



Account Hierarchy versus Link User IDs in Ariba Network

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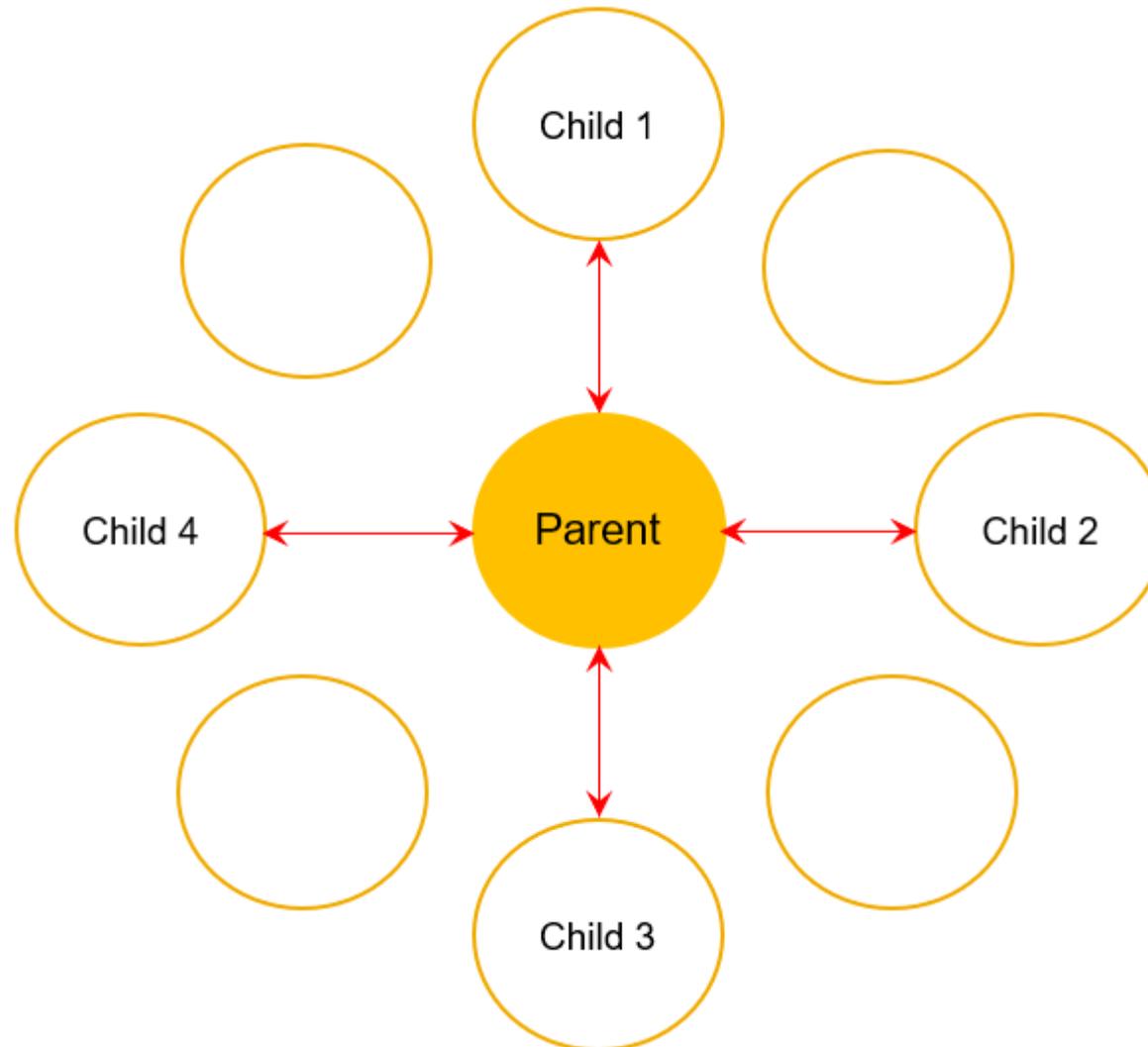
Overview: Account Hierarchy versus Link Users IDs

- ✓ **Account Hierarchy** and **Link User IDs** are two independent features within the Ariba Network supplier account.
- ✓ **Account Hierarchy** should **NOT** be confused with the **Link User IDs** feature which is located in the Account Settings directly whereas Account Hierarchy is in the Account Settings -> Settings -> Account Hierarchy.
- ✓ **Account Hierarchy** is to define a parent and the child accounts within the Ariba Network and create a hierarchy in order to help make them easier to manage. Account Hierarchy serves 2 major purposes:
 1. Helps reduce the maintenance required to update duplicated accounts (only if the profiles are synced);
 2. Is the prerequisite for a multi-org for billing purposes.
- ✓ Account administrator has the permission to create a hierarchy. Depending on **user permissions**:
 - (a) a user can send a request to the parent account administrator to approve the creation of a parent-child hierarchy;
 - (b) a user can both send a request to the parent administrator and add a child account to the parent account on their own;
 - (c) a user cannot have any visibility to or awareness of their existing account hierarchy.
- ✓ **Link User IDs** is a default setting available to administrator and all users. You do not need any special permission to link user IDs.
- ✓ Both administrator and user can link their user IDs on their own.
- ✓ Link User IDs does **NOT** create any hierarchy.
- ✓ **Linking multiple user IDs and this way multiple accounts** will allow both administrator and users to accordingly:
 - (1) log in to all their accounts using one username and password; and
 - (2) switch between their multiple accounts.

Overview: Account Hierarchy and Multi-Org

- ✓ There is no feature called **Multi-Org Consolidation** in the supplier account. It is a *procedure* handled outside the supplier account by the SAP Ariba Billing Team but the end product is applied to the supplier account.
- ✓ **Link User IDs** is only for administrative purposes. **Account Hierarchy** is not only for administrative purposes but also for billing purpose.
- ✓ **Account Hierarchy** is the prerequisite for a **multi-org consolidation** within the supplier account.
- ✓ **Multi-Org Consolidation** is for billing purposes:
 - When the parent account administrator creates a parent-child hierarchy, it does **NOT** automatically translate into a **consolidated billing, i.e. multi-org consolidation**. After the administrator creates a hierarchy, they need to submit a Customer Support ticket to consolidate the billing. In other words, the parent account administrator needs to make sure they have set up a parent-child hierarchy before filing a Support ticket.
 - The accounts continue to transact as they are today in a multi-org but the billing will be consolidated onto one invoice while they are separated by child account/s and their relationships. The parent account determines the fee currency. The transaction currency is defined by the child account preferences/location. See [Appendix 1](#) for further details.
 - *According to the Billing Team (3/5/21)*, there is still a backlog of multi-orgs; we have not moved forward with any consolidations since introducing the new billing system in 2020. There are two upcoming waves of consolidations for accounts that have been monitored. The first wave is in March and the second wave is planned for April or May.

