



# HOW TO LINK USER ACCOUNT OR USE ACCOUNT HIERARCHY?

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# ▶ LINKING USER ACCOUNT

## OPTION 1: LINK USER ID

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

1. To link your IDs, select under your name "Link user IDs"
2. Enter your username and password of another account you want to link and press "Link accounts"
3. If you click on "Switch Account", you can see all your accounts, which are linked.

**Important note:** Each entity you want to link has to be registered in Ariba platform and you should log in first time to **Ariba Network** with each entity in order to be able to link your entity

The screenshot illustrates the Ariba Simple Sourcing Suite interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', and 'Upgrade TEST MODE'. The main content area displays a welcome message and a table of events. A user profile dropdown menu is open, showing options like 'My Account', 'My Community Profile', 'Link User IDs', 'Contact Administrator', 'Switch Account', and 'Logout'. A red box highlights the 'Link User IDs' option. Below this, a 'NO APPROVAL NEEDED' dialog box is shown with fields for 'Username' (DEMO@henkel.com) and 'Password' (masked with dots), and a 'Link accounts' button. A red box highlights the 'Link accounts' button. A third red box highlights the 'Link User IDs' option in the dropdown menu. A fourth red box highlights a list of user accounts in the 'Switch Account' view, including 'Tatiana Jozafova' with email 'BIPartners@henkel.com' and 'Tatiana Jozafova' with email 'Dummysupplier3@henkel.com'.

# ▶ USING ACCOUNT HIERARCHY

## OPTION 2: ACCOUNT HIERARCHY

If you have multiple entities with one contact person you can use first option to link your IDs or else you can build account hierarchy. To build account hierarchy proceed with following steps:

1. Go to the „Arriba Proposals & Questionnaires“.
2. From settings on the right side select „Account hierarchy“.
3. Select „Link Accounts“.

The screenshot displays the SAP Arriba 'Arriba Proposals & Questionnaires' interface. A red box labeled '1' highlights the 'Arriba Proposals & Questionnaires' header. A settings menu is open on the right, with a red box labeled '2' highlighting the 'Account Hierarchy' option. Below the menu, the 'Account Settings' section is visible, with a red box labeled '3' highlighting the 'Link Accounts' button. The main content area shows a 'Welcome to the Henkel Simple Sourcing Suite' message and several tables: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' table contains one entry: 'Supplier registration questionnaire' with ID 'Doc356440063' and end time '2/21/2020 2:04 PM'. The 'Account Settings' section indicates 'No Linked Accounts' and provides a 'Link Accounts' button.

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Arriba 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](#)

# ▶ USING ACCOUNT HIERARCHY

## OPTION 2: ACCOUNT HIERARCHY

4. Click „Request link with other 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

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](#) **4**

#### 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: \*

[Link Accounts](#)

### Request for Account Linkage

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, 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 an account.

Search Account [Recommended Accounts](#)

#### Search

Company Name:  **5**

Ariba Network ID (ANID):

DUNS Number:  -  -

[Search](#)

5. Specify „Company name“ of entity you would like to link with „Ariba Network ID“ (given by registration) and click „Search“.

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6. Click „**Review Profile**“ for the company you want to link accounts with.
7. Depending on your account linking options, you can click „**Link as my Child**“ to send a request to become the parent account, or click „**Link as my Parent**“ to request that your account is added as a child account.
8. Request to Link Accounts either as my child account or as my parent account. Ariba will send a request to your Administrator.

The screenshot shows the Ariba account linking process. At the top, a 'Search Result' table lists a supplier: 'Supplier Dummy Production Testing 230120 Case 1' from the Philippines, with DUNS Number 'AN01489925507'. A red box labeled '6' highlights the 'Review Profile' button in the 'Action' column.

Below the table is the 'Link Accounts' section. A red box labeled '7' highlights the 'Link as My Child' and 'Link as My Parent' buttons. The text below reads: 'Review the company profile and verify the correct account you want to link with, creating a parent-child account hierarchy. Last Updated: 28 Jan 2020'.

The company profile for 'Supplier Dummy Production Testing 230120 Case 1 test Philippines' is shown with a 5-star rating for Overall, Communication, Credibility, Reliability, and Quality.

The 'Request to Link Accounts: Link as My Child Account' section contains the text: 'As a parent account, you can link the following account as a child in your parent-child account hierarchy. Ariba will send your request to the account administrator listed views your request.'

Below this are two sections: 'Child Account Administrator Information' and 'My Account Information'. The 'Child Account Administrator Information' section shows: Name: Test Test, Email Address: imetla-1352@yopmail.com, and Phone: (empty). The 'My Account Information' section shows: Name: User A User A, Email Address: unanemari-2109@yopmail.com, and Phone: (empty). A red box labeled '8' highlights the 'Comments' text area and the 'Send Request' button.

# ▶ USING ACCOUNT HIERARCHY

## OPTION 2: ACCOUNT HIERARCHY

9. Click your name to the right of the Company settings and click on „Link User IDs“ from the menu.
10. Select „No approval needed“ and enter the credentials for the full-use account to be linked and click „Link accounts“.
11. You can then switch between the linked User IDs by clicking your name and the account you would like to access.

The image contains two screenshots of a web application interface. The top screenshot shows a user profile menu with 'Link User IDs' highlighted (8) and a 'NO APPROVAL NEEDED' dialog box with 'Link accounts' highlighted (9). The bottom screenshot shows the same user profile menu with 'Switch Account' highlighted (10) and a table of linked accounts.

**Top Screenshot:** A user profile menu is open, showing options: User A User A, 1-unanemarr-2109@yopmail.com, My Account, My Community Profile, **Link User IDs** (8), Contact Administrator, Switch Account, Switch To Test ID, and Logout. To the right, a dialog box titled 'NO APPROVAL NEEDED' asks for credentials to link another account. It has fields for 'Username:\*' and 'Password:\*', and a 'Link accounts' button (9).

**Bottom Screenshot:** The same user profile menu is shown, but 'Switch Account' (10) is highlighted. Below the menu is a table of linked accounts:

Event Type
Production Test Production Test unanemarr-2109@yopmail.com Supplier Dummy Production Testing 230120 Case 1

A large red arrow graphic pointing to the right, starting from the left edge of the slide and pointing towards the center.

THANK YOU!