

SUPPLIER TOOLKIT: SAP BUSINESS ENTERPRISE ACCOUNT (PREMIUM) CONFIGURATION



45 minutes

Click **Start** to begin the course.

START COURSE



Course Introduction

Welcome to the **Supplier Toolkit: SAP Business Enterprise Account (Premium) Configuration** course!

This course will help you understand the tasks you need to perform to configure your **Enterprise Account (Premium)**.

This course is designed to be particularly beneficial in the following situations:

- If you're a supplier new to SAP and eager to link up with ENGIE using the Premium option.
- If you're a supplier who previously managed an Enterprise account (Premium) elsewhere and hasn't yet established connection with ENGIE.
- If you're a supplier already utilizing an Enterprise account (Premium) and looking to establish connection with ENGIE.

Click **Next** → to get started.



Next



Back

LEARNING OBJECTIVES

By the end of this course, you will be able to:

Explain how to configure your Enterprise account (Premium) in the SAP Business Network.

Describe the basic configuration account settings available in the SAP Business Network.

Perform additional account settings in the SAP Business Network.

Explain how to manage multiple accounts in the SAP Business Network.



Next



Back

Key Terms



Here are the key terms you will encounter in this course.

Term	Definition
SAP Business Network	It is a fully-featured account created before the first transactions using a Trading Relationship Request (TRR) from your Buyer.
Standard Account	It is a free account is typically activated with the first transaction.

To view a list of all the terms, click the **Resources and Glossary** icon.



Next



Back

01

How to Configure “My Enterprise Account (Premium)”?



25 mins

Click Next to continue.



Next



Back

01 How to Configure “My Enterprise Account (Premium)”?

Module Agenda

1. Steps to Configure “My Enterprise Account (Premium)”
2. What are the Basic Configuration Account settings?
3. What are the Additional Account settings?
4. How to manage multiple accounts?



Next



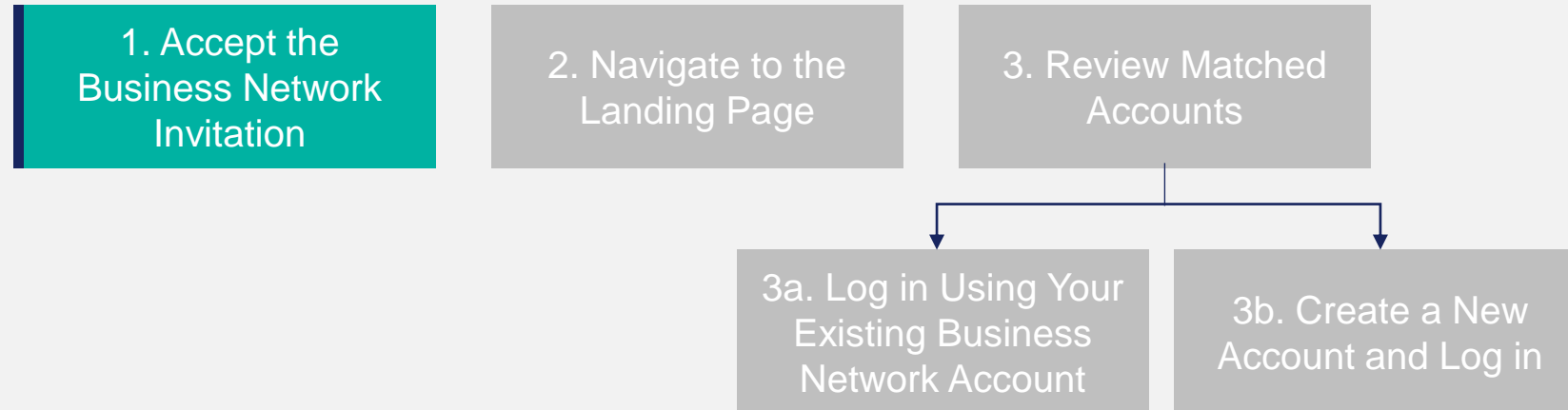
Back

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

Click each step to learn more.



Next



Back

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

1. Accept the Business Network Invitation

You will receive an invitation to join the SAP Business Network (TRR).

Click the unique activation link in this email to redirect to the landing page.



The TRR can be generated in multiple formats, depending on the Customer's preference.

Click the Magnifier icon to enlarge the image.

We would like to invite you to connect with us on SAP Business Network. As part of our digital transformation, we expect our suppliers to process orders and submit invoices via this network.

You can learn more about the why, what, and when of this transformation by watching our recent supplier summit recording, accessible via the supplier information portal below.

You can login and connect with an existing Ariba Network account, or create a new account on SAP Business Network and establish the connection. We're looking forward to continue doing business with you on SAP Business Network.

Click Get started to connect.

