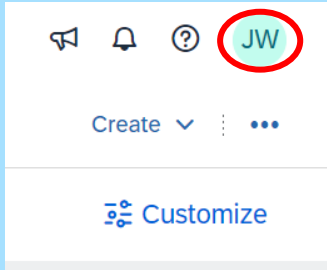


SAP Business Network – What is an ANID & other Tidd Bits

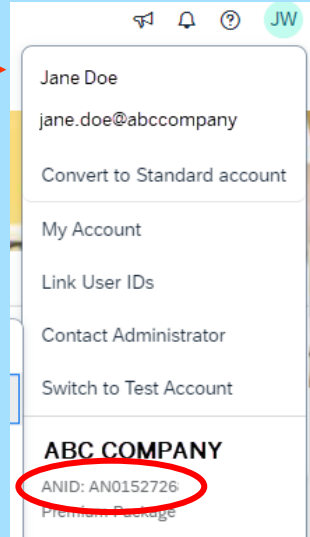


How do I find the ANID?

Step 1: Log on to the SAP Business Network click on your initials on the top right of the screen



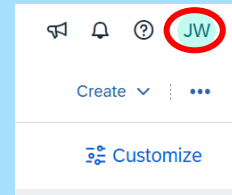
Step 2: The ANID is shown in the drop-down list



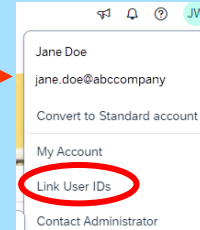
Did you know? ANID – Stands for Ariba Network Identification Number
Each Account has a unique ANID
Transacting and Sourcing Accounts may have different ANID's

Linking User ID's

Step 1: Log in and click on your Initials



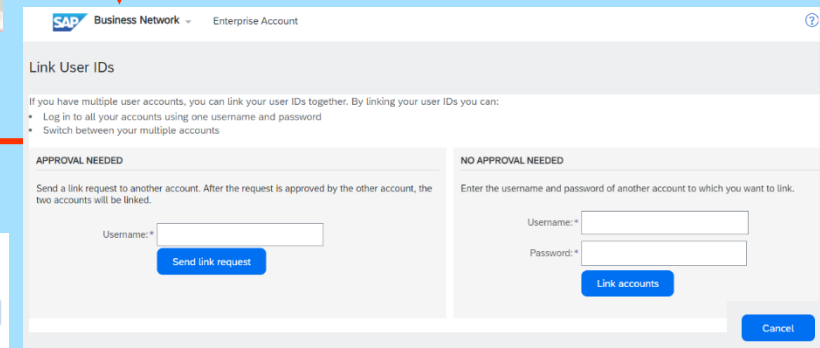
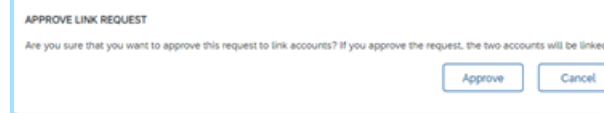
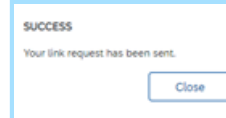
Step 2: Select Link User IDs



Step 3: If you do not have credentials for the other account and you are not the System Administrator, enter your User name and click on **Send Link Request**

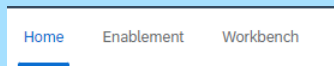
If you have credentials for another ANID, enter your User name and password Click on **Link accounts**

Step 4: Respond to pop-up screen information based on option used

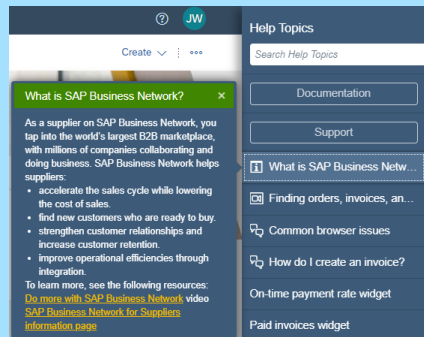


Accessing Home Page and/or Workbench online help

Step 1: Display Home or Workbench

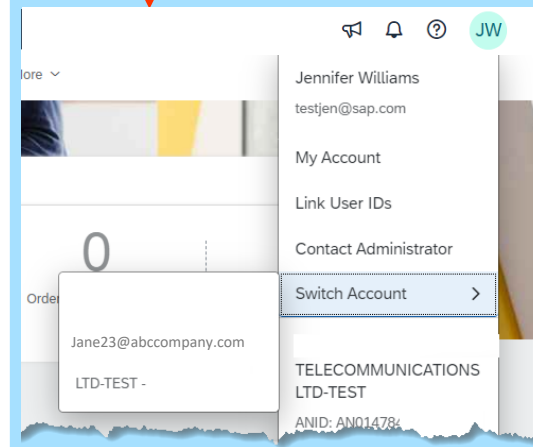


Step 2: Click on ?



Step 3: Green Boxes will appear on fields that have content, either click on the Green corner of the box or click the information you want to access in the Help Topics drop-down list

Step 5: To select any approved Linked Accounts, click on your initials, select Switch Account and choose the account you want from the drop-down list



Did you know? Linking accounts allows users to jump from one account to another without logging off and then back into the other account