ACCOUNT HIERARCHY



Parent Account Administrator: CANs and CANNOTs

The administrator of the Parent account **can** unlink accounts, unlink company profile, and sign on to child account/s and back to the parent account **by default**.

Note: The information below on this slide is taken from the classic supplier guide.

The administrator of the Parent account **CAN** log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account **CANNOT** take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Child Account Administrator: CANs and CANNOTs

The administrator of the Child account **can** unlink **accounts** by default.

However, a child account administrator **cannot** link or unlink **account profiles** whether the accounts are synchronized or unsynchronized.

If you choose to link company profiles while establishing a parent-child hierarchy:

The administrator of the Child account **CAN** log into the child account and take the following actions:

In the Account Hierarchy section-

- View parent account information
- View parent account users name and username

In the Settings-

- Change notifications in the Settings
- Change electronic order routing and invoice routing
- View buyers on the Child account
- Create roles, users, and remittance info in the Settings

In the Company Profile-

- Change or add certifications to the Company Profile
- Add documents to the Additional Documents in the Company Profile

The administrator of the Child account **CANNOT** take the following actions:

- Change Basic, Business, and Marketing information and Contacts **in the Company Profile** because they are greyed out.

Where to find the Account Hierarchy feature?

1. **Account Hierarchy** is located in the Account Settings -> Settings -> Account Hierarchy.
2. If you have not linked any accounts yet, **Account Status** under Account Hierarchy will read **No Linked Accounts**.

The screenshot shows a user profile menu for John Smith (John.Smith@supplier.com). The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', and 'Switch To Test ID'. Below these is the company profile for 'ABC Company' (ANID: AN01640897217, Standard account) with options for 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Settings' option is highlighted in blue.

The screenshot shows the 'Account Settings' page. The navigation bar includes 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Account Hierarchy' option is highlighted with a red box and a yellow '1' callout. Below the navigation bar, a message states: 'Ariba has found existing accounts that match information in your company profile. [Click here to view details.](#)' Below this message, the 'Account Status' is displayed as 'No Linked Accounts' (highlighted with a red box and a yellow '2' callout). A note below the status says: 'If your company has multiple accounts, you can link the accounts and create a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage. [Link Accounts](#)'

What to do if no accounts are linked?

1. When you hit **Click here to view details**, Ariba will provide you with the existing accounts that match your profile.
2. You can review their profiles under the **Action** section.

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Ariba has found existing accounts that match information in your company profile [Click here to view details.](#)

Account Status: **No Linked Accounts**
If your company has multiple accounts, you can link the accounts and create a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.
[Link Accounts](#)

Request for Account Linkage Done

Click **Review Profile** for the company you want to link accounts with in the list below. Ariba displays available account linking options on the Link Accounts page. Your available account linking options depend on whether your account, and the account want to link with, are already part of an existing account hierarchy. Depending on your available account linking options, you can click **Link as My Child** on the Link Accounts page to send a request to become the parent account, or click **Link as My Parent** on the Link Accounts page to request that your account is added as a child account.

[Search Account](#) Recommended Accounts

Based on the business information you entered, your company may have an existing account on Ariba.

The companies listed below have already registered on Ariba:

Matching Companies				Action
Supplier ↑	State, Country	DUNS Number	Network ID	
ANADA	Russian Federation		ANA13003182EE	

What to do if no accounts are linked? *Cont'd*

If you do not want to use the matched info, you can use the **Search Account** option to search by the company name or ANID or DUNS Number.

Request for Account Linkage Done

Click **Review Profile** for the company you want to link accounts with in the list below. Ariba displays available account linking options on the Link Accounts page. Your available account linking options depend on whether your account, and the account you want to link with, are already part of an existing account hierarchy. Depending on your available account linking options, you can click **Link as My Child** on the Link Accounts page to send a request to become the parent account, or click **Link as My Parent** on the Link Accounts page to request that your account is added as a child account.

Search Account Recommended Accounts

Based on the business information you entered, your company may have an existing account on Ariba.

The companies listed below have already registered on Ariba:

Matching Companies

Supplier ↑	Search Account	Recommended Accounts	Network ID	Action
ANIADA			ANI012002182EE	Review Profile

Search

Company Name: ⓘ

Ariba Network ID (ANID) :

DUNS Number: - -

What if you are not an account administrator?

If you are a user on the account you want to link, hit **Request link with other accounts** and it will prompt the **Search** option. You can begin a search for accounts you may want to link with and send a request to the administrator.

Link Account

You can link your company's multiple accounts, creating a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.

NOT AN ACCOUNT ADMINISTRATOR

If you are not the account administrator for the account you want to link with, send a request to link accounts. After the request is approved, a parent-child account hierarchy is created between the linked accounts. Click below to begin searching accounts you may want to link with.

[Request link with other accounts](#)

ACCOUNT ADMINISTRATOR

If you are an account administrator for the account you want to link with, enter the username and password for that account below.

Username: *

Password: *

[Recommended Accounts](#)

Search

Company Name: ⓘ

Ariba Network ID (ANID) :

DUNS Number: - -

How to create an Account Hierarchy?

If you are the account administrator of the account you want to link, hit **Link Accounts** and enter respective administrator credentials.

Account Settings

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

Ariba has found existing accounts that match information in your company profile. [Click here to view details.](#)

Account Status: **No Linked Accounts**
If your company has multiple accounts, you can link the accounts and create a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.

[Link Accounts](#)

Link Account

You can link your company's multiple accounts, creating a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.

NOT AN ACCOUNT ADMINISTRATOR	ACCOUNT ADMINISTRATOR
<p>If you are not the account administrator for the account you want to link with, send a request to link accounts. After the request is approved, a parent-child account hierarchy is created between the linked accounts. Click below to begin searching accounts you may want to link with.</p> <p>Request link with other accounts</p>	<p>If you are an account administrator for the account you want to link with, enter the username and password for that account below.</p> <p>Username: * <input type="text"/></p> <p>Password: * <input type="password"/></p> <p>Link Accounts</p>

How to create an Account Hierarchy? *Cont'd*

When you hit **Link Accounts** and enter your administrator credentials for the account that you wish to link to the account you are on, you will be taken to the screen below before the accounts are linked and a hierarchy is created. Read it carefully!

If you wish to '**Overwrite and synchronize future company profile changes with information from your parent account**', then check the appropriate button before hitting **Link Account**.

Link Company Profiles

[Link Account](#) [Cancel](#)

Linked accounts can also link company profile information, which can help reduce the maintenance required to update duplicated accounts. After company profiles are linked, the account administrator for the parent account can maintain Ariba Commerce Cloud profile information for all the child accounts in the hierarchy, directly from the parent account. Ariba displays a read only Company Profile page to child account users when company profile linking is enabled.

