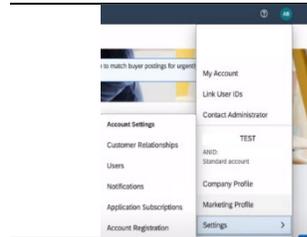
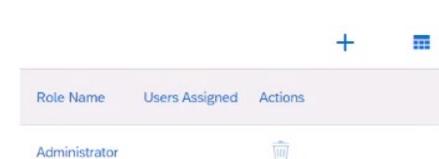


## Creating New Roles in Ariba

In Ariba a **Role** consists of one or more permissions to access specific features (such as Invoicing a PO, Viewing POs, etc.) assigned to a specific profile. **Only the Account Administrator can create and manage roles.**



Log into your account and click on the user profile icon in the top right corner. In the drop-down menu, choose **Settings** and then **Users**.



You will be directed to the Account Settings screen and the **Manage Roles** tab. On the bottom you will see a list of current roles. Click the **+** icon on the right side of the list.

New Role information

Name:

Description:

Permissions

Each role must have at least one permission.

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Permission	Description
<input type="checkbox"/> API Development Access	Access to API dev
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign or

In the Role creation screen, name the new role you are creating. You can optionally also include a Role description. Tick the boxes next to the roles users assign this role will need, and click the **Save** button on the top right Corner of the Screen.



The new Role will now be visible in the Roles list.