to :
 Media CUSTOMER SUPPORT by email to SBS-It-Appli-Help@solvay.com
 eWay CUSTOMER SUPPORT through FAComment

Definitions

Contract workspace for buyer with contract license - he's owner of the contract
Contract request for buyer or Purch. People without contract license, a request is created then transformed into workspace by the owner of the contract

Descriptions

ONLY for buyers : a contract workspace is an e-collaboration space which allows to manage docu
all ARIBA registered users : you will be able to read a contract according to readers group or approv
ONLY for buyers : allowing to create sourcing project containing some documents like RFI, RFP, E-t
all ARIBA registered users : you will be able to participate as stakeholder in a sourcing project.
all ARIBA registered users : if you are interested in the follow-up of contracts or sourcing projects

Only for the Function "Purchasing and Supply Chain"
 *Ticking to a Domain allows you to read all contracts related to this Domain.
 *Readers group : this is ARIBA registered users group who is able to read all Documents related
 *The Readers Groups in ARIBA are defined according to the selection done in the field "Common

Fig: 4

In the Fig: 3, if the 2016 –Version 02 is not present , again we need to send a form to user for filling up.

After all this procedures. We will proceed further:

Creating User:

We will firstly search the user in below window:

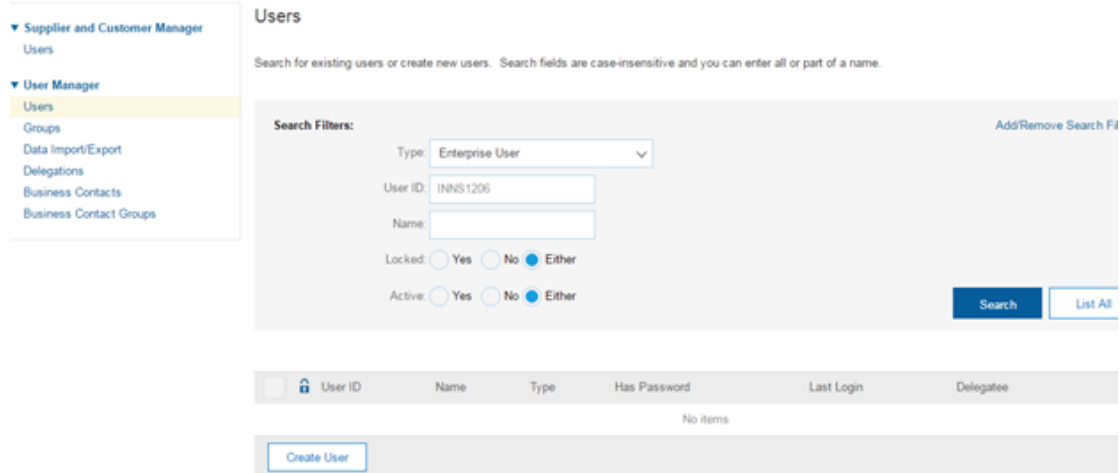


Fig: 5

If the user searched by us is not present, we will click on the below tab create user.

The below window will get open:

AdapterSource: AribaManaged

Invitation Last Sent:

Type: Enterprise User

User ID: * INSS1050

Name: * SIVASUBRAMANIAN Sathiy

Organization: * Solvay

Business Email Address: * sathyanarayanan.sivasubramanian-ext@sc

External Email Domain:

Business Phone Number: 91-9176238152

Business Fax Number:

Locale: English-United States

Default Currency: European Union Euro

Timezone: Asia/Bangkok

Department: No value

Supervisor: No value

Fig: 6

Note: But before creating user we need to pay attention on some points. If user wants this type of role we need to do the following steps:

Module Access / Roles	*need license - Authorization will be provided according to
Contract Module	need to create contract workspace* <input checked="" type="checkbox"/>
	need to read or approve contract <input type="checkbox"/>
Sourcing Module	need to create sourcing* <input checked="" type="checkbox"/>
	need to read sourcing <input checked="" type="checkbox"/>
Reports	need to run reports on contracts <input checked="" type="checkbox"/>

Fig: 7

If user wants to need to create contract workspace and need to create sourcing, then we need to ask approval from PTP D&A purchasing tool group, format for approval is given below:

Sathiyarayanan.sivasubramanian-ext forwarded 5 days ago (Thu, 24 Nov at 8:53 PM)

Forwarded to : maria.ferreira2@solvay.com

[This forward email refers to Ticket: 158108 - <https://sbs-support.solvay.com/helpdesk/tickets/158108>]

Dear Maria,

Present ticket is a request an ARIBA user modification

According the form the user needs a license.