If you choose to link company profiles, the company profile for **LMN Company** (ANId: AN01641367844) will be overwritten and synchronized with the company profile from this account. After the company profiles are linked, account administrators for child accounts can still access the Company Profile page, but cannot edit linked fields. To link company profile information, click **Overwrite and synchronize future company profile changes with information from this account** and then click **Link Account**.

Information shared between linked profiles:

- Basic Information
- Business Information
- Marketing Information

Company Profile information excluded from sharing:

- Solution settings, such as Electronic Order and Invoice Routing
- Users
- Email notification settings
- Customer Requested fields
- Supplier ANID and DUNS
- Customer Relationships
- Contacts

Overwrite and synchronize future company profile changes with information from this account.

[Link Account](#) [Cancel](#)

How to create an Account Hierarchy? *Cont'd*

Once you link accounts and create a parent-child hierarchy, your account status in the account you initiated the linkage will change to **'Parent Account'** and to 'Child Account' respectively in your child account/s.

You will find your child account/s under the **Account Hierarchy** section and be able to link additional accounts to the parent account.

Account Settings Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

Ariba has found existing accounts that match information in your company profile. [Click here to view details.](#)

Account Status: **Parent Account**

If your company has multiple accounts, you can link the accounts and create a parent-child account hierarchy. Linking your company's multiple accounts can help make them easier to manage.

[Link Additional Accounts](#)

Linked Child Accounts (1)

Linked Child Accounts

Filter

Your linked child account +

Customer Relationships +

Apply Reset

Can you create an Account Hierarchy between different types of accounts?

- ✓ The Account Hierarchy feature is **NOT** available in the **test environment**. If you try to link a test account, you will get this error: '**No matching account found. Try again.**'
- ✓ The Account Hierarchy feature is **available** for both Enterprise and Standard account suppliers.
- ✓ You **CAN** also create an account hierarchy between an **Enterprise** account (parent) and a **Standard** account (child) and **vice versa**.
- ✓ The **parent account type** is dominant when the account profiles are linked. For that reason, be aware of an automatic account upgrade when you try to create a hierarchy between an Enterprise account (parent) and a Standard account (child) or an automatic account downgrade when you try to create a hierarchy between a Standard account (parent) and an Enterprise account (child) while choosing to synchronize, i.e. linking the company profiles. **Note:** *This is true for the accounts that have not transacted. The behavior is to be tested for already transacting supplier accounts.*
- ✓ **When you create a hierarchy between an Enterprise account (parent) and a Standard Account (child):**
 - ✓ The Standard account (child) will automatically upgrade to Enterprise if you chose to synchronize the profiles. Later, even if you decide to unlink the profiles, the child account will not return to the original account type which was Standard but instead it will remain as an Enterprise account.
 - ✓ The Standard account will NOT upgrade to Enterprise if you chose to NOT synchronize the profiles.
- ✓ **When you create a hierarchy between a Standard account (parent) and an Enterprise account (child):**
 - ✓ The child account (Enterprise) will become a Standard account if you link the profiles.
 - ✓ If the Enterprise account has a buyer relationship on it and you choose **to synchronize** the profiles, it **will change** the account type when you link it to a parent Standard account. So the previously Enterprise child account will become a Standard child account. **However**, if the Enterprise account has a buyer relationship on it and you choose to not synchronize the profiles, it **will not change** the account type when you link it to a parent Standard account.
 - ✓ Neither the parent (Standard) nor the child (Enterprise) account types will change if the profiles are not linked.

How the TRR behaves in a Hierarchy?

In the Synchronized Profiles:

- ✓ **When you send a TRR to a child account in a hierarchy** with the synchronized profiles, the company name in the TRR is the parent account name but the ANID belongs to the child account (in the example below: Enterprise Account 1 is the parent account and the ANID ending in 2305 is a child account).
- ✓ The child account administrator will receive and accept the TRR using their child account administrator credentials. The new buyer will be added to the child account.
- ✓ The Supplier Name is the parent's name and the Vendor Name is the child's name in the buyer account.
- ✓ *If the child account administrator forwards the TRR to the parent account administrator*, the latter can accept the TRR. In that case, the new buyer relationship will be added to the parent account. Even if you break the hierarchy, the buyer relationship will remain on the parent account.
- ✓ **When you send a TRR to a parent account in a hierarchy** and the parent administrator forwards the TRR to a child administrator on the parent account, the child account administrator will be able to accept the TRR using their child administrator credentials.

Company Name:	Enterprise Account 1
Country:	USA
Ariba Network ID :	AN01656732305

<input type="checkbox"/>	Vendor Name	Supplier Name	Vendor ID	Site ID	Site Aux ID	Legacy Vendor ID	System ID	Network ID
<input type="checkbox"/>	Enterprise Account 2	Enterprise Account 1	1211000111XX					AN01656732305

How the TRR behaves in a Hierarchy? *Cont'd*

In the Unsynchronized Profiles:

- ✓ **When you send a TRR to a child account in a hierarchy** without the synchronized profiles, the company name in the TRR is the child account name and the ANID belongs to the child account (in the example below: Enterprise Account 3 is the child account and the ANID ending in 3473 is a child account).
- ✓ The child account administrator will receive and accept the TRR using their child account administrator credentials. The new buyer will be added to the child account.
- ✓ Both the Supplier Name and the Vendor Name are the child account name in the buyer account.
- ✓ *If the child account administrator forwards the TRR to the parent account administrator*, the latter can accept the TRR using their parent credentials even though the profiles are not synchronized. In that case, the new buyer relationship will be added to the parent account. Even if you break the hierarchy, the buyer relationship will remain on the parent account.
- ✓ **When you send a TRR to a parent account in a hierarchy** and the parent administrator forwards the TRR to a child administrator on the parent account, the child account administrator will be able to accept the TRR using their child administrator credentials.

Company Name: **Enterprise Account 3**
Country: **USA**
Ariba Network ID : **AN01656733473**

<input type="checkbox"/>	Vendor Name ↑	Supplier Name	Vendor ID	Site ID	Site Aux ID	Legacy Vendor ID	System ID	Network ID
<input type="checkbox"/>	Enterprise Account 3	Enterprise Account 3	1211100111XX					AN01656733473

Can you use the same account in multiple hierarchies in parallel?

