


How to request access to Ariba

To access Ariba as a Requestor, **Ariba Requester Basic** Business Role is needed. Access to VIM Workplace transaction is included in Ariba Requester Basic role so no additional role is required for invoice handling in SAP.

To request Business Role:

1. Go to [SAP Identity Management](#) website
2. Choose **Request Business Role**

 **Request Business Role** : Task for requesting new roles for UNITE SAP-landscape

3. Type ***Ariba*Requester*Basic*[Relevant Company Code]*** in the search bar in the “Available” section to find the role for specific company code

Request Business Role

Unique ID: HB6128
Display Name: Krzyminska, Justyna

Click on Go, Select role to assign and click on Add. Save to start provisioning.

Available

Show: and Find:

4. Highlight selected role and Click **Add**

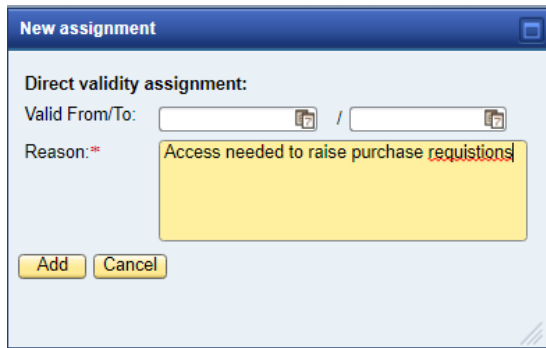
Click on Go, Select role to assign and click on Add. Save to start provisioning.

Available

Show: and Find: Advanced

Display Name	Entry Owner	Description
ARIBA - Requester Basic - Poland - 9840	Burzala, Grzegorz	ARIBA - Requester Advanced is a Purchasing Local Role dedicated to a unit executed by a unit. Such BR is typically performed by those users who are authorized for purchases in ARIBA.BR creates Purchase Requisition both free text and catalogue item requests perform goods receiving and initiate Collaboration requests.
ARIBA - Requester Basic - Poland - 9840	Burzala, Grzegorz	ARIBA - Requester Basic is a Purchasing local role dedicated to a unit, executed by a unit. Such BR is typically performed by those users who are authorized for purchases in ARIBA. BR creates Purchase Requisition both free text and catalogue item requests and perform

5. Indicate the reason for requesting the role and click **Add**



A screenshot of a 'New assignment' dialog box. It has a title bar with the text 'New assignment' and a close button. The main area contains the text 'Direct validity assignment:' followed by 'Valid From/To:' and two empty date input fields separated by a slash. Below this is 'Reason: *' followed by a yellow text box containing the text 'Access needed to raise purchase requisitions'. At the bottom are 'Add' and 'Cancel' buttons.

6. Click **Submit** at the top



A screenshot of the 'Request Business Role' page. The title 'Request Business Role' is in a blue header. Below it, the text 'Unique ID: HB6128' and 'Display Name: Krzyminska, Justyna' is shown. A row of buttons 'Submit', 'Modify', and 'Refresh' is displayed, with 'Submit' highlighted by a yellow box. Below the buttons is a message: 'Click on Go, Select role to assign and click on Add. Save to start provisioning.' At the bottom, there is a section titled 'Available' with a search bar containing 'Role' and a search bar containing '*Ariba*Requester*Basic*98'. To the right of these are 'Go' and 'Add' buttons, and the word 'Advanced' is on the far right.

Related articles

How to reply to invoice query - SAP inbox navigation - VIM Workplace - SAP Business Workplace

How to create / reverse goods receipt in Ariba

How to modify PR in Ariba