If you agree, could you please vote the ticket?

Data:

Ticket# 158108

User: BBARATEA

Name: BARATEAU Beatrice

Function: Industrial

Job Position: Instrumentation Leader

Zone: GLOBAL(WW)

Required Access/ Roles:

need to read or approve contract

Profile:

Contract Approvers readers

Groups to assign:

Internal user

Senior Analyst

Solvay-DOMAIN - Industrial

ZONE*	Choose in the selection list		GLOBAL (w/w)	
GBU*				
Asstau <input type="checkbox"/>	Emerging Biotech <input type="checkbox"/>	JV Solvay S&I <input type="checkbox"/>	Soda Ash & derivatives <input type="checkbox"/>	
Aroma Performance <input type="checkbox"/>	Fibres <input type="checkbox"/>	Novo care <input type="checkbox"/>	Special Chem <input type="checkbox"/>	
Castle <input type="checkbox"/>	Indus <input type="checkbox"/>	Perform Polymers <input type="checkbox"/>	Specialty polymers <input type="checkbox"/>	
Compartir Materia <input type="checkbox"/>	JV Biotech <input type="checkbox"/>	Peroxide <input type="checkbox"/>	Technology Solutions <input type="checkbox"/>	
Energy Services <input type="checkbox"/>	JV Heavy <input type="checkbox"/>	Silica <input type="checkbox"/>		

Fig: 8

Industrial SBS (Italy) Strategy Legal
 Internal audit SES Insurance Public affairs Intellectual property

Job Position* Instrumentation Leader
 Name of your Manager* P. Walsdorff
 Type of user* Enterprise User ?
 Windows User ID* BBARATEA
 First Name* Beatrice
 Last Name* BARATEAU
 Email address* beatrice.barateau@solvay.com
 Telephone number* 33472896265
 User Currency* EUR
 Time Zone* Europe/Brussels
 User Language* English

Required Access! *need license - Authorization will be provided according to job allocation

Contract Module need to create contract workspace*
 need to read or approve contract
Sourcing Module need to create sourcing*
 need to read sourcing
Reports need to run reports on contracts

Contract reading permission (confidentiality Mgt) : Multi selection possible ?

Solvay-**DOMAIN** Energy Solvay-**DOMAIN** Raw Materials
 Solvay-**DOMAIN** General Exp. Solvay-**DOMAIN** Raw Materials Distribution
 Solvay-**DOMAIN** Logistics Solvay-**DOMAIN** Technical Goods
 Solvay-**DOMAIN** Packaging Solvay-**DOMAIN** Technical Services
 Solvay-**DOMAIN** IT & Telecommunications

Form to be sent to :
 Rhodia CUSTOMER SUPPORT by email to SBS-IS-Appli-Help@solvay.com

We will be waiting for your feedback.
 Thank you,
 Sathiya

1 Attachment
 ARIBA_USER_C... (103 KB)

Fig: 9

Note: while sending for approval, we need to keep user's last name first as capital letter and first name in last as small letter.