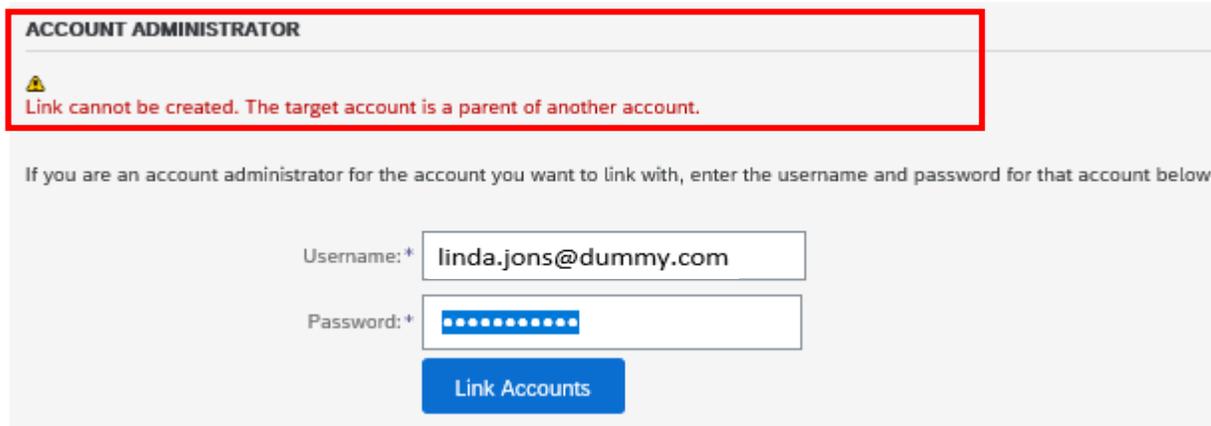
No, you cannot. Both parent and child accounts can only exist in one hierarchy at a given time.

If you try to send a Link Account request from **a third account** to **a parent account** in an existing hierarchy, the request will be rejected. It is because once an account becomes a parent account, it cannot serve as a parent account or a child account for a third account.

If you try to send a Link Account request from **a third account** to **a child account** that is already linked to **a parent account**, the request will be rejected. It is because once an account becomes a child account, it cannot serve as a parent account or a child account for a third account.

The snapshots below are from: **(A)** the third account who attempted to initiate a link account request to an existing parent account (on the left) and **(B)** an existing child account (on the right).

A



ACCOUNT ADMINISTRATOR

 Link cannot be created. The target account is a parent of another account.

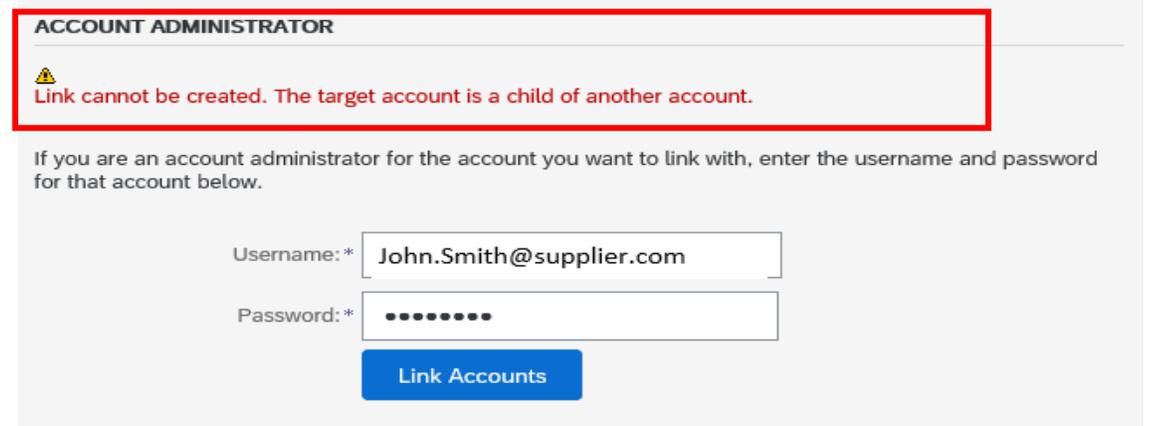
If you are an account administrator for the account you want to link with, enter the username and password for that account below.

Username:* linda.jons@dummy.com

Password:*

[Link Accounts](#)

B



ACCOUNT ADMINISTRATOR

 Link cannot be created. The target account is a child of another account.

If you are an account administrator for the account you want to link with, enter the username and password for that account below.

Username:* John.Smith@supplier.com

Password:*

[Link Accounts](#)

How to sign on to a child account?

1. Use the **Filter**, if you cannot see your linked child account.
2. If you click **Sign on** under **Actions**, it will momentarily take you to the child account.
3. You cannot sign on to a child account if it has expired or if the child organization has not accepted the Ariba terms yet.

Linked Child Accounts

1

Filter

Your linked child account

Customer Relationships

Enter child account name or Network ID

+

Enter customer name or Network ID

+

Apply

Reset

Supplier ↑

Network ID

Account Administrator

Email Address

Linked Profile

Profile Discoverable

Actions

LMN Company

AN01641367844

Linda Jons

linda.jons@dummy.com

No



Actions ▾

You cannot sign on to a child account if it has expired or if the child organization has not yet accepted the Ariba terms.

3

2

Unlink Account

Link Company Profile

Sign On

How to sign on to a child account? *Cont'd*

1. When you sign on to a child account from the parent account, your Account Status under **Account Hierarchy** will read **Child Account**.
2. You can see your parent account information and parent account users in the child account.

Account Settings

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

1

Account Status: **Child Account**

You account is currently a child account in a parent-child account hierarchy. As the child account, administrators from the parent account can access and manage your account and company profile.

2

Parent Account Information

Parent	Network ID	Address	Account Administrator	Email Address	Linked Profile?
ABC Company	AN01640897217	1234 Main Street, Pittsburgh, PA 15222, United States	John Smith	John.Smith@supplier.com	No

Parent Account Users

How to get back to parent account?

1. When you sign on to a child account from the parent account, you will still see your parent account initials and username in the Account Settings but the child account ANID will be displayed.
2. To switch back, you can click **Back to parent account** at the top, center.

The screenshot displays the SAP Ariba Network user interface. At the top, the navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. A red box highlights a '← Back to parent account' button in the top center. A yellow box with the number '2' is positioned below this button. On the right side, a user profile dropdown menu is open, showing the user's name 'John Smith' and email 'John.Smith@supplier.com'. A red box highlights the 'ANID: AN01641367844' field in this menu. A yellow box with the number '1' is placed below the ANID field. The main content area shows 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. Below this, there are sections for 'Pinned Documents' (0 items) and a table with columns for 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. The table currently shows 'No items'. A 'Tasks' section is visible at the bottom right, with a link to 'Update Profile Information'.

Can you sign on to the parent account from a child account?

Neither child account administrator **nor** child account user can sign on to the parent account from the child account.