Get started

1

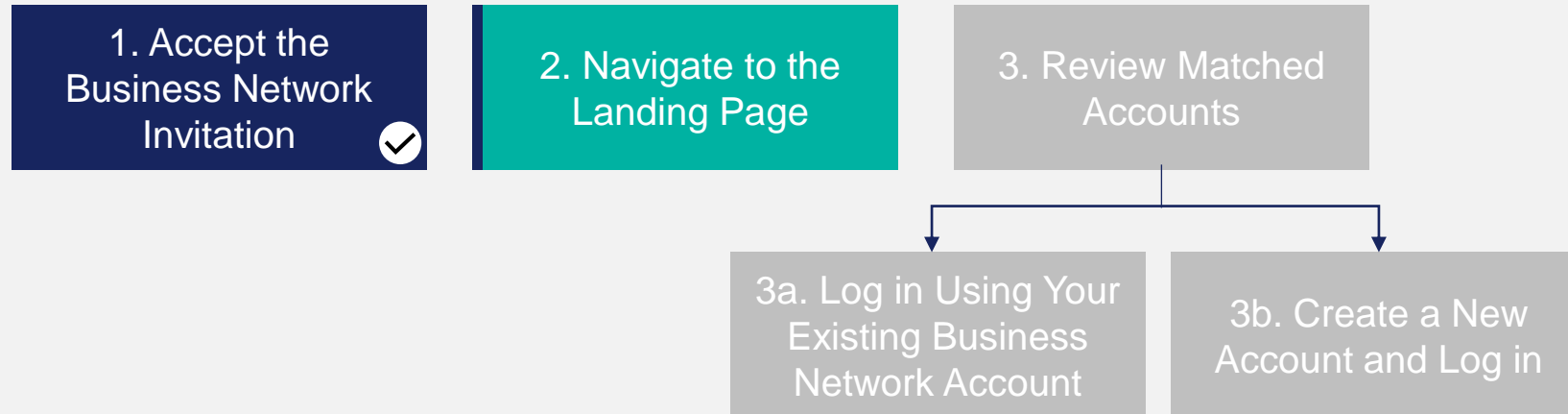
Link expires: Monday, Jul 26, 2021, 12:00AM PDT

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

[Click each tab to learn more.](#)



Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

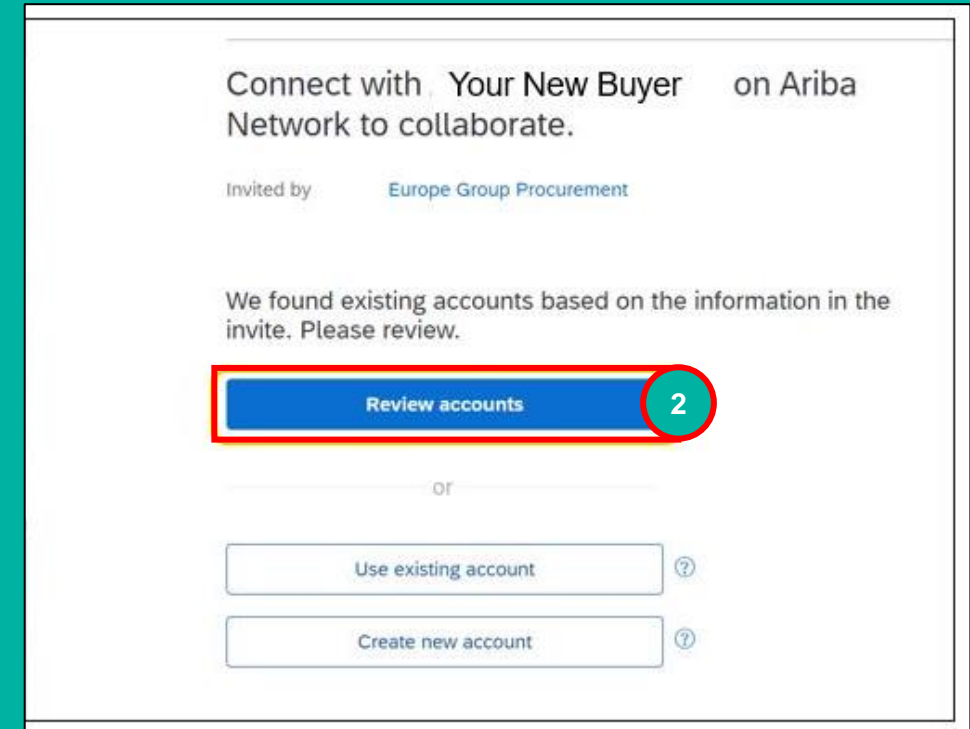
Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

2. Navigate to the Landing Page

This page allows you to review accounts that might already exist for your company.

You can connect to an existing account you have access to or create a new account.

Click the Magnifier icon to enlarge the image.



Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

[Click each tab to learn more.](#)



Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

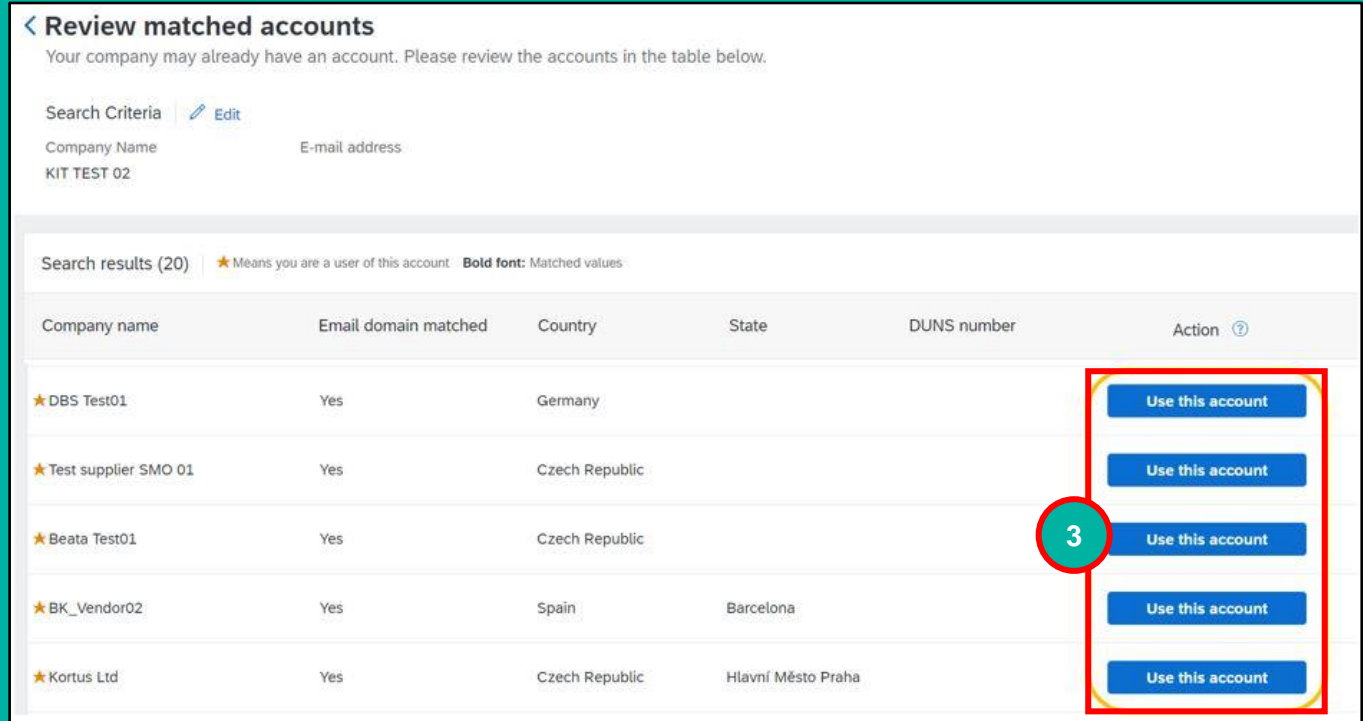
Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

