



How To to enable a user to view full credit card numbers on orders from the Ariba inbox

If you receive your eVA orders by email or fax then you have probably noticed that the credit card number on PCard orders is now masked.

This change was required because eVA must comply with credit card security standards implemented by the Credit Card industry. This standard is intended to provide protection to both the credit card holder and the business receiving orders.

To ensure quick compliance with these credit card controls, the eVA service providers, CGI and Ariba, swiftly implemented the changes to email and fax orders and added credit card viewing controls to your Ariba account.

1. Login to Ariba as the admin user at [visit http://supplier.ariba.com](http://supplier.ariba.com)

CANCELLED ORDER
PURCHASE ORDER
PCO252785
Version: 1

Order submitted on: Thursday 20 Jul 2006 3:38 PM GMT-05:00
 Received by Ariba Supplier Network on: Friday 21 Jul 2006 2:39 PM GMT-05:00

SUPPLIER
 Division of Purchases and Supply
 805 East Broad Street
 PO Box 1199
 Richmond, VA 23218-1199
 United States
 Phone: +1 (804) 692-0891
 Fax: +1 (804) 225-3707
 Email: eva-catalog-manager@dgs.virginia.gov

SHIP ALL ITEMS TO
 Dept. of Juvenile Justice - 16th CSU
 407 East High Street
 Charlottesville, VA 22901
 United States
 Ship To Code: A77762
 Fax: +1 (434) 295-6972
 Phone: +1 (434) 293-0231
 Email: Debra.Terry@djj.virginia.gov

OTHER INFORMATION

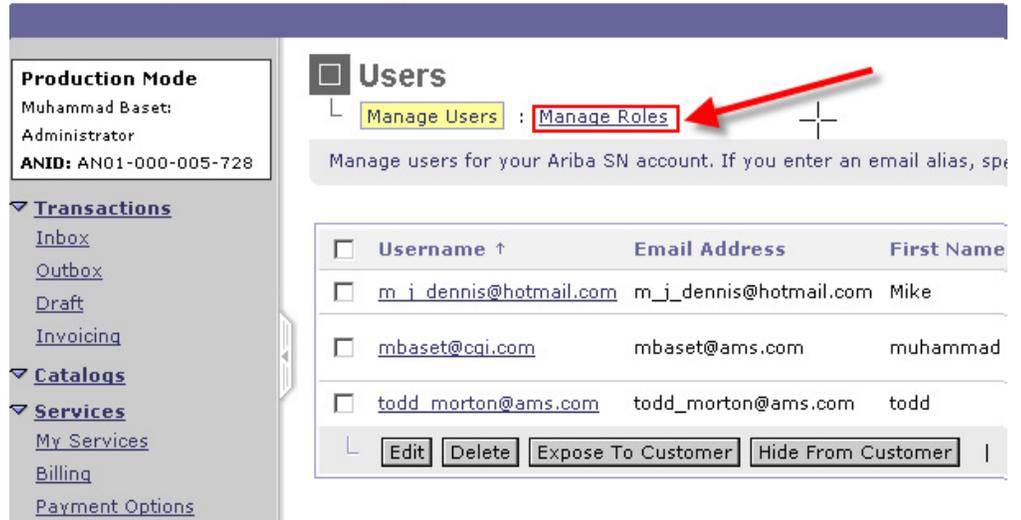
BILL TO
 Dept. of Juvenile Justice - 16th CSU
 407 East High Street
 Charlottesville, VA 22901
 United States
 Fax: +1 (434) 295-6972
 Email: Debra.Terry@djj.virginia.gov
PCARD# :***7600 , EXPIRATION:10/2007 ,**
[View Complete Order Detail](#)