However, the child account administrator can unlink accounts.

A child account user can unlink accounts as well if they have appropriate permission, namely **'Manage your accounts to link and sign on to a child account'**.

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

Account Status: **Child Account**

You account is currently a child account in a parent-child account hierarchy. As the child account, administrators from the parent account can access and manage your account and company profile.

Parent Account Information

Parent	Network ID	Address	Account Administrator	Email Address	Linked Profile?	
ABC Company	AN01640897217	1234 Main Street, Pittsburgh, PA 15222, United States	John Smith	John.Smith@supplier.com	No	Unlink Accounts

Is the Account Hierarchy feature available to all users?

No, the Account Hierarchy feature is not available to all users.

Only the users with **specific permissions** can have the Account Hierarchy feature in their Settings.

Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
Child Account Access	Sign on to access a child account

What user permissions do you need to unlink accounts?

A child account user can **unlink the accounts** if the user has the **Account Hierarchy Administration** (Manage your accounts to link and sign on to a child account) permission checked along with the **Child Account Access** (Sign on to access a child account) permission.

They will get the **Unlink Account Confirmation** alert when they try to unlink. If the child account user hits 'Confirm', the child account will lose its child account hierarchy with the parent account and become free from the hierarchy.

→	Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
→	Child Account Access	Sign on to access a child account

The screenshot shows the 'Account Settings' interface with tabs for 'Notifications', 'Account Hierarchy', and 'Account Registration'. The 'Account Status' is 'Child Account'. A modal dialog titled 'UNLINK ACCOUNT CONFIRMATION' is displayed, asking for confirmation to unlink. The dialog text reads: 'Are you sure you want to unlink with this account? After your accounts are unlinked, the administrator for the parent account can no longer manage company profiles and services for the child account.' There are 'Confirm' and 'Cancel' buttons. In the background, a table with columns 'Address' and 'Linked Profile?' is visible, with a 'No' entry and an 'Unlink Accounts' button.

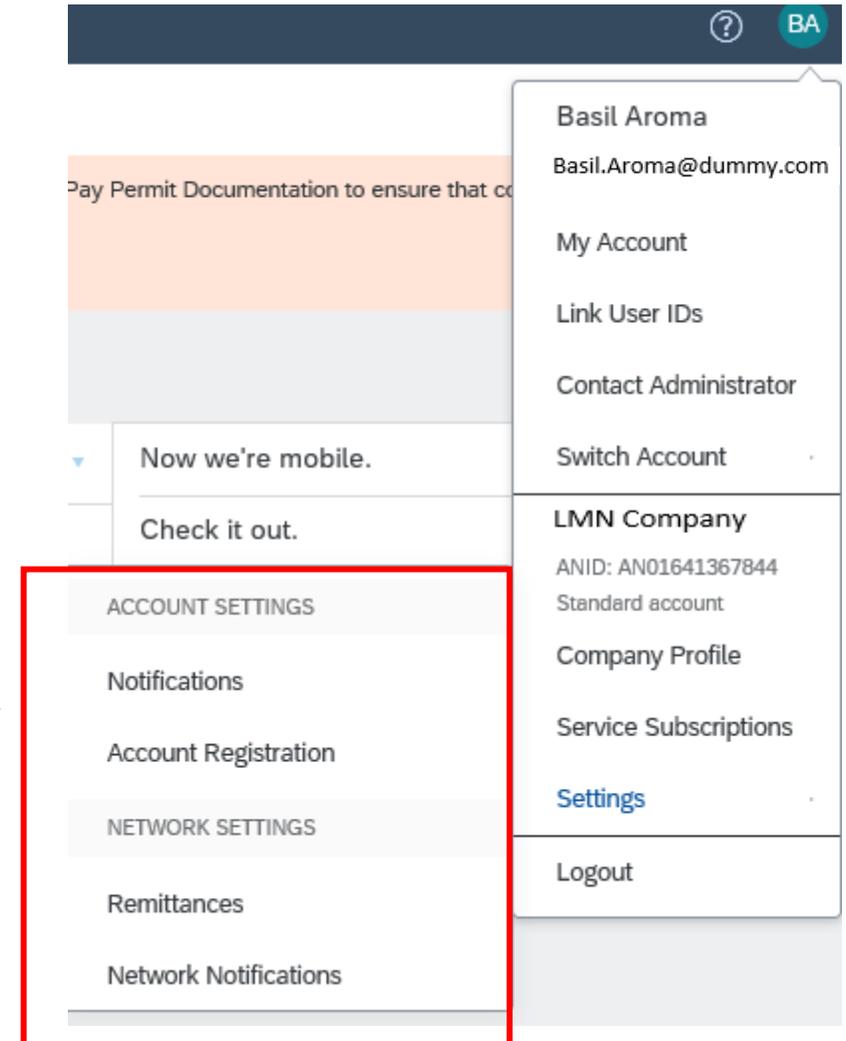
What is the user view when Account Hierarchy permissions are unchecked?

The **Account Hierarchy** feature will not display in the user's settings if their administrator unchecks the **Child Account Access – Sign on to access a child account** permission from their role.

In this case, the user will not be aware of the existing parent-child account hierarchy.

The child account administrator and any users with the proper Account Hierarchy permissions will still have their hierarchy status and settings in place.

The snapshot is from a user's view in the Settings without the Account Hierarchy permissions checked on the child account.



How does Remit To behave in an Account Hierarchy?

When a child account profile is **NOT synchronized** with the parent account and there is **no remittance address** saved in the child account **but** there is a remittance address in the parent account, the **Remit To** section on the new invoices in the child account will default to the child account company name and address saved in the child account Company Profile. In the example below, 'LMN Company' is the child account.

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice #: *

Invoice Date: * 19 Feb 2021 

Service Description:

Supplier Tax ID:

Remit To: LMN Company

Richmond , VA
United States

Subtotal:	\$25,000.00 USD
Total Tax:	\$3,250.00 USD
Total Gross Amount:	\$28,250.00 USD
Total Amount without Tax:	\$25,000.00 USD
Total Net Amount:	\$28,250.00 USD
Amount Due:	\$28,250.00 USD

How does Remit To behave in an Account Hierarchy? *Cont'd*

When a child account profile is **synchronized** with the parent account but there is a **remittance address** saved **nether** in the child account **nor** in the parent account, the **Remit To** section on the new invoices will default to the parent account company name and address saved in the parent account Company Profile. In the example below, 'ABC Company' is the parent account.