After getting approval, we can proceed further:

Note: For the below screenshot we don't need to ask approval

Because user don't want any creation part:

Access / Roles *need license - Authorization will be provided according to

Contract Module need to create contract workspace*
 need to read or approve contract
Sourcing Module need to create sourcing*
 need to read sourcing
Reports need to run reports on contracts

Contract reading permission (confidentiality Mgt) : Multi select

Fig: 10

After completing all this procedures, we will start to create user access:

We need to fill every column using user application form, as given below:

AdapterSource: **AribaManaged**

Invitation Last Sent:

Type: Enterprise User

User ID: * INSS1050

Name: * SIVASUBRAMANIAN Sathiy

Organization: * Solvay

Business Email Address: * sathiyarayanan.sivasubramanian-ext@sc

External Email Domain:

Business Phone Number: 91-9176238152

Business Fax Number:

Locale: English-United States

Default Currency: European Union Euro

Timezone: Asia/Bangkok

Department: No value

Supervisor: No value

Fig: 11

Allow External Email Domain: ⓘ

Business Phone Number: ⓘ

Business Fax Number:

Locale: ▼

Default Currency: ▼

Timezone: ▼

Department: ▼

Supervisor: ▼

Creation Date: 11/21/2016 08:51:45 PM

Last Modified Date: 11/29/2016 11:26:45 AM

Deactivation Date:

Fig: 12

Note: We need to fill Functions in Department box and Supervisor name is name of the manager given in the form.

After filling all these, there is a Save button, just click on that and save it.

After this we need to add a roles and group.

So just go to the below screenshot:

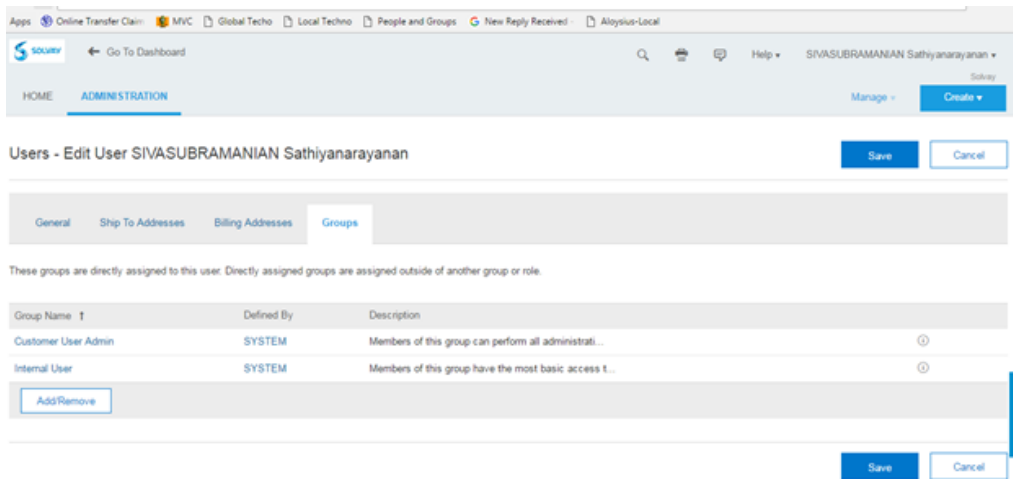


Fig: 13

After saving, we just need to go to the groups and need to add roles and domain as present in the form given below:

Required Access / Roles ** need license - Authorization will be provided according to global allocation*

Contract Module	need to create contract workspace*	<input type="checkbox"/>
	need to read or approve contract	<input checked="" type="checkbox"/>
Sourcing Module	need to create sourcing*	<input type="checkbox"/>
	need to read sourcing	<input checked="" type="checkbox"/>
Reports	need to run reports on contracts	<input checked="" type="checkbox"/>

Contract reading permission (confidentiality Mgt) : Multi selection possible

Solvay-DOMAIN Energy	<input type="checkbox"/>	Solvay-DOMAIN Raw Materials
Solvay-DOMAIN General Exp.	<input type="checkbox"/>	Solvay-DOMAIN Raw Materials Distribution
Solvay-DOMAIN Logistics	<input type="checkbox"/>	Solvay-DOMAIN Technical Goods
Solvay-DOMAIN Packaging	<input type="checkbox"/>	Solvay-DOMAIN Technical Services
		Solvay-DOMAIN IT & Telecommunications

Form to be sent to :
 Media CUSTOMER SUPPORT by email to SBS-IS-Appli-Help@solvay.com

