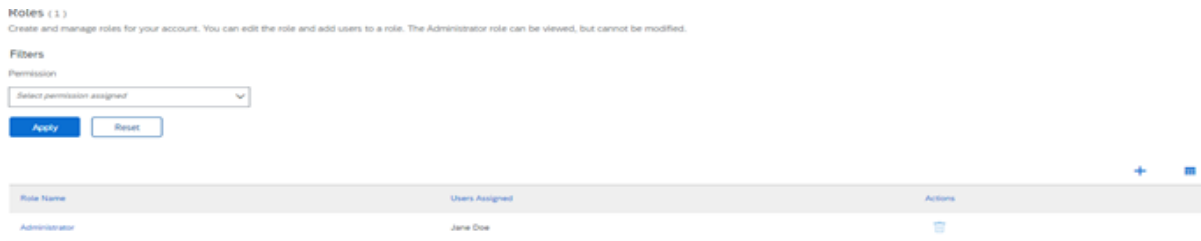


How to enable Invoice to Contract Access

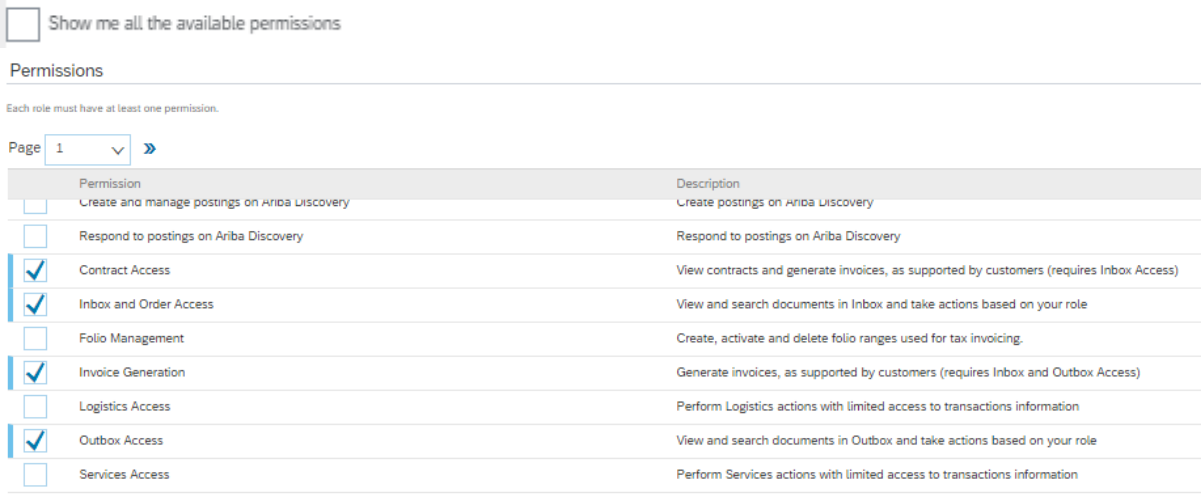
This guide will help you to make changes to your User Profiles to allow specific roles to view, access and invoice contracts in Ariba Network.

Please note that, for another permission to be added on an already created user in Ariba, the administrator of the account should be the one to support, by doing as follows:

- Go on the 'Settings' field, on 'Users'
- Once in here, the administrator should go onto the 'Manage Roles' function and check the name of the role that the certain person holds and click on it



- In here, there should be listed out the permissions already on place and, if others need to be added in, there will be a box 'show me all available permissions', that the administrator can click on, to reflect all other available permissions and then go and select 'Contract Access'



- The last part will be for the change to be saved by clicking on 'save' and the user can re-try an enter the system to check the contract. Important is that the option of 'invoice generation' should as well be attributed to the user so invoices can be created.