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice #: *

! Required field

Invoice Date: * 19 Feb 2021 

Service Description:

Supplier Tax ID: 212121212

Remit To: ABC Company

1234 Main Street,
Pittsburgh, PA 15222,
United States

Bill To:

Subtotal:	\$25,000.00 USD
Total Tax:	\$3,250.00 USD
Total Gross Amount:	\$28,250.00 USD
Total Amount without Tax:	\$25,000.00 USD
Total Net Amount:	\$28,250.00 USD
Amount Due:	\$28,250.00 USD

How does Remit To behave in an Account Hierarchy? Cont'd

When a child account profile is **synchronized** with the parent account but there is no **remittance address** saved in the child account settings while there is a **remittance address** in the parent account, the **Remit To** section on the new invoices will still default to the parent account company name and address saved in the parent account, not to the remittance address saved in the parent account. The snapshot below is from such the child account.

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice #: *

! Required field

Invoice Date: * 19 Feb 2021 

Service Description:

Supplier Tax ID: 212121212

Remit To: **ABC Company**
1234 Main Street,
Pittsburgh, PA 15222,
United States

Bill To:

Subtotal: **\$25,000.00 USD**
Total Tax: \$3,250.00 USD
Total Gross Amount: \$28,250.00 USD
Total Amount without Tax: \$25,000.00 USD
Total Net Amount: \$28,250.00 USD
Amount Due: \$28,250.00 USD

How does Remit To behave in an Account Hierarchy? *Cont'd*

When a child account profile is **synchronized** with the parent account and there is a **remittance address** saved both in the child account and the parent account, the Remit To section on the new invoices will default to the remittance address saved in the child account. The snapshot below is from such the child account.

The remittance address in the parent account will not be available in the Remit To dropdown in the child account.

Create Invoice

▼ Invoice Header

▼ Invoice Header

Summary

Invoice #:*

Invoice Date:* 19 Feb 2021 

Service Description:

Supplier Tax ID: 212121212

Remit To: 1100 East South Dr ▼
Richmond , VA
United States

Summary

Invoice #:*

Invoice Date:* 19 Feb 2021 

Service Description:

Supplier Tax ID: 212121212

Remit To: 1100 East South Dr ▼
1100 East South Dr

Bill To:



How does Supplier Tax ID behave in an Account Hierarchy?

When a child account profile is **NOT synchronized** with the parent account and there is no **Supplier Tax ID** in the child account **but** there is a Supplier Tax ID in the parent account, the Supplier Tax ID section on the new invoices in the child account will be blank.

When a child account profile is **synchronized** with the parent account but there is no **Supplier Tax ID** saved in the child account while there is a **Supplier Tax ID** in the parent account, the Supplier Tax ID section on the new invoices in the child account will default to the Tax ID saved in the parent account.

When a child account profile is **synchronized** with the parent account but there is no **Supplier Tax ID** saved in the parent account while there is a **Supplier Tax ID** in the child account, the Supplier Tax ID section on the child account Company Profile will be greyed out and become blank because the parent account does not have a Tax ID. The Tax ID section on the new invoices in the child account will be blank as well. Even if you unlink the accounts, i.e. break the hierarchy and then check the former child account Tax ID section, it will be blank too because the child account will not remember the pre-hierarchy settings.

When you access a synchronized child account Tax Information in the Company Profile, the parent account Supplier Tax ID will be auto-populated but greyed out. This way the child account administrator cannot make any changes to the Business Information section in the child account profile and cannot add another Supplier Tax ID. The snapshot below is from a child account.

Tax Information

Tax Classification: (no value) ▾

Taxation Type: (no value) ▾

Tax ID: 212121212 ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

LINK USER IDS



Where to find the Link User IDs feature?

All users have the **Link User IDs** feature in their Account Settings by default.

When a user opens the Link User IDs section, they will see 2 options: **Approval Needed** and **No Approval Needed**.

When a user account is linked to one account at least, they will see a new section, namely **Switch Account** in the Account Settings.

Notes:

1. When you link user IDs from between two accounts, both will **inherit** already linked user IDs prior to this linkage.
2. **Once accounts are linked**, you can log in to any one of them and switch to the other/s.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

[Send link request](#)

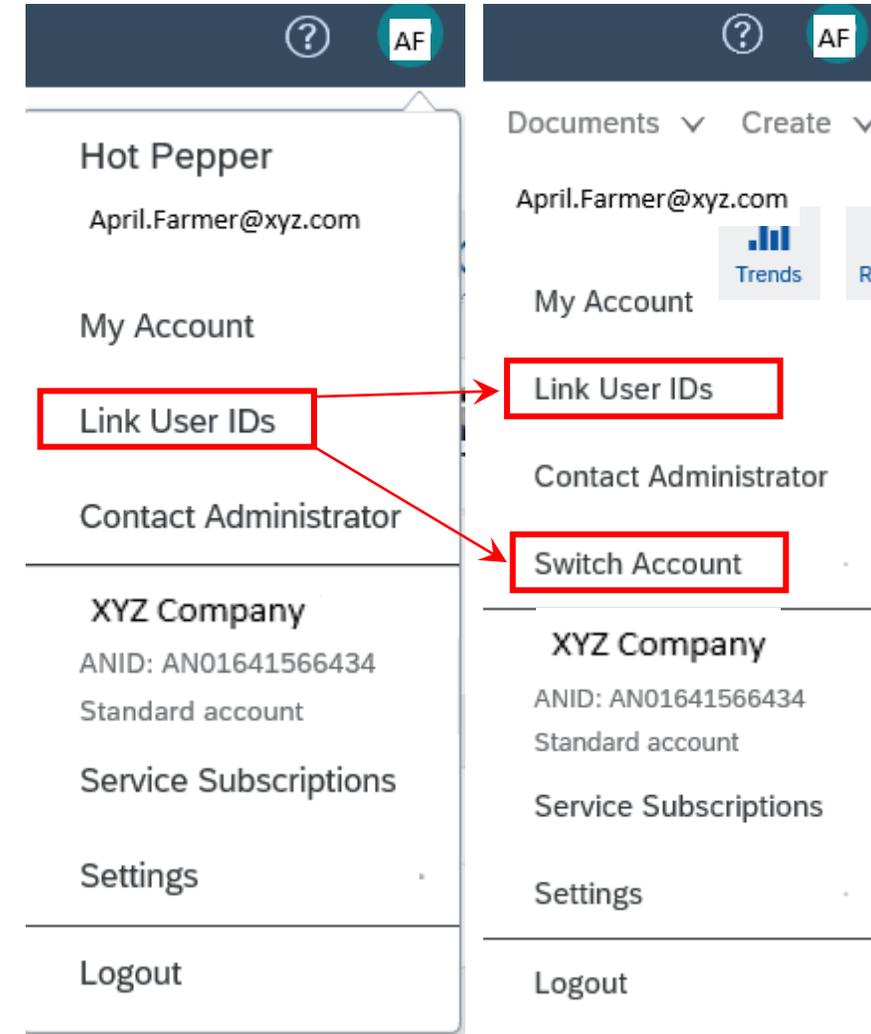
NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: *

Password: *

[Link accounts](#)



How to use the Approval Needed option to link accounts?