3. Review Matched Accounts

Click on the **Review accounts** button on the landing page to browse through the list of existing accounts.

If you find any match, click on the **Use this account** button.

Click the Magnifier icon to enlarge the image.



Review matched accounts
Your company may already have an account. Please review the accounts in the table below.

Search Criteria [Edit](#)

Company Name: KIT TEST 02 E-mail address:

Search results (20) ★ Means you are a user of this account **Bold font:** Matched values

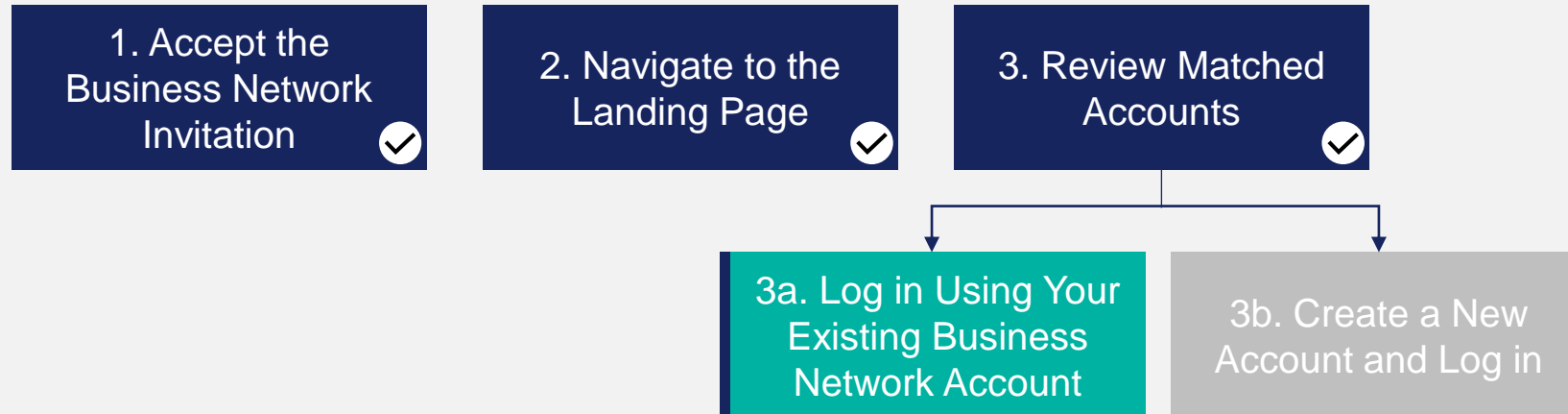
Company name	Email domain matched	Country	State	DUNS number	Action ?
★ DBS Test01	Yes	Germany			Use this account
★ Test supplier SMO 01	Yes	Czech Republic			Use this account
★ Beata Test01	Yes	Czech Republic			Use this account
★ BK_Vendor02	Yes	Spain	Barcelona		Use this account
★ Kortus Ltd	Yes	Czech Republic	Hlavní Město Praha		Use this account

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

[Click each tab to learn more.](#)



Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

3a. Log in Using Your Existing Business Network Account

If you are using an existing account, enter your Username and Password to log in and connect to the SAP Business Network.



You must have **Administrator** rights to perform this operation.

Click the Magnifier icon to enlarge the image.

Sign in to connect with Your New Buyer

Username

[Forgot username?](#)

Password

[Forgot password?](#)

[Connect](#)

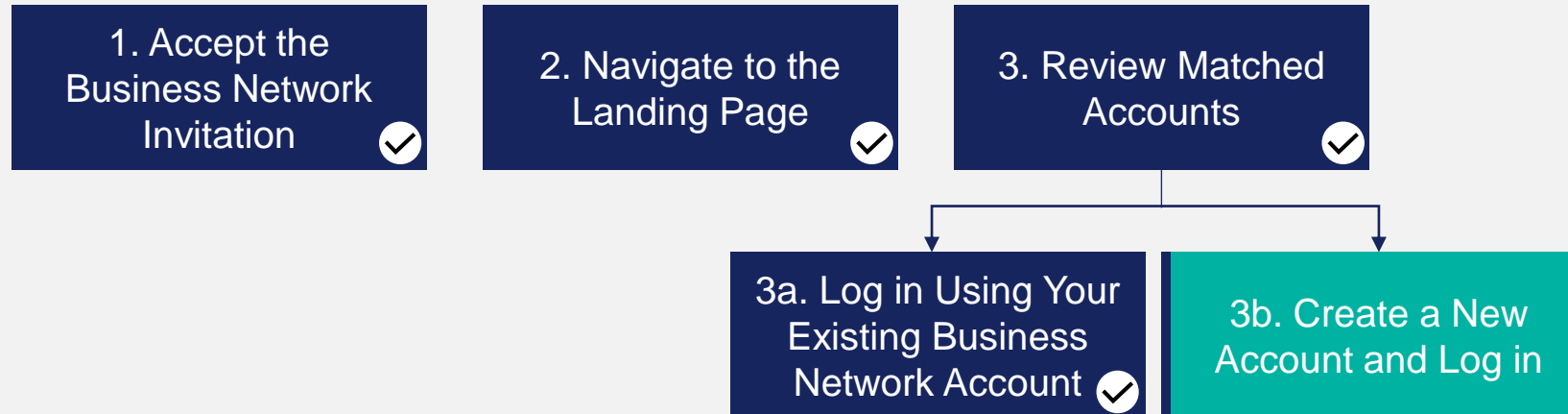
Powered by © 2020 SAP SE or an SAP affiliate company. All rights reserved.
[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

[Click each tab to learn more.](#)



Next



Back

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

3b. Create a New Account and Log in

To create a new account, perform the following steps:

Step 1: Click the **Create new account** button on the landing page.

Step 2: Fill in the required fields. Validate the values in the pre-populated fields.

Step 3: Enter your mandatory User Account information marked with an asterisk (*) and set up a username and password.

Step 4: Select the **Terms of Use** check box.

Step 5: Resolve the Captcha verification.

Step 6: Click the **Create account** button.

Click the Magnifier icon to enlarge the image.

Create an account to connect and collaborate with Your New Buyer on Ariba Network

Company information ?

Company (legal) name *

Country *

Business role *

Choose your primary business role

☐ I have read and agree with the [Terms of Use](#)

Please read [SAP Ariba Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

3b

Create account

Steps to Configure “My Enterprise Account (Premium)”

Not all suppliers requesting an Enterprise account will receive a Trading Relationship Request (TRR). If you have received the TRR, here are the steps you can follow to configure your account in GET.

Else, if you have not received the TRR, you can await the first Purchase Order and then configure your account.

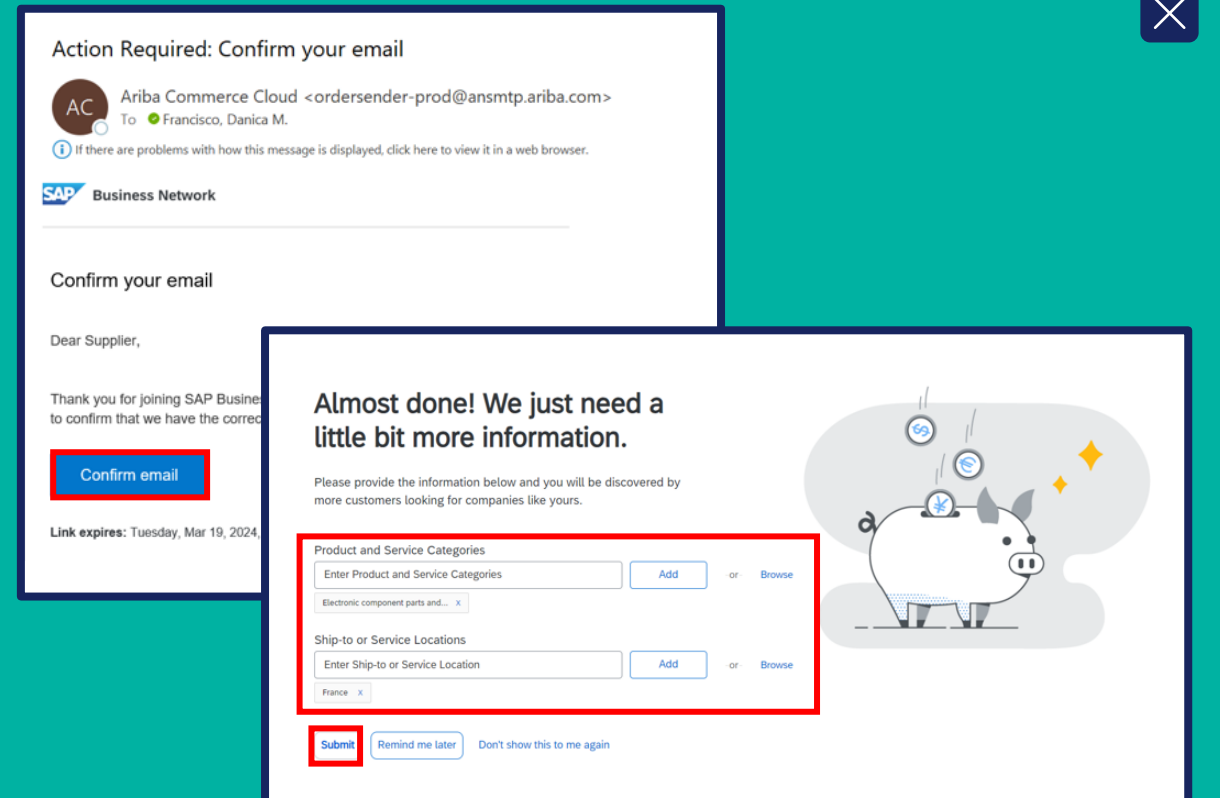
3b. Create a New Account and Log in (Contd.)

Step 7: After creating the credentials to the new account, you will receive a confirmation email. Click the **Confirm email** button.

Step 8 (Optional Step): Enter additional information such as **Product and Service Categories** and **Ship-to or Service Locations**.

Step 9: Click the **Submit** button to redirect to the **Home** page.

Click the Magnifier icon to enlarge the image.



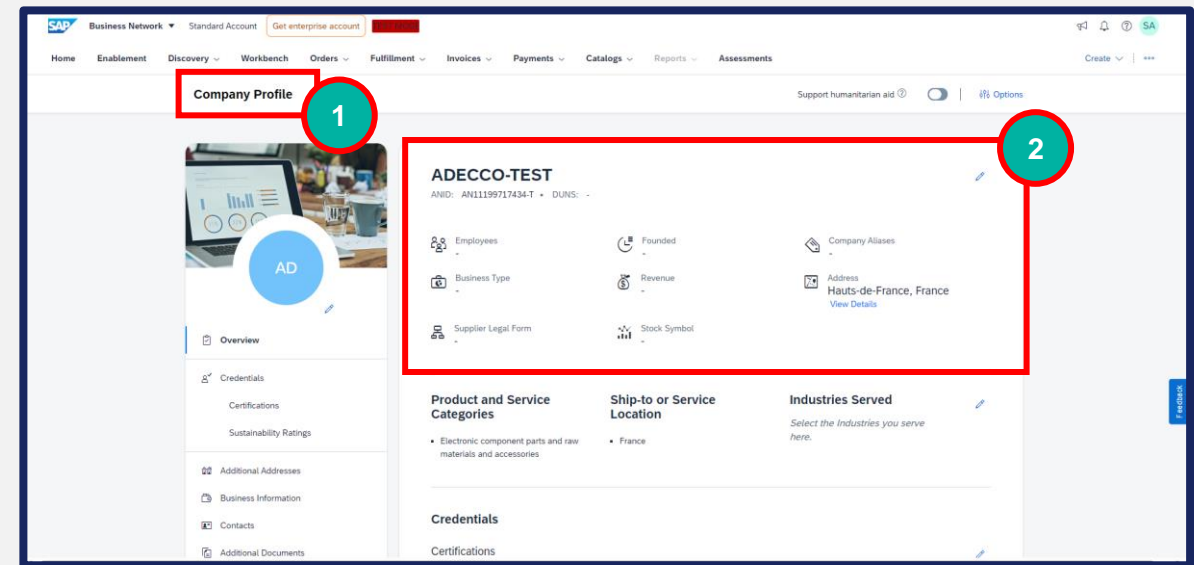
The image shows two overlapping screenshots. The background screenshot is an email titled "Action Required: Confirm your email" from Ariba Commerce Cloud. It includes a "Confirm your email" button highlighted with a red box. The foreground screenshot is a web form titled "Almost done! We just need a little bit more information." It contains two sections: "Product and Service Categories" and "Ship-to or Service Locations", each with an input field, an "Add" button, and a "Browse" link. The "Add" buttons and the "Submit" button at the bottom are highlighted with red boxes. A piggy bank illustration is on the right.

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

Click each tab to learn more.

Click the Magnifier icon to enlarge the image.



! The more you complete your profile, the higher is the likelihood of increasing business with existing and prospective customers.

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

[Click each tab to learn more.](#)

Click the Magnifier icon to enlarge the image.

Account Settings

Customer Relationships Users **Notifications** Application Subscriptions Account Registration API management

General **Network** Discovery

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language is controlled by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	<input type="text" value="TestGETSupplier239@yopmail.com"/>
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	<input type="text" value="TestGETSupplier239@yopmail.com"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	<input type="text" value="TestGETSupplier239@yopmail.com"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	<input type="text" value="TestGETSupplier239@yopmail.com"/>

The **Network Notifications** section indicates the system notifications you would like to receive and allows you to designate the email addresses to which you would like to send them.

Set up your network notifications using the steps given below:

1. Click the **Notifications** option in the **Account Settings** menu.
2. Click the **Network** tab.
3. Enter your email address.



You can enter up to **five** email addresses per the notification type. Separate each address with a comma but **NO** space between the emails.

Complete Your Profile



Setup Network Notifications

Complete Enablement Tasks

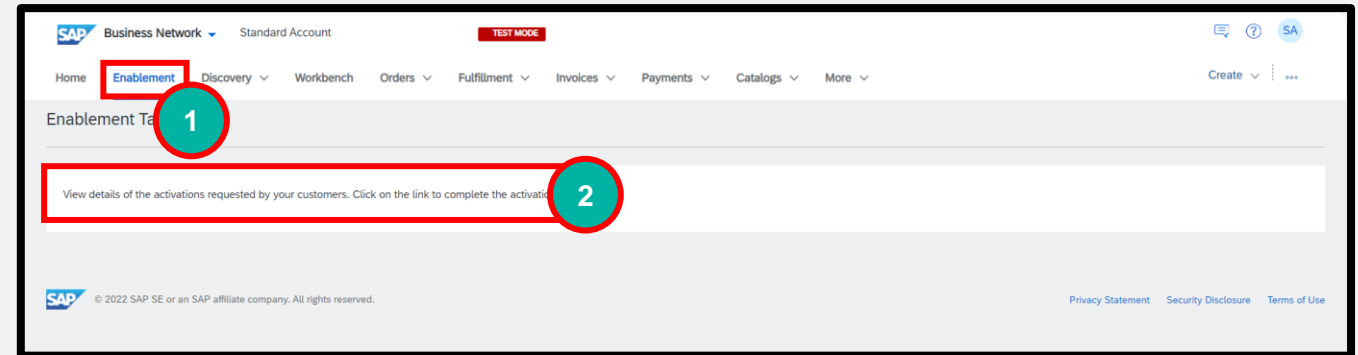
Select Electronic Order Routing Method

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

Click each tab to learn more.

Click the Magnifier icon to enlarge the image.



Complete the enablement tasks using the steps given below:

1. Select the **Enablement** tab.
2. Click the link on the screen to view details of the activations required by your customers. Next, choose the pending tasks that need to be completed.



Some pending tasks may be for your customer. They will not be resolved until your customer completes them.

Complete Your Profile



Setup Network Notifications



Complete Enablement Tasks

Select Electronic Order Routing Method

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

[Click each tab to learn more.](#)

Complete Your Profile



Setup Network Notifications



Complete Enablement Tasks



Select Electronic Order Routing Method

1. You can select the **Electronic Order Routing method** through the following steps:
 - a) Click on the **Tasks** link to configure your account or click **Electronic Order Routing** from the main menu.
 - b) Select one of the following routing methods:
 - **Online** (Default): Orders are received within your AN account, but notifications are not sent out.
 - **Email** (Recommended): Email notifications are sent out and can include a copy of the Purchase Order, when orders are received within your AN Account. This is the only available option for **Standard Accounts**.
2. The other options are relevant if you choose to start an integration project between your system and the SAP Business Network:
 - a) Select the **Same as new catalog orders without attachments** option for the other document types to automatically have the settings duplicated or set the rest of the settings according to your preference.
 - b) Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

Click the Magnifier icon to enlarge the image.

The screenshot displays the 'New Orders' configuration page in the GET system. It is divided into two main sections: 'New Orders' and 'Notifications'.

New Orders Section:

Document Type	Routing Method
Catalog Orders without Attachments	Online
Catalog Orders with Attachments	cXML
Non-Catalog Orders without Attachments	EDI
Non-Catalog Orders with Attachments	cXML Pending Queue

A red box highlights the 'Email' option in the dropdown menu for 'Catalog Orders without Attachments', with a red circle labeled '1b' next to it.

Notifications Section:

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	goodsupplier@ariba.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	

A red box highlights the 'Send a notification when orders are undeliverable' checkbox, with a red circle labeled '2b' next to it.

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

[Click each tab to learn more.](#)

[Click the Magnifier icon to enlarge the image.](#)

Configure
Your
Remittance
Information

You can **configure your remittance information** through the following steps:

1. From the **Company Settings** drop-down menu, select the **Remittances** option.
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.

ENGIE may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. In such cases, fill in the provided ID in the field next to the customer's name.

Payment Methods:

1. If you are asked to add your payment method and/or banking information, make sure to tick the box **Include Bank Account Information** in invoices, choose your preferred payment method then complete all required fields under ACH or Wire Transfer.
2. Click **OK** when done.

If you have more than one remittance address, select one as a default. If needed, assign Remittance IDs for this address for each of your customers. Each client can assign different IDs.

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field.

Remittance Address

Address 1*
Address 2
Address 3
City*
State* Alabama [US-AL]
Zip*
Country* United States [USA]
Contact* Select contact
☐ Make this address default
☐ Factoring Service ⓘ

Remittance ID Assignment

Customer: 1
Remittance ID
Ben's Company - TEST

☒ Include Bank Account Information in Invoices

Payment Methods

Preferred Payment Method: Select method

ACH

Account Name:
Account #:
Confirm Account #:
Account Type: Select account type
ABA: US Bank Only
Confirm ABA: US Bank Only
Bank Name:
Branch Name:

WIRE TRANSFER

Beneficiary Bank

Account Name:
Account #:
Confirm Account #:
Account Type: Select account type

Corresponding Bank

Account Name:
Account #:
Confirm Account #:
Account Type: Select account type

OK

Setup a Test
Account



Next



Back

What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

[Click each tab to learn more.](#)

Configure
Your
Remittance
Information



Setting up a Test account is a requirement prior to starting a Catalog or Integration project. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

To set up your Test account, log in to your Business Network Production account and perform the following steps:

1. Click the **Account Settings** option and select **Switch to Test ID**.
Note: The **Switch To Test Account** button is only available to the account Administrator or to authorized users.
2. Click **OK** when the Business Network displays a warning indicating "**You are about to switch to Test Mode**".
You will be transferred to your account.



Note

The first time you enter your account, you need to create a Username and Password.

Ariba Network always displays which mode you are logged into (Production or Test). Your Test account ID has the suffix "-T" appended to your Ariba Network ID (ANID). Test account transactions are free of charge.

Setup a Test
Account



Next



Back

What are the Additional Account Settings?

Click each tab to learn more.

Account Settings

Account Users
and Administrator

Create Roles and Users
(Administrators Only)

Edit and Modify Users
(Administrator Only)



Next



Back

What are the Additional Account Settings?

Maintain the account settings in Account Administration using the steps given below:

1. Click on your initials in the top right corner.
2. Click the **My Account** option to view or update your user settings.



These options enable you to access your personal user account information and settings.

Account Settings

Account Users
and Administrator

Create Roles and Users
(Administrators Only)

Edit and Modify Users
(Administrator Only)

What are the Additional Account Settings?

The key responsibilities of an Administrator consists of the following:

- There is only one Administrator per account
- An Administrator is automatically linked to the username and login entered during the registration process
- An Administrator is responsible for account setup/configuration and management
- An Administrator is the primary Point of Contact (POC) for users with questions or problems
- An Administrator creates users and assigns roles/permissions
- There can be up to 250 user accounts per ANID
- Each account can have different roles/permissions, which correspond to the user's actual job responsibilities
- An Administrator can access all or only specific customers that are assigned to them

Account Settings ✓

Account Users
and Administrator

Create Roles and Users
(Administrators Only)

Edit and Modify Users
(Administrator Only)

What are the Additional Account Settings?

To create roles and users, under the **Company Settings** menu, click the **Users** option. The **Users** page will be displayed.

To create a role,

1. Click the "+" icon under the **Manage Roles** tab.
2. Enter a name and a description for the role. Select the required permissions for this role. Click the **Save** button.

To create a user,

1. Click the "+" sign under the **Manage Users** tab. Enter a username (email format), email address, first and last name, and (optionally) a phone number.
2. Select a role in the **Role Assignment** section and decide if the user is to be assigned to all customers or specific ones.
3. Click the **Done** button.

Click the Magnifier icon to enlarge the image.

The screenshot shows two overlapping forms. The top form is titled 'Create Role' and has fields for 'Name' (Sales Opportunities) and 'Description' (Allows to answer sourcing events and Ariba Contract Management). Below this is a table of permissions with checkboxes. The bottom form is titled 'New User Information' and has fields for 'Username', 'Email Address', 'First Name', and 'Last Name'. A red box labeled '1' highlights these fields. Below these fields are checkboxes for 'Do not allow the user to resend invoices to the buyer's account' and 'Limited access'. There is also a field for 'Office Phone' with a dropdown for 'Country' (USA) and input fields for 'Area' and 'Number'. Below this is a 'Role Assignment' section with a table of roles. A red box labeled '2' highlights the 'Invoicing role', 'PO view', and 'INVOICING 2' rows. At the bottom is a 'Customer Assignment' section with radio buttons for 'All Customers' and 'Select Customers'.

Account Settings ✓

Account Users ✓
and Administrator

Create Roles and Users
(Administrators Only)

Edit and Modify Users
(Administrator Only)

What are the Additional Account Settings?

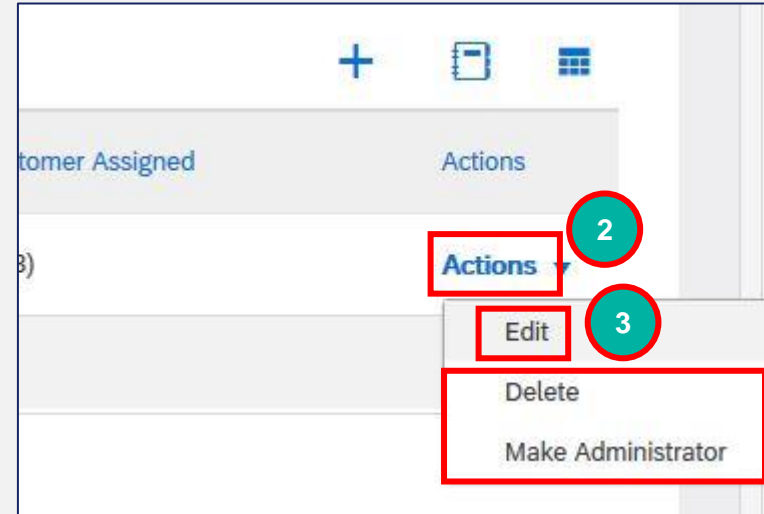
Modify roles and users using the steps given below:

1. Click the **Manage Users** tab.
2. Click the **Actions** drop-down menu.
3. Click the **Edit** option from the drop-down menu to modify the role assignment or to reset the password.

Other options include:

- Delete User
- Make Administrator
- Add to Contact List
- Remove from Contact List

Click the Magnifier icon to enlarge the image.



Account Settings ✓

Account Users ✓
and Administrator

Create Roles and Users ✓
(Administrators Only)

Edit and Modify Users
(Administrator Only)

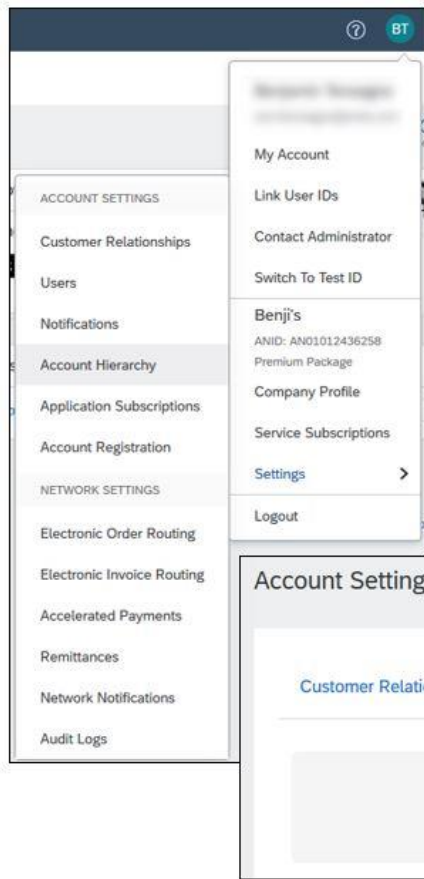
How to Manage Multiple Accounts?

Account Hierarchy is used to define a parent and one or multiple child accounts and create a hierarchy to help make them easier to manage. The linkage between individual accounts is for account management purposes.

The Account Hierarchy feature is only accessible to the Administrator and to users with specific permissions.

The Administrator of the parent account can link/unlink accounts and can sign on to the child account/s to take the following actions:

- Change settings and complete the company profile
- Publish catalogs
- Check the status of payment for Ariba invoices and pay them
- Upgrade to a higher Subscription package
- The administrator cannot perform the following actions in the child account: View connected buyers
- Create documents (PO Confirmations, Invoices etc.)
- Run reports



The screenshot displays the ENGIE user interface. On the left, a sidebar menu lists various settings categories: ACCOUNT SETTINGS (including Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, and Account Registration), NETWORK SETTINGS (including Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and Audit Logs), and a top navigation bar with a question mark icon and a 'BT' label. The 'Account Hierarchy' option is highlighted in the sidebar. On the right, a dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', and a section for 'Benji's' (ANID: AN01012436258, Premium Package) with links to 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. Below this, the 'Account Settings' page is visible, featuring tabs for 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', and 'Applications'. The 'Account Hierarchy' tab is active, showing an 'Account Status' section with the text 'No Linked Accounts' and a message: 'If your company has multiple accounts, you can link them easier to manage.' A blue link 'Link Accounts' is provided at the bottom.

Click the Magnifier icon to enlarge the image.

How to Manage Multiple Accounts?

Let's now look at the steps to be followed to manage multiple accounts in the Account Administration process:

Click each tab to learn more.



Create an Account Hierarchy



Link User IDs



Next



Back

How to Manage Multiple Accounts?

Let's now look at the steps to be followed to manage multiple accounts in the Account Administration process:

Click each tab to learn more.

Create an Account Hierarchy

From the settings menu, go to **Settings → Account Hierarchy**. Then, click **Link Accounts**.

If you are the **Administrator** of the child account, enter the username and password. You are redirected to a page informing you of what information will be shared between linked profiles. You can decide to synchronize future company profile changes from the parent account to the child accounts by ticking the appropriate box. Click **Link Account** to confirm.

If you are **NOT** the Administrator of the child account, you can click on **Request link with other accounts** to prompt a search filter allowing you to search for accounts and send a request to the relevant administrator.

Once a link is established, you can see a list of all linked child accounts. You can sign on to a child account by going to **Actions → Sign On**. Once in the child account, you can return to the Parent account by clicking **Back to parent** account at the top of the page.

The screenshot shows the 'Link Account' interface. It is divided into two main sections by a vertical dashed line. The left section is titled 'NOT AN ACCOUNT ADMINISTRATOR' and contains a button labeled 'Request link with other accounts' which is highlighted with a red box. Below this is a search filter section with fields for 'Company Name', 'Arba Network ID (ANID)', and 'DUNS Number', along with a 'Search' button. The right section is titled 'ACCOUNT ADMINISTRATOR' and contains fields for 'Username' and 'Password', both highlighted with red boxes, and a 'Link Accounts' button also highlighted with a red box. At the bottom right of the right section, there is a checkbox labeled 'Overwrite and synchronize future company profile changes with information from this account.' and a 'Link Account' button highlighted with a red box, next to a 'Cancel' button. A small 'X' icon is visible in the top right corner of the interface.

Click the Magnifier icon to enlarge the image.

How to Manage Multiple Accounts?

Let's now look at the steps to be followed to manage multiple accounts in the Account Administration process:

Click each tab to learn more.



Create an Account Hierarchy



Link User IDs



Next



Back

How to Manage Multiple Accounts?

Let's now look at the steps to be followed to manage multiple accounts in the Account Administration process:

Click each tab to learn more.

Link User IDs

Link User IDs is a default setting available to all users, without special permission needed. Linking multiple user IDs allows users to:

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

To link multiple user IDs, click on **Link User IDs** from the Settings menu. Two options are available under the menu:

- **Approval needed:** Enter the username and click on **Send link request**. The account administrator will receive an email notification inviting them to approve or decline the request.
- **No approval needed:** Enter the username and password of the account you want to link. The connection happens immediately.

Once accounts are linked, the option **Switch Account** appears in the **Settings** menu.

Click the Magnifier icon to enlarge the image.

The screenshot shows a web interface for 'Link User IDs'. On the left, a sidebar menu has 'Link User IDs' highlighted with a red box. The main content area is titled 'Link User IDs' and contains two panels. The left panel, 'APPROVAL NEEDED', instructs the user to 'Send a link request to another account' and features a 'Username:' input field and a 'Send link request' button, both highlighted with red boxes. The right panel, 'NO APPROVAL NEEDED', instructs the user to 'Enter the username and password of another account' and features 'Username:' and 'Password:' input fields, with a 'Link accounts' button highlighted by a red box.

There is **no option to unlink a linked user ID**. 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** option.

Key Takeaways



Here are the key takeaways from this course:

The key steps to configure “My Enterprise Account (Premium)” in GET are accepting the business network invitation, navigating to the landing page and reviewing matched accounts.

The basic configuration settings you need to do in Account Administration for GET: complete your profile, set up notifications, finish tasks, choose order method, set remittance details and create an account.

The additional account settings include: account settings, account users and administrators, create roles and users (administrators only) and edit and modify users (administrators only).

To manage multiple accounts in the Account Administration process, you can either create an Account Hierarchy or link multiple user IDs.



Next



Back



Course Completion

Congratulations

<User Name>

You have successfully completed the **Supplier Toolkit: SAP Business Enterprise Account (Premium) Configuration** course.

Click the Print Certificate icon to download and print your course completion certificate.



PRINT CERTIFICATE



Next



Back