Fig: 14

There are profiles we need to maintain while adding roles, as given below:

	ARIBA Group	SOLVAY Group
for one Buyer with contract license	Internal user	A GBU group if user belongs to GBU*
	Contract Agent	A domain group if user belongs to Purchasing one / several GBU (LPR) or Purchasing Domains (cannot be both)
	Senior Analyst (for reporting)	
for one Buyer with Sourcing license	Internal user	Assignment to one group : either one / several GBU (LPR) or Purchasing Domains (cannot be both)
	Sourcing Agent	
	Translator	
	Senior Analyst (for reporting)	
for one Buyer without license LPR (Local Purchasing Representative)	Internal user	A GBU group if user belongs to GBU*
	Senior Analyst	A domain group if user belongs to Purchasing LPR can be assigned to one / several GBU's (no domain)
Sourcing Users (readers Observers)	Internal user (ONLY)	
Contract Approvers readers (from Legal, Purch. Managers, GBU or Function Mgrs)	Internal user	Domain group if user belongs to Purchasing or GBU - Function group according to perimeter in charge
	Senior Analyst (when requested only)	
Third Party	Internal user	No Solvay Group assigned (cannot read

Fig: 15

For Example, if user want create contract and need to create sourcing then we will choose the following things from the list:

Internal user, contract agent, senior analyst, Translator, Sourcing agent, Supplier/Customer user agent.

Note: When user want this role alone: need to run reports on contracts , then we will provide only senior analyst.

After filling roles we need to fill domains:

Contract reading permission (confidentiality Mgt) : Multi selection possible ?

Solvay-DOMAIN Energy	<input type="checkbox"/>	Solvay-DOMAIN Raw Materials	<input type="checkbox"/>
Solvay-DOMAIN General Exp.	<input type="checkbox"/>	Solvay-DOMAIN Raw Materials Distribution	<input type="checkbox"/>
Solvay-DOMAIN Logistics	<input type="checkbox"/>	Solvay-DOMAIN Technical Goods	<input type="checkbox"/>
Solvay-DOMAIN Packaging	<input type="checkbox"/>	Solvay-DOMAIN Technical Services	<input type="checkbox"/>
		Solvay-DOMAIN IT & Telecommunications	<input type="checkbox"/>

orm to be sent to :

Fig: 16

Just need to choose domain name and after that saving it .As given below:

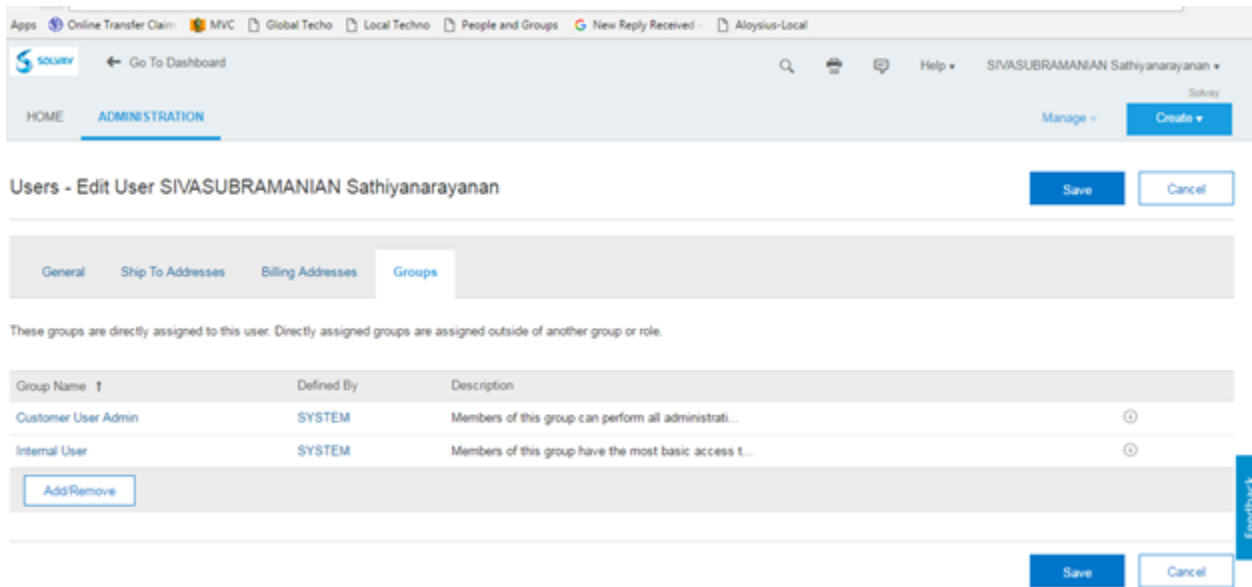


Fig: 17

Note: Sometimes user don't fill domain name, as given below:



Fig: 19

So we need to do that just seeing the function name we will fill domain name.

Example: if function is industrial then search for Solvay_DOMAIN industrial, it will come

After completing this u can save it and can search again, you can see your user below:

Users

Search for existing users or create new users. Search fields are case-insensitive and you can enter all or part of a name.

Search Filters: Add/Remove Search Filters

Type: Enterprise User

User ID: INSS1050

Name:

Locked: Yes No Either

Active: Yes No Either

<input type="checkbox"/>	User ID	Name	Type	Has Password	Last Login	Delegatee	Actions
<input type="checkbox"/>	INSS1050	SVASUBRAMANAN Sathyanarayanan	Enterprise User	No	Tue, 25 Nov, 2016		<input type="button" value="Generate Passwords"/> <input type="button" value="Create User"/> <ul style="list-style-type: none"> <input type="button" value="Edit"/> <input type="button" value="Lock"/> <input type="button" value="Deactivate"/>

SAP Ariba

SVASUBRAMANAN Sathyanarayanan (INSS1050) last visit: 11/29/2016 11:29 AM | Solvay | C19_US

Fig: 20

After completing this process, we need to inform the user as given below:

Replied to : beatrice.barateau@solvay.com , cc : philippe.waisdort@solvay.com, mana.terreira.z@s...

[This reply refers to Ticket: 158108 - <https://sbs-support.solvay.com/helpdesk/tickets/158108>]

Hi Beatrice.barateau,

Please be informed, (BARATEAU Beatrice) ARIBA user in now created.
 Here are your credentials:
 UserID : BBARATEA
 Password : your SSO password

Data:
 Ticket# 158108
 User: BBARATEA
 Name: BARATEAU Beatrice
 Function: Industrial
 Job Position: Instrumentation Leader
 Zone: GLOBAL(WW)

Required Access/ Roles:
 need to read or approve contract

Profile:
 Contract Approvers readers

Groups to assign:
 Internal user
 Senior Analyst
 Solvay-DOMAIN - Industrial

Ariba Link: <http://solvay.sourcing.ariba.com>
 No password needed. Single Sign-on is active.

In case further information is necessary, please feel free to contact.

Kind regards

Fig: 21

If user complains that the account got locked, by the below screenshot we can unlock it or we can edit or deactivate it:

The screenshot shows the SAP Ariba 'Users' management interface. On the left is a navigation menu with 'User Manager' expanded to 'Users'. The main area has a search section with filters for 'Type' (Enterprise User), 'User ID' (INSS1050), and 'Name'. Below the search filters is a table of users with columns for User ID, Name, Type, Has Password, Last Login, and Delegatee. The user 'INSS1050 SIVASUBRAMANIAN Sathyanarayanan' is listed. An 'Actions' dropdown menu is open over the user row, showing options: Edit, Lock, and Deactivate. At the bottom left, there are buttons for 'Generate Passwords' and 'Create User'. The SAP Ariba logo and a user session footer are also visible.

User ID	Name	Type	Has Password	Last Login	Delegatee
INSS1050	SIVASUBRAMANIAN Sathyanarayanan	Enterprise User	No	Tue, 25 Nov, 2016	

Fig: 22

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