When a user uses the **Approval Needed** option and sends a link request from the user account to the account administrator, the user will see whether the request is successful or not right away.

The account administrator will receive an **email notification** for the request to take action.

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

Send link request

SUCCESS

Your link request has been sent.

Close

Request for Username Linkage



network.accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
To April Farmer

Reply Reply All Forward

Sun 2/14/2021 11:37 AM

Dear Ariba Customer,

You've received a request to link your Ariba account (username: Basil.Aroma@dummy.com) with the following account:

Company Name XYZ Company
ANID: AN01641566434
Name April Farmer
Username: April.Farmer@xyz.com
Email Address: April.Farmer@xyz.com

If you have multiple accounts, you can link them together. Linking accounts allows you to log in and manage all of your accounts with a single username and password.

To approve or decline this link request, do the following:

1. Log in to your Ariba account.
2. In the top right corner of the screen, click your name and choose Link User IDs.
3. In the Received Link Requests section, click Actions and choose Approve or Decline.

If you have any questions, please contact SAP Ariba Customer Support: https://connect.ariba.com/techsupport_contacting.htm?Network

Sincerely,
The Ariba Team
<https://www.ariba.com>

How to use the Approval Needed option to link accounts? *Cont'd*

While the user's request is pending, they will be able to see the pending request in the supplier account and will have a chance to cancel the request if necessary.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

[Send link request](#)

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: *

Password: *

[Link accounts](#)

Sent Link Requests - Pending

Supplier ↑	Network ID	Name	Username	Email Address	Date	
LMN Company	AN01641367844	Basil Aroma	Basil.Aroma@dummy.com		14 Feb 2021	Actions ▼ Cancel request

How to use the Approval Needed option to link accounts? *Cont'd*

The supplier account administrator will log in to the Ariba account, open Account Settings -> Link User IDs -> locate **Received Link Requests** -> click on the Actions dropdown to approve or decline the request.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: *

Password: *

Received Link Requests

Supplier ↑	Network ID	Name	Username	Email Address	Date	Child Account	Actions
XYZ Company	AN01641566434	April Farmer	April.Farmer@xyz.com		14 Feb 2021	Basil.Aroma@dummy.com	<input type="button" value="Approve"/> <input type="button" value="Decline"/>

How to use the Approval Needed option to link accounts? *Cont'd*

The user will get a **notification via email** when the account administrator approves their request.

Request for Username Linkage: Approved



network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
To April Farmer



Sun 2/14/2021 11:56 AM

Dear Ariba Customer,

Your request to link your Ariba account (username: April.Farmer@xyz.com to another (username: Basil.Aroma@dummy.com) has been approved.

If you have any questions, please contact SAP Ariba Customer Support: https://connect.ariba.com/techsupport_contacting.htm?Network

Sincerely,
The Ariba Team
<https://www.ariba.com>

How to use the No Approval Needed option to link accounts?

When you use the **No Approval Needed** option, enter your user ID and password for another account, the linkage will occur momentarily.

The image shows a composite screenshot of the SAP user interface. On the left is a user profile card for Nick Tomson (Nick.Tomson@xyz.com) with a 'Link User IDs' button highlighted in red. The main area displays the 'Link User IDs' dialog with two tabs: 'APPROVAL NEEDED' and 'NO APPROVAL NEEDED'. The 'NO APPROVAL NEEDED' tab is active, showing a form with fields for 'username' (filled with 'hot.pepper@sap.com') and 'password' (masked with dots), and a 'Link accounts' button. A 'Done' button is also visible. A red box highlights the 'NO APPROVAL NEEDED' tab and the form fields. On the right, a dropdown menu is open, showing the user's name and email, followed by options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account' (highlighted in red), 'XYZ Company', and 'Settings'. Below the dropdown, another user profile card for April Farmer (April.Farmer@xyz.com) is shown, also highlighted with a red box. Red arrows indicate the flow from the 'Link User IDs' button to the 'NO APPROVAL NEEDED' tab, and from the 'Switch Account' option to the April Farmer profile.

Can you link different types of accounts?

How to unlink a linked user ID?

You **cannot** link your production account user ID with a test account user ID.

You **can** link your Enterprise account with a Standard account and vice versa respectively, i.e. production to production and test to test.

There **is no option to unlink a linked user ID** neither in the Link User IDs nor in the Switch Account. Unless your account administrator deletes the username from the Manage Users section in the native account, it will not be removed from the Switch Account section on the linked account.

NO APPROVAL NEEDED

 You cannot link your user account with a Test account user ID.

Enter the username and password of another account to which you want to link.

Username: *

Password: *

FAQ

Q. What is an **Account Hierarchy**?

A. **Account Hierarchy** is to define a parent and the child accounts within the Ariba Network and create a hierarchy in order to help make them easier to manage. The linkage between individual accounts is for account management purposes.

Q. Are **Account Hierarchy**, **Multi-Org Consolidation**, and **Link User IDs** related?

A. These are three separate notions: **Account Hierarchy** and **Link User IDs** are two independent features within the supplier account. A **Multi-Org** consolidation is a procedure handled by the SAP Ariba Billing Team and applied to the supplier account. However, Account Hierarchy is the prerequisite for a multi-org consolidation.

Q. What is the difference between **Account Hierarchy** and **Link User IDs** in the Account Settings?

A. **Account Hierarchy** should not be confused with the **Link User IDs** feature which is located in the Account Settings directly whereas Account Hierarchy is in the Account Settings -> Settings -> Account Hierarchy. The two features are not interdependent meaning that both administrators and users can link their user IDs without having an account hierarchy set up. However, an **Account Hierarchy** can be created only by the **account administrator**. If you are a user, you can send a request to the administrator to approve the creation of a parent-child account hierarchy and add your account to the account you are requesting.

Q. What is a **multi-org consolidation**?

A. **Multi-org consolidation** is only for billing purposes. The accounts continue to transact as they are today but the billing will be consolidated onto one invoice (separated by child account/s and their relationships). The parent account determines the fee currency. The transaction currency is defined by the child account preferences/location.

When the account administrator creates a parent-child hierarchy, it does **NOT** automatically translate to **consolidated billing, i.e. multi-org consolidation**. After the administrator creates a hierarchy, they submit a Customer Support ticket to consolidate the billing according to the hierarchy. So, **the parent account administrator** needs to make sure they have set up a parent-child hierarchy before filing a Support ticket for a multi-org consolidation.