DELIVER TO
 16th CSU - Jane Martin
 Dept. of Juvenile Justice - 16th CSU

2. Click on **Users** link under Administration from the left hand menu.

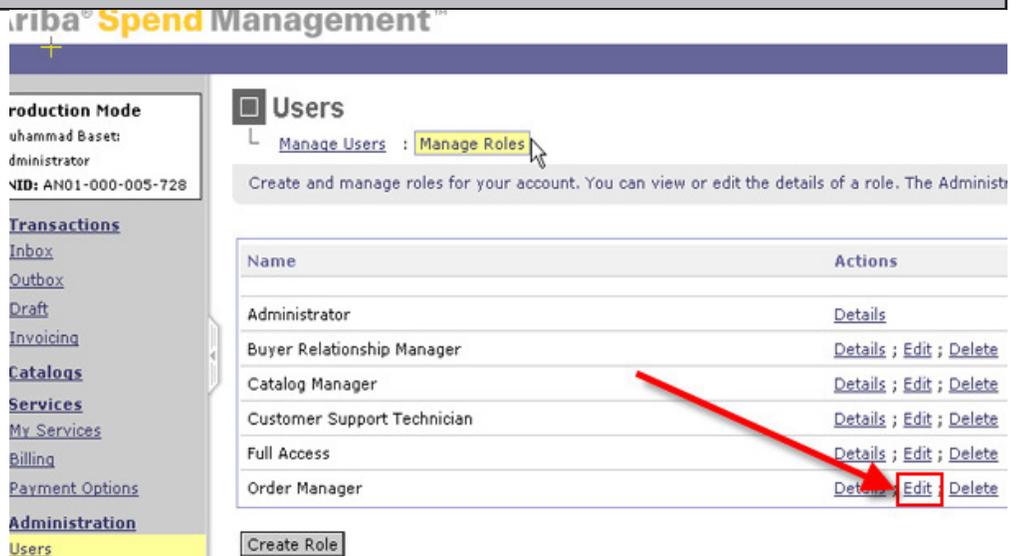
Ariba Spend Management

3. Check the box next to the user you wish to edit and click the **Manage Roles** link at the top of the screen.



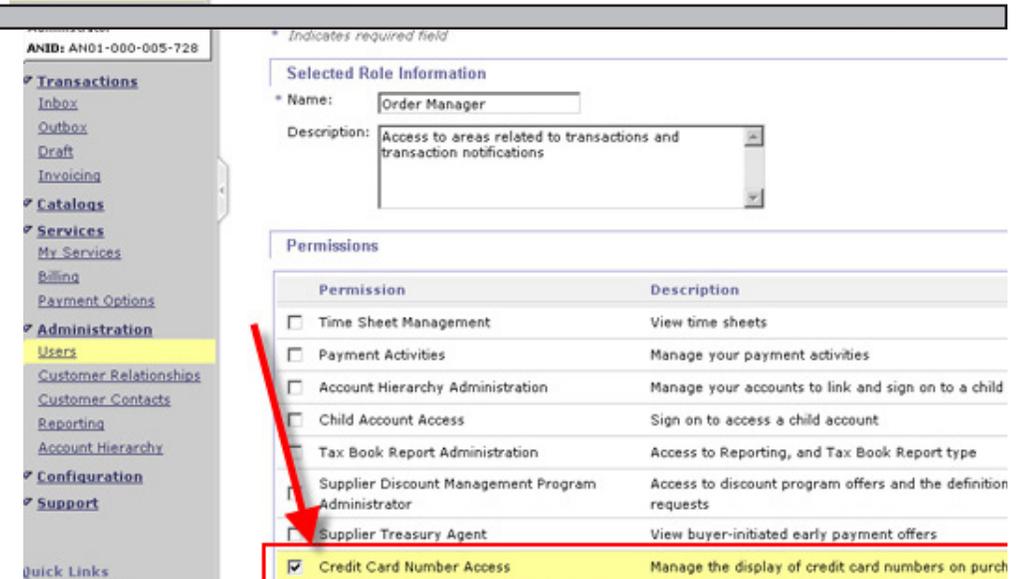
The screenshot shows the 'Users' management page. On the left is a navigation menu with sections: Production Mode, Transactions, Catalogs, Services, and Administration. The 'Administration' section is expanded to show 'Users'. The main content area has a sub-header 'Users' with links for 'Manage Users' and 'Manage Roles'. A red arrow points to the 'Manage Roles' link. Below this is a table of users with columns for Username, Email Address, and First Name. The first user is m_i_dennis@hotmail.com (Mike), the second is mbaset@cgi.com (muhammad), and the third is todd_morton@ams.com (todd). At the bottom of the table are buttons for 'Edit', 'Delete', 'Expose To Customer', and 'Hide From Customer'.

4. Click Edit next to the order manager role.



The screenshot shows the 'Roles' management page. The navigation menu is similar to the previous screenshot, but 'Users' is highlighted. The main content area has a sub-header 'Roles' with links for 'Manage Users' and 'Manage Roles'. A red arrow points to the 'Manage Roles' link. Below this is a table of roles with columns for Name and Actions. The roles listed are Administrator, Buyer Relationship Manager, Catalog Manager, Customer Support Technician, Full Access, and Order Manager. The 'Order Manager' role has an 'Edit' button highlighted with a red box and a red arrow pointing to it. A 'Create Role' button is at the bottom.

5. A list of permissions will display. Scroll down in the Permissions list and check the box next to Credit Card Number Access.



The screenshot shows the 'Permissions' configuration page for a role. The 'Selected Role Information' section shows the role name as 'Order Manager' and its description as 'Access to areas related to transactions and transaction notifications'. Below this is a table of permissions with columns for Permission and Description. The 'Credit Card Number Access' permission is checked and highlighted with a red box and a red arrow. Other permissions include Time Sheet Management, Payment Activities, Account Hierarchy Administration, Child Account Access, Tax Book Report Administration, Supplier Discount Management Program Administrator, and Supplier Treasury Agent.

6. Click the Save button to save the changes.

ANID: AN01-000-005-728

- Transactions
 - Inbox
 - Outbox
 - Draft
 - Invoicing
- Catalogs
- Services
 - My Services
 - Billing
 - Payment Options
- Administration
 - Users**
 - Customer Relationships
 - Customer Contacts
 - Reporting
 - Account Hierarchy
- Configuration
- Support

Quick Links

* Indicates required field

Selected Role Information

* Name: Order Manager

Description: Access to areas related to transactions and transaction notifications

Permissions

Permission	Description
<input type="checkbox"/> Time Sheet Management	View time sheets
<input type="checkbox"/> Payment Activities	Manage your payment activities
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Supplier Discount Management Program Administrator	Access to discount program offers and the definition requests
<input type="checkbox"/> Supplier Treasury Agent	View buyer-initiated early payment offers
<input checked="" type="checkbox"/> Credit Card Number Access	Manage the display of credit card numbers on purch

Each user set up in your Ariba account will need to have permission to view the full credit card number when they login. The user that registers, the admin user, will already have this permission by default.

When adding additional users to your Ariba account, the admin user will need to choose if that new user will be allowed to view the full credit card number. Click here for steps to change this setting for additional users.

If you are still having trouble accessing your account or viewing the full credit card number, please contact eVA Customer Care at 866-289-7367 or eVACustomerCare@dgs.virginia.gov.