

Ariba Network Configuration Guide

Baker Hughes 

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Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.



If you received a Trading Relationship Request (TRR) from Baker Hughes, we are offering you an Enterprise account. If you did not receive a TRR we are offering you a standard account. (If you already have an Enterprise account for other customers you can choose to utilize that account for Baker Hughes, Ariba Fees might apply)

Select One...

**First Time
User**

**Existing
User**

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

I have further questions for my requesting customer

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as a New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the Ariba Network registration page. A callout box at the top left explains the purpose of the registration. The page is divided into sections for company and user account information. Numbered callouts indicate the following steps: 1. Clicking the 'Register Now' button; 2. Filling out the 'Company information' section; 3. Filling out the 'User account information' section; 4. Checking the 'Terms of Use' and 'Ariba Privacy Statement' checkboxes; 5. Clicking the 'Register' button at the bottom right.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

I have further questions for my requesting customer

2

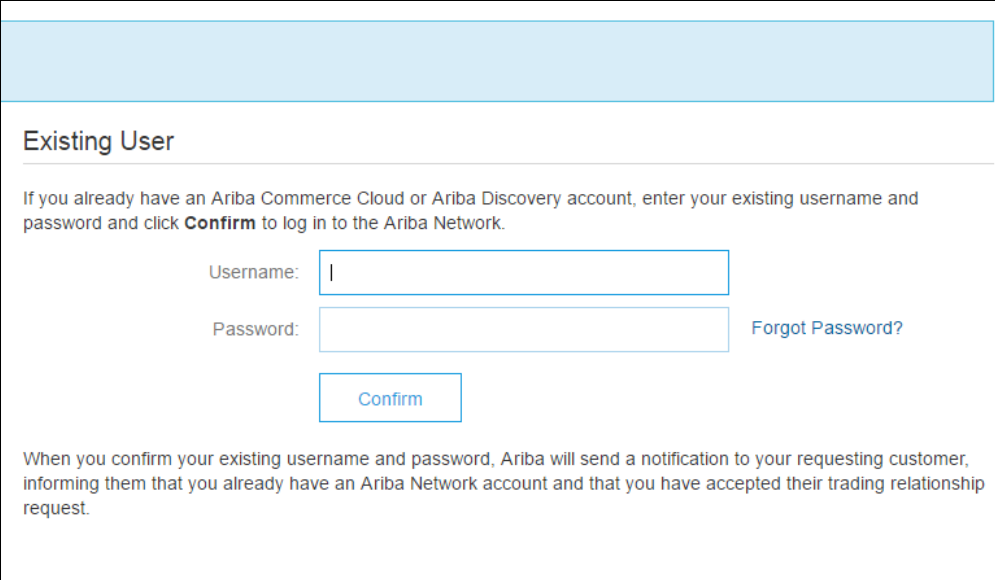
3

4

5

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.



Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

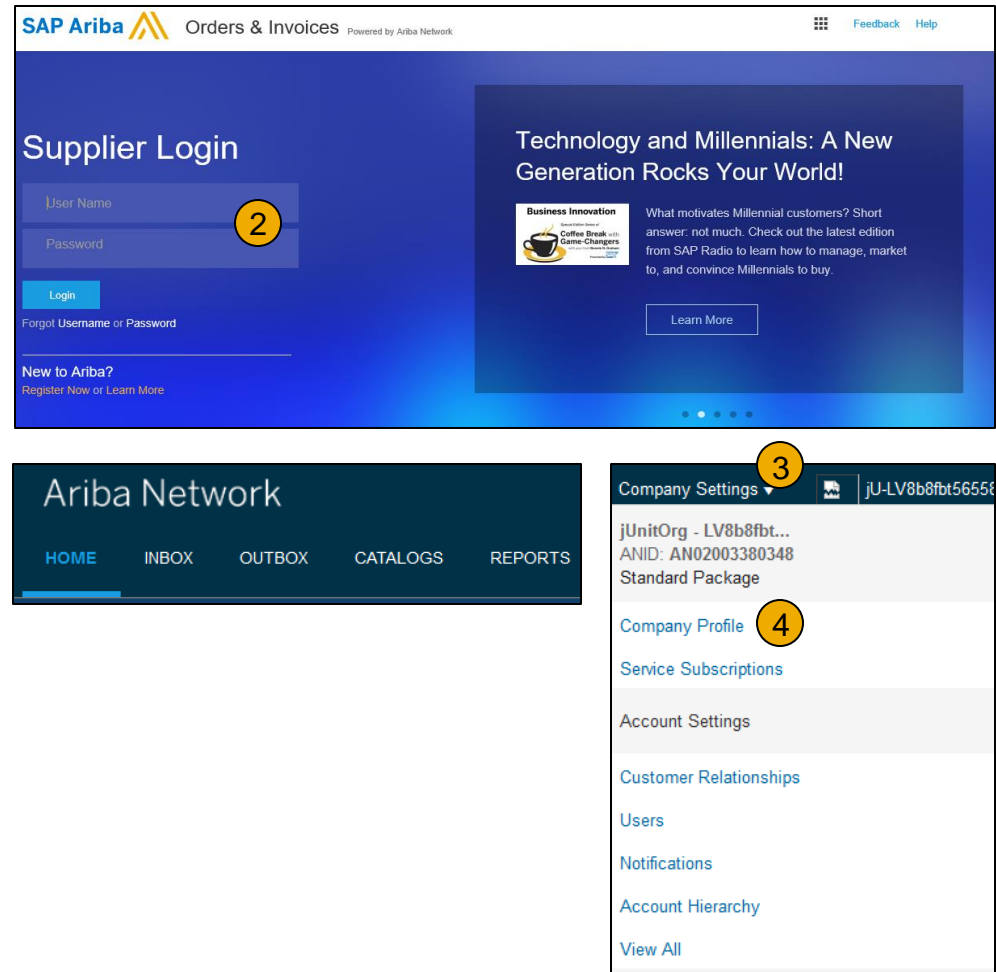
Username:

Password: [Forgot Password?](#)

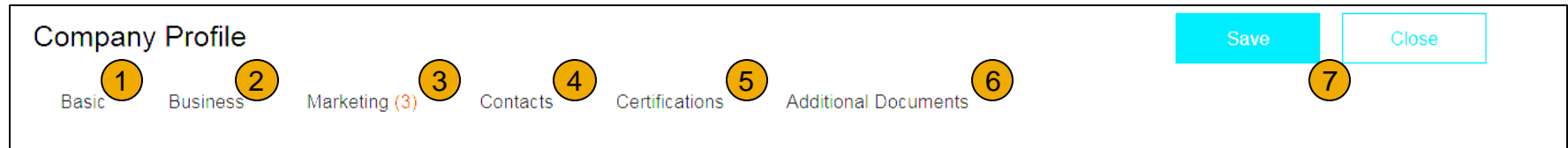
When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Account Access and Configuration

1. **Go to** <http://supplier.ariba.com>
2. **Enter** Username & Password and click Login to access your Production account.
3. **Click** the Company Settings tab to open the menu.
4. **Click** Company Profile and then click on the area you want to update.



Company Profile Configuration



The screenshot shows a horizontal navigation bar for 'Company Profile'. It contains six tabs: 'Basic' (1), 'Business' (2), 'Marketing' (3), 'Contacts' (4), 'Certifications' (5), and 'Additional Documents' (6). The 'Marketing' tab is highlighted with a red background. To the right of the tabs are two buttons: a blue 'Save' button (7) and a light blue 'Close' button. Each tab and button is marked with a yellow circle containing a number from 1 to 7.

- 1. Basic:** Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities**, **Sales Territory** and **Industries**.
- 2. Business:** Enter additional information for your company, such as Tax or VAT IDs
- 3. Marketing:** Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked “Credit and Risk Information from D&B”.
*The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the “LEADS” tab at the top of your screen.
- 4. Contacts:** Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.
- 5. Certifications:** Enter and upload certificates along with their expiration date if applicable
- 6. Additional Documents:** Any attachments you cannot assign to the categories above.
- 7. Save / Close:** Make sure that you save all changes that have been made.