FAQ Cont'd

Q. Is a **multi-org** a way to **merge** accounts? Is a **multi-org** a way to get a **discount** on Transaction Fees?

A. No and No. A multi-org does **NOT merge** accounts. A multi-org does **NOT** result in getting any discounts.

Q. What is the *use* of an **Account Hierarchy** aside from being the prerequisite for a multi-org?

A. The administrator of the parent account **can log into the child account/s** to change settings on them and complete the company profile, publish catalogs, check the status of payment for the Ariba bill and pay the Ariba bill, and upgrade to a higher Subscription package.

Q. What is the difference between **Account Hierarchy** and **Link User IDs**?

A. **The difference** is an **Account Hierarchy** can be established only by an account administrator whereas any user and administrator can link their account to another account on their own (*in case if* they know the username and password for the other account) **or** request to link their accounts (*in case if* they have a username for the other account but do not know the password). However, a user can only request an account hierarchy if they have respective user permissions. If a user does not have respective user permissions checked, they will not be able to access the Account Hierarchy section in the Settings in order to make a request.

Q. Can all users access the **Link User IDs** feature?

A. Yes. **Link User IDs** is a default setting available to all users in the Account Settings.

Q. What is the *use* of linking user IDs through the **Link User IDs**?

A. **Linking multiple user accounts** will allow you to (1) log in to all your accounts using one username and password and (2) switch between your multiple accounts.

FAQ Cont'd

Q. Can you create an Account Hierarchy between different types of accounts?

A. It depends:

- The Account Hierarchy feature is **NOT** available in the test environment. So you cannot create an account hierarchy between a production account and a test account.
- The Account Hierarchy feature is **available** for both Enterprise and Standard account suppliers.
- You can also create an account hierarchy between an Enterprise account (parent) and a Standard account (child) and vice versa.
- However, the **parent account type** is dominant when the account profiles are linked. For that reason, be aware of an automatic account upgrade when you try to create a hierarchy between an Enterprise account (parent) and a Standard account (child) or an automatic account downgrade when you try to create a hierarchy between a Standard account (parent) and an Enterprise account (child) while choosing to synchronize, i.e. linking the company profiles. **Note:** *This is true for the accounts that have not transacted. The behavior is to be tested for already transacting supplier accounts.*

Q. Will a remittance address saved in the parent account default to a child account on that parent account?

A. It depends:

- When a child account profile is **NOT synchronized** with the parent account and there is **no remittance address** saved in the child account **but** there is a remittance address in the parent account, the **Remit To** section on the new invoices in the child account will default to the child account company name and address saved in the child account Company Profile.
- When a child account profile is **synchronized** with the parent account but there is a **remittance address** saved **neither** in the child account **nor** in the parent account, the **Remit To** section on the new invoices will default to the parent account company name and address saved in the parent account Company Profile.
- When a child account profile is **synchronized** with the parent account but there is no **remittance address** saved in the child account settings while there is a **remittance address** in the parent account, the **Remit To** section on the new invoices will still default to the parent account company name and address saved in the parent account, not to the remittance address saved in the parent account.
- When a child account profile is **synchronized** with the parent account and there is a **remittance address** saved both in the child account and the parent account, the Remit To section on the new invoices will default to the remittance address saved in the child account. The remittance address in the parent account will not be available in the Remit To dropdown in the child account.

FAQ Cont'd

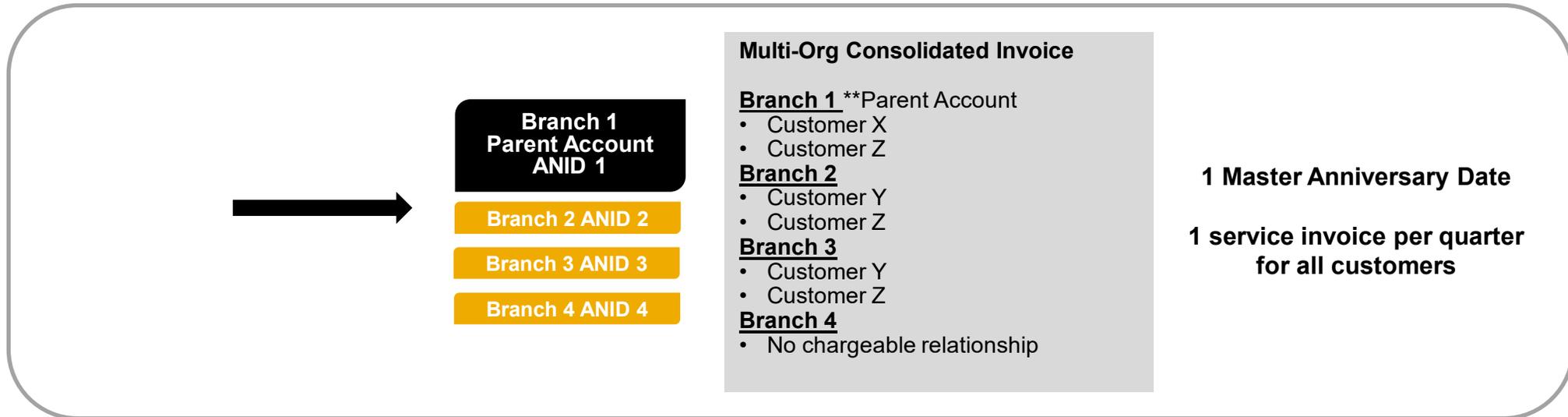
Q. Will the Supplier Tax ID saved in the parent account default to a child account on that parent account?

A. It depends:

- When a child account profile is **NOT synchronized** with the parent account and there is no **Supplier Tax ID** in the child account **but** there is a Supplier Tax ID in the parent account, the Supplier Tax ID section on the new invoices in the child account will be blank.
- When a child account profile is **synchronized** with the parent account but there is no **Supplier Tax ID** saved in the child account while there is a **Supplier Tax ID** in the parent account, the Supplier Tax ID section on the new invoices in the child account will default to the Tax ID saved in the parent account.
- When a child account profile is **synchronized** with the parent account but there is no **Supplier Tax ID** saved in the parent account while there is a **Supplier Tax ID** in the child account, the Supplier Tax ID section on the child account Company Profile will be greyed out and become blank because the parent account does not have a Tax ID. The Tax ID section on the new invoices in the child account will be blank as well. Even if you unlink the accounts, i.e. break the hierarchy and then check the former child account Tax ID section, it will be blank too because the child account will not remember the pre-hierarchy settings.

Appendix 1 Consolidate Your Bills through a Multi-Org

Source: The information in the Appendix is from the classic supplier guide.



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Appendix 1 Consolidate Your Bills through a Multi-Org Cont'd

Source: The information in the Appendix is from the classic supplier guide.

Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Thank you.