SAP Ariba

How to link multiple Ariba accounts

THE BEST RUN **SAP**

What is Account Hierarchy?

You can create a parent-child account hierarchy in SAP Ariba, which is one parent account linked to any number of child accounts. This allows the parent account in the hierarchy to manage information not only for that account, but also for the child accounts in the hierarchy. This will involve one login to the parent account and then switching to the other account with the same sign in.
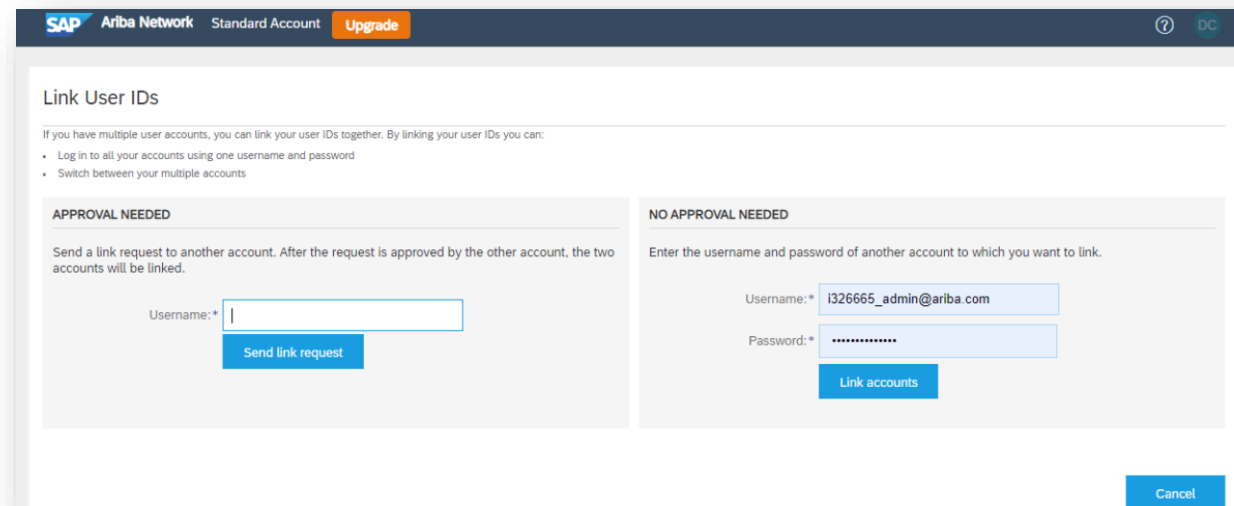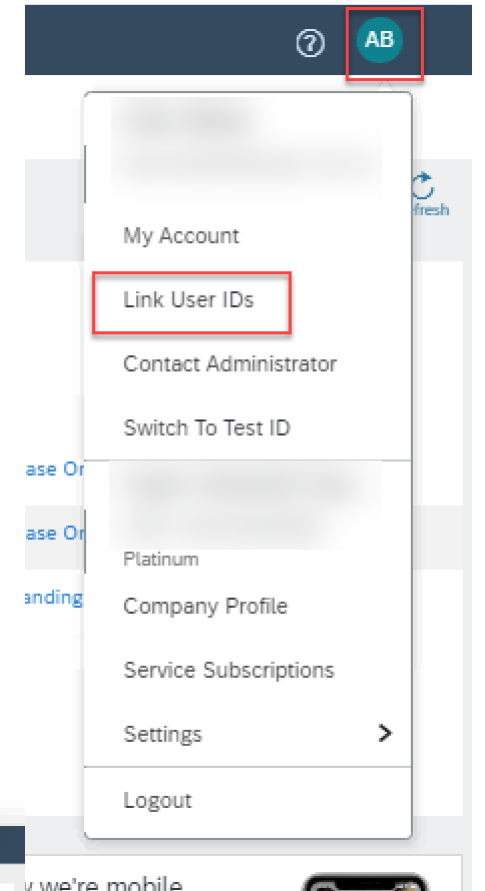
The following terms apply to account hierarchies:

1- The parent account is the topmost account in the hierarchy and has one or more child accounts.

2- A child account , or subsidiary account, has one parent account.

3- An independent account has no parent or child accounts.

Steps

To create an Account Hierarchy:

1. Login to your Ariba account that you wish to have as a Parent account

2. In the upper right corner of your home screen, click on "Account Settings" then choose "Link User IDs"

3. If you are the administrator for the account you wish to link with, use the login boxes on the right "No Approval Needed" to connect to that ANID then click "Link Accounts"

4. If you are not the administrator for the account you want to connect with, click the link Request link with other accounts on the left "Approval Needed"

Thank you.