Notifications and Network Notifications

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

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot shows the 'Account Settings' page with the 'Notifications' tab selected. The 'Network' sub-tab is also active. A yellow circle with the number '2' is placed over the 'Network' sub-tab. On the right, a dropdown menu for 'Company Settings' is open, showing a list of settings. A yellow circle with the number '1' is placed over the 'Notifications' option in this menu. Below the dropdown, the 'Electronic Order Routing' section is visible, with a table of notification types and their corresponding 'Send notifications when...' options. A yellow circle with the number '3' is placed over the 'To email addresses (one required)' field in the 'Order' row, which contains the email address 'junk@phoenix.ariba.com'.

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received
	<input type="checkbox"/> Send a notification when time sheets are undelivered
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged

Electronic Order Routing Methods

Required

- 1. Go to Electronic Order Routing:** The method that you would like to transact business with your customers on the network can be found here. Online (portal), cXML, Email, EDI or Fax is included.
- 2. Online Routing:** This means that the PO is sent to your Ariba Inbox without additional copies being sent elsewhere. If you select any of the other methods, you can choose to send additional copies to the routing method selected (We recommend email routing).
- 3. Email Routing:** Select the check box Include document in the email message to include a complete copy of the PO in the email. It is recommended that you use a non- personalized/distribution list email. After purchase orders are sent to mailboxes that respond with “OOO” messages, the orders will not fail and the network will indicate that it received the auto-reply in the order history log. Note: Make sure that Ariba Network notes do not fall into the junk or spam mail box.
- 4. cXML/EDI Routing:** If you prefer to Integrate your ERP system with your account and need assistance, please contact us at: CommerceAssistance@ariba.com

The screenshot displays the 'Network Settings' page in the Ariba system. The 'Electronic Order Routing' tab is selected. On the right, the 'Company Settings' sidebar shows 'jUnitOrg - LV8b8ft...' with 'ANID: AN02003380348' and 'Standard Package'. The 'Network Settings' link is highlighted with a red circle 1. The main content area shows 'Capabilities Preferences' and 'cXML Setup'. Under 'Non-Catalog Orders with Part Numbers', there is a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'New Orders' section contains a table with columns 'Document Type', 'Routing Method', and 'Options'. The table lists 'Catalog Orders without Attachments', 'Catalog Orders with Attachments', 'Non-Catalog Orders without Attachments', and 'Non-Catalog Orders with Attachments'. The 'Routing Method' dropdown for 'Catalog Orders without Attachments' is open, showing options: 'Email' (selected with red circle 2), 'Online', 'cXML', 'EDI', 'cXML Pending Queue', and 'Fax'. The 'Options' column for 'Catalog Orders without Attachments' has a dropdown set to 'without attachments' (red circle 3). The 'Email address' field is 'dgarda@ariba.com'. The 'Options' section for 'Email' has three checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked with red circle 4), and 'Leave attachments online and do not include them with email n orders with attachments that have the routing method "Same as attachments"'. The 'Current Routing method for new orders: Email' is noted at the bottom.

Electronic Order Routing Notifications

Required

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Electronic Invoice Routing

Methods and Tax Details

1. **Go** to Electronic Invoice Routing
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data. **Recommended but not required**

The screenshot displays the SAP Electronic Invoice Routing configuration interface. The top navigation bar includes 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), and 'Accelerated Payments'. The left sidebar shows 'Company Settings' with a dropdown arrow and a user icon, followed by a list of settings: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings' (marked with a yellow circle 1), 'Electronic Order Routing', 'Electronic Invoice Routing' (marked with a yellow circle 1), and 'Accelerated Payments'.

The main content area is divided into two sections. The top section, 'Electronic Invoice Routing', has tabs for 'General' and 'Tax Invoicing and Archiving' (marked with a yellow circle 3). Under 'Tax Invoicing and Archiving', there is a 'Capabilities & Preferences' section and a 'Sending Method' section. The 'Sending Method' section has a table with columns 'Document Type' and 'Routing Method'. The 'Invoices' row shows 'Online' selected in the 'Routing Method' column (marked with a yellow circle 2). The 'Customer Invoices' row shows 'cXML' and 'EDI' as options.

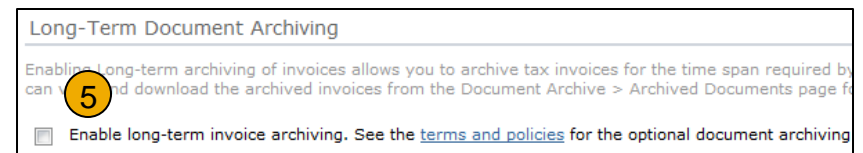
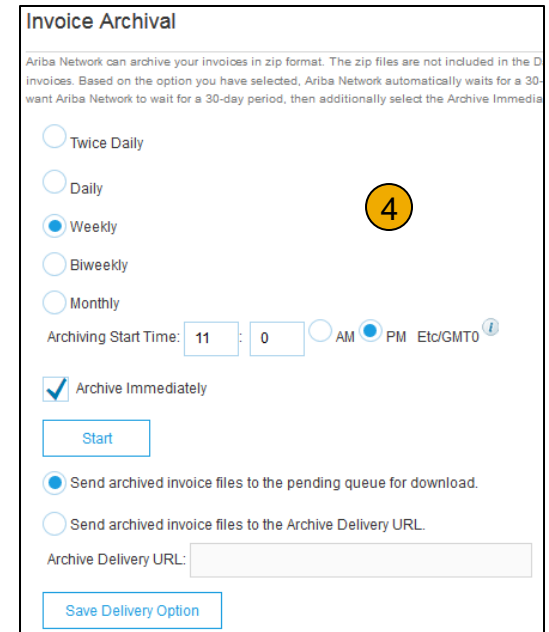
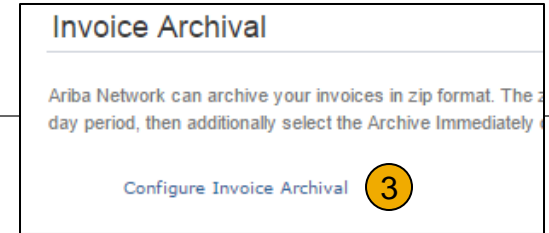
The bottom section, 'Tax Classification', has a 'Taxation Type' dropdown (marked with a yellow circle 3) and input fields for 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. Each of these fields has a note: 'Do not enter dashes'. There is a checkbox for 'VAT Registered' and a 'VAT Registration Document' section with a '<No document>' label and an 'Upload...' button. The word 'Optional' is written in red next to the 'VAT Registration Document' section.

Invoice Archival

Recommended
but not required

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **“Electronic Invoice Routing”**
2. Select the tab **“Tax Invoicing and Archiving”**
3. Scroll down to **“Invoice Archival”** and select the link for **“Configure Invoice Archival”**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **“Tax Invoicing and Archiving”** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the **Terms and Policies** link.)



Remittances

Recommended
but not required

1. From the **Company Settings** dropdown menu, select click on **Remittances**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot displays the SAP S/4HANA 'Company Settings' interface. The 'Network Settings' tab is active, and the 'EFT/Check Remittances' section is selected. A yellow circle '2' highlights the 'Create' button. Below this, the 'Create Remittance Address / Payment Info' form is visible. It includes instructions to add a remittance address and a note to not enter personal bank account information. The form contains several required fields marked with an asterisk: Address 1, Address 2, Address 3, Address 4, City, State, Postal Code, Country, and Contact. A yellow circle '3' highlights the 'City' field. The 'Country' field is set to 'United Kingdom [GBR]'. The 'Contact' dropdown menu is highlighted with a yellow circle '4'. On the right side, the 'Company Settings' sidebar is visible, showing various settings categories. The 'Remittances' option is highlighted with a yellow circle '1'.

Remittances

Payment Methods

Recommended
but not required

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

The screenshot shows the 'Payment Methods' form. A yellow circle with the number '1' is placed over the 'Preferred Payment Method' dropdown menu, which is open and shows options: ACH, Check, Credit Card, Wire, Cash, AribaPay, Credit Transfer, Direct Deposit, and Others. A second yellow circle with the number '2' is placed over the 'ACH' section of the form, which includes fields for Account Name, Account #, Confirm Account #, Account Type, ABA, Confirm ABA, and Bank Name.

The screenshot shows the 'WIRE TRANSFER' form. It is divided into two main sections: 'Beneficiary Bank' and 'Corresponding Bank'. Both sections have identical fields: Account Name, Account #, Confirm Account #, Account Type (dropdown), Select bank id (dropdown), Confirm Bank Id, Bank Name, Branch Name, Address 1, Address 2, Address 3, City, State (dropdown), Zip, Country (dropdown), and Bank Phone (with Country, Area, and Number sub-fields). A yellow circle with the number '3' is placed over the 'Beneficiary Bank' section. At the bottom of the form, there is a 'Credit Card' section with a radio button for 'Accept credit card' and options for 'Yes' and 'No'.

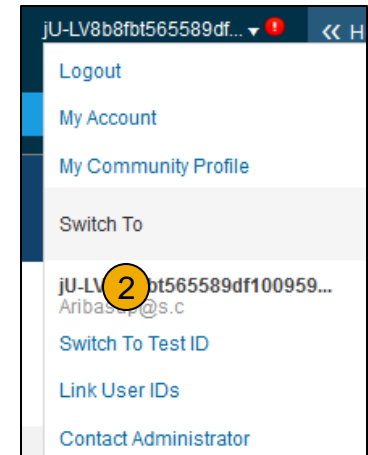
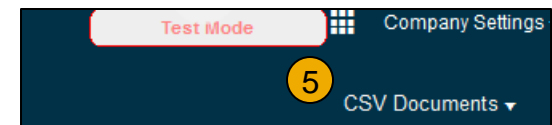
Current and Potential Relationships

1. **Click** on the Customer Relationships link in the Administration Navigator.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** Potential customers in Potential Relationships tab

The screenshot displays the 'Account Settings' page in SAP. The main content area has four tabs: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active and contains two sub-tabs: 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' sub-tab is selected and marked with a yellow circle '4'. Below the sub-tabs, there is a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is below this section. The 'Pending' section shows a table with columns 'Customer' and 'Requested Date'. It is currently empty, with 'No items' displayed. Below the table are 'Approve' and 'Reject' buttons. The 'Current' section shows a table with columns 'Customer' and 'Approved Date'. It contains one entry: 'jUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015'. Below the table is a 'Reject' button. The 'Rejected' section shows a table with columns 'Customer' and 'Rejected Date', also currently empty with 'No items' displayed. On the right side, there is a sidebar titled 'Company Settings' with a dropdown arrow and a user icon. It lists various settings: 'jUnitOrg - LV8b8ft...' (ANID: AN02003380348, Standard Package), 'Company Profile', 'Service Subscriptions', 'Account Settings' (marked with a yellow circle '1'), 'Customer Relationships' (marked with a yellow circle '2'), 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'.

Switching to the Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - 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. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

A screenshot of the 'Create Test Account' form. The form title is 'Create Test Account'. Below the title, a message states: 'You are about to create a new account in the Test Mode. The trading relationship with the'. To the right of this message is a yellow circle with the number 4. The form contains three input fields: 'Username:*' with the value 'test-Aribasup@s.c', 'Password:*' with masked characters, and 'Confirm Password:*' with masked characters.



2. Managing Roles and Users

Administrators and Users

Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems.
- Creates roles for the account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Role and User Creation

1. **Click** on the Users tab on the Administration Navigator. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account

The screenshot displays the SAP Ariba Administration Navigator interface. The top navigation bar includes tabs for Customer Relationships, Users, Notifications, and Account Hierarchy. The main content area is divided into three sections: Manage Users, Manage User Roles, and a right-hand sidebar.

Manage Users: This section contains a table with the following columns: Username, Email Address, First Name, Last Name, and Ariba Discovery Contact. A single user is listed: rebecca.novotny@sap.com. Below the table are buttons for Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, and Create User (marked with a yellow circle 4).

Manage User Roles: This section contains a table with the following columns: Name and Actions. Two roles are listed: Administrator and All Access. Below