If the account administrator of your company Ariba account left the organization, follow these instructions to gain access:

1. Access the Ariba support page. Click on "**Contact us**". Ariba Support page: https://support.ariba.com/interactive_email?locale=en

2. Choose "**Reset my password**" and then "**I am experiencing a different issue**".

3. Then select "**Contact us**" at the bottom of the page.

4. Fill out the contact form indicating that you wish to transfer the admin rights of your company's Ariba account to yourself. You need you include your Ariba Network ID (ANID). Submit the form.

5. A ticket will be created, and the admin rights will be transferred within a few days.