



SAP Ariba 

Supplier ANID Management

Managing Multiple Accounts Based on Company Structure

PUBLIC

Agenda

Company structure

Centralized Procurement Structure

Decentralized Procurement Structure

Centralized PO Process/Decentralized Invoicing Process

Decentralized PO Process/Centralized Invoicing Process

Regionally Centralized

Regionally Decentralized

Acquiring Additional Companies

Companies Divesting

Account hierarchy and how to create an Account hierarchy

What is Multi-Org

ANID Management – Best practices

Centralized Procurement Process

Companies that receive all their PO's into a single location and have all their Invoices leave from a single location, all within the company

In this scenario, the key is establishing an [Account Hierarchy](#)

Establish one ANID as the “Parent”, and bring all other accounts in as “Child” Accounts

- This ensures the Child accounts can take advantage of the Subscription Level benefits of the Parent account
- The Admin of the Parent account will gain access to any of the Child accounts if needed

Depending on how your company handles paying SAP Business Network fees, a [Multi-Org](#) is advisable

*Please note some companies may have specific personnel/team responsible for the fees on the SAP Business Network Invoice and will require separate invoices for reconciliation purposes

Decentralized Procurement Structure

Companies that have PO's received on various ANID's and Invoices sent from various locations and business units. They act independently and often do not know how many accounts they have, nor who is handling invoicing

- Very common in franchises and companies with large sales teams

In this scenario you must first start with identifying all the accounts that could possibly be under your company. ([*to learn more, click here](#))

Use our de-dup process and make sure you contact the administrator for each account ([*to learn more, click here](#))

Best practice is to track each account you have found and contacted. For those that do not respond, and you feel certain that no relationship will be in jeopardy, you can contact Customer Support with a list of those accounts. Support can verify if any active relationship exists; if none exist, request Customer Support Expire the accounts. If relationships exist, work with the account Admin to determine how they want the account to be handled

Next step is to begin the [Account Hierarchy](#) creation process. Not all accounts will join unless the Company puts a Compliance message with the request

Most Franchises will not want a Multi-Org. In this scenario a Multi-Org would not be appropriate.

Centralized PO Process/Decentralized Invoicing Process

Companies that have all PO's come into one specific location, but are invoicing out of many locations. Common in Companies that have many different Functional Business Unites and/or Multiple ERP systems

In this scenario the company will most likely have someone appointed a "Traffic Cop" to review customer PO's and send to the right location, or make that location aware of the PO in the system

To make the "Traffic Cop" job more efficient, begin with establishing an [Account Hierarchy](#)

If Accounts are found that are no longer valid, engage with Customer Support for accounts to be expired

Multi-Orgs are highly recommended for these situations. Review how to create a [Multi-Org](#)

Decentralized PO Process/Centralized Invoicing Process

Companies that have PO's sent directly to individuals or various Business Units, but all invoicing comes out of one Business Units (e.g. Accounts payable). Most common with companies who ensure their customers have a dedicated rep to work with, but all invoicing comes from the main headquarters. Commonly found in consulting services or licensed software

In this scenario, first establish an [Account Hierarchy](#)

Once an Account Hierarchy is established, proceed with request for a [Multi-Org](#)

Use our de-dup process and make sure you contact the Administrator for each account ([*to learn more, click here](#))

As a best practice; Companies should mandate all ANID's be "registered" with those sending Invoices. Companies can do this when a new ANID creation notification comes in, or when the SAP Business Network invoice is received.

To view a sample letter used when requesting an account be "registered" [click here](#)

Regionally Centralized Process

Same as Centralized companies where all PO's are received into a single location and all Invoices leave from a single location, yet broken up by region. Common for Global companies as invoicing laws are different depending on which country the customer is doing business with.

Each region needs their own [Account Hierarchy](#). If possible, a [Multi-Org](#)

If one region has the same invoicing rules as another (e.g. England, Scotland, Wales and N. Ireland) best practice would be to have one Account Hierarchy to help streamline efficiencies in managing the ANIDs

Regionally Decentralized Process

Same as Decentralized yet broken up by region

This scenario is more complex and best to be done in smaller increments. Registering company ANID's would be quite cumbersome ([*to learn more, click here](#))

As a workaround, global person(s) could be designated contact/"Traffic Cop" to receive all notifications and redirect to the appropriate contact in each region

Acquiring Additional Companies

This is a common occurrence. The best way to manage this is to have a single person from each company work together.

Identify all ANID's ([*to learn more, click here](#))

Identify ones no longer is use. Send those to Customer Support to be expired

Identify common customers/overlap. Determine if one relationship will work. Usually on day one they will keep both relationships as ERP's aren't married yet. Once that has been done they can have one of the relationships deactivated. Build communication for this to send to impacted customer(s)

Determine if some relationships will need to be moved, build communication for this to send to impacted customer(s)

If DUNS # will be changing, communicate this to impacted customers

Best Practice: develop a full communication plan to explain to your customers what will be changing for them

Once the above is complete: proceed with [Account Hierarchy](#) creation, and [Multi-Org request](#)

Companies Splitting/Selling Off a Portion of Company

This is a common occurrence

Identify all ANIDs ([*to learn more, click here](#))

Review ANID's to determine:

- What ANID's can be allocated to the new company
- What ANID's stay with original company
- What ANID's have a relationship that is for both companies

ANID's with a relationship for both companies should be addressed first

ANID's with relationships both companies will utilize – determine which company will keep the existing ANID, the other will need to re-establish the customer relationship(s) on a newly created ANID

Best Practice: develop a full communication plan to explain to your customers what will be changing for them

If in an Account Hierarchy, unlink Accounts and create new [Account Hierarchy](#) for new company. (new Admin will need to be involved).

If appropriate, proceed with [Multi-Org request](#)

All ANID's that appear to be unused or unnecessary, contact Customer Support to request ANID be expired

What is an **Account Hierarchy**

What is an **Account Hierarchy**

An Account Hierarchy is a linkage relationship between individual accounts for account management purposes. Utilizing a Parent-Child structure.

The Account Hierarchy allows the Parent Account in the hierarchy to manage information not only for the Parent Account, but also for the Child Accounts in the hierarchy

Once a hierarchy has been created, the Parent Account Admin will have access to sign into any of the Child Accounts linked, to access and manage information from the **Account Hierarchy** page

The **Account Hierarchy Administration** permission allows sub users to manage links to Child Accounts and sign on to Child Accounts through the Account Hierarchy page without a username and password. The **Child Account Access** permission enables a user to sign on to Child Accounts

You cannot create an Account Hierarchy in your test account, nor merge two or more accounts into a single account.

Account Hierarchy is the prerequisite for a multi-org consolidation within the supplier account

Account Hierarchy and Multi-Org Best Practices

How to choose your Account Hierarchy Parent Account

- Typically the account with the most buying relationships
- Parent Account anniversary date determines billing cycle and timing of consolidation

Designate an individual to manage the Multi-Org

- Typically the Administrator of the Parent ANID
- Will have access to all Child Accounts from Account Hierarchy page

Contact Child Accounts prior to consolidation

- Child Accounts will no longer receive SAP Business Network invoices

Review how accounts and entities within your company are split

- Fee caps are reviewed on a per Multi-Org basis. If you have two Multi-Org's, caps will not be reviewed from one to another
- Each Multi-Org will also pay its own membership

How to Create an **Account Hierarchy**

How to Create an **Account Hierarchy**

In the upper-right corner of the application, click your initials > **Settings**.

Select **Account Hierarchy**.

Select **Link Accounts**.

Select **Request link with other accounts** if you do not know the administrator login credentials for the account you wish to link, or use the **Username** and **Password** fields to enter those credentials if you do.

If you select **Request link with other accounts**, you will then be prompted to complete additional information to find the correct account.

Enter the **Company Name**, **ANID**, or **DUNS Number** to search for accounts, or select **Recommended Accounts** at the top.

Select **Review Profile** to the right of any account in the search results.

Select **Link as My Child** or **Link as My Parent** depending on which applies.

Enter a comment and select **Send Request**.

What is a **Multi-Org**

Understanding a Multi-Org

SAP Business Network offers invoice consolidation and synchronization of accounts for suppliers with several accounts on the Business network. Fees will be invoiced only to the Parent Account with the payment cycle synchronized for the entire group. (Parent and Child(s))

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.

A Multi-Org is NOT:

- A way to merge accounts
- A way to get a discount on Transaction Fees

How to Request a Multi-Org

First you must establish an Account Hierarchy without your SAP Business Network ANID

Once the Account Hierarchy is established, contact your Billing Representative to request the Multi-Org

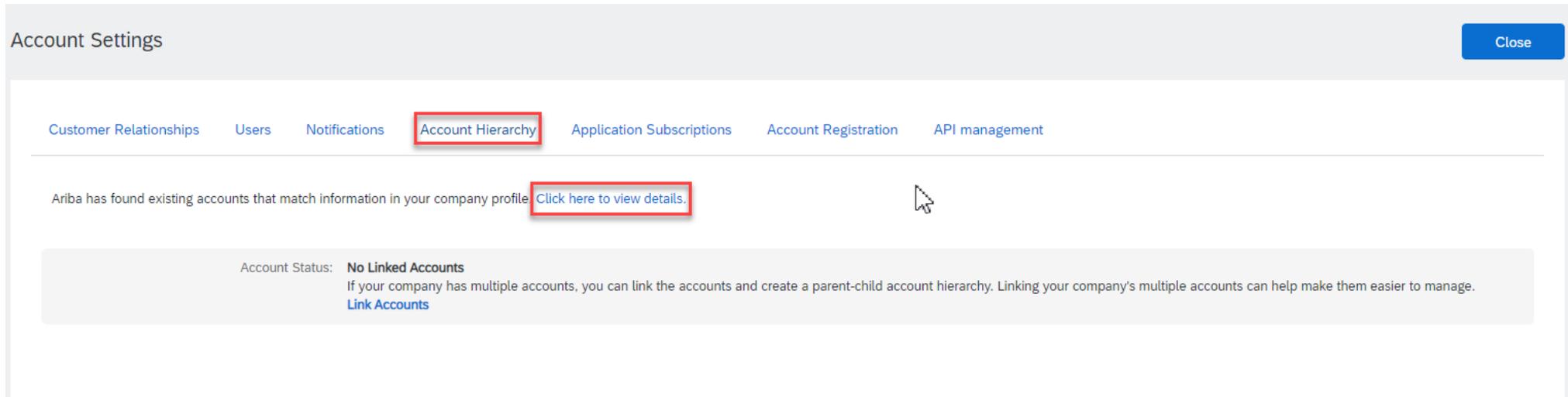
- Your billing representative's name and email can be found on your SAP Business Network Invoice

ANID Management Best Practices

How to Find all your Company's ANID's:

How to register your Organization's Email Domain(s):

Within your Ariba Network profile, from **Settings > Account Hierarchy**. Locate *Ariba has found existing accounts that match information in your company profile*. Click [here](#) for details. Here you will find a list of ANID's that match your Company Profile. From here Review the list and if appropriate, request to Link as My Child.



How to Contact SAP Business Network Customer Support

When logged into your SAP Business Network ANID, from the upper-right hand corner select the Initial icons > choose any setting. The Help Center will appear on the right side. Expand the window. Use the search bar to find answers, or choose Contact us to connect directly with a Support agent

For The Help Center demo video, [click here](#)

Blocking **New Account Creation**

You can “register” your organization’s Ariba Network email domain(s) to get notified when new accounts are created, or when a new relationship is established using a registered email domain

Only email domains from validated user emails and non-public email domains can be registered by either Account Administrator, or Users with Permission “ID Registration Access”

You can configure the notifications section to get an email notification when a new user registers using the email domain specified to your account

You can also choose to Block Procurement to stop the creation of a new trading relationship

To learn more on how this feature can help, watch this [video here](#)

How To Register Your Organization's **Email Domain(s)**

In the upper-right corn of the application, select **[user initials] > Settings** and select **Account Registration**

Check under the **Available** column to see if your domain can be registered. If it is not available, select the **Contact Account Administration** link on the right under **Action**

Click the box under **Register** to claim the email domain on tour account

Click **Save**

For more information, check the link <https://helpcenter.ariba.com/index.html?sap-language=en#/item&/i/KB0401677>

How to Find all your **Company's ANID's**:

How to register your Organization's Email Domain(s):

Within your Ariba Network profile, from Settings > Account Hierarchy. Locate *Ariba has found existing accounts that match information in your company profile. Click here for details.* Here you will find a list of ANID's that match your Company Profile. From here Review the list and if appropriate, request to Link as My Child.

ANID Registration Sample Letter

Dear XXXXX,

Congratulations on your new SAP Business Network Account. In order to ensure efficiencies and seamless transactions with our customers, (**Name of your Company here**) requires all new SAP Business Network Accounts be registered with our main location (**Location Name Here**).

Please contact (insert contact here)

Please provide your:

- Name
- Business Unit
- Location address
- Company the Account was established for/Relationships on the Account
- Any additional user that will be given access to the account.

Thank you,

XXXXX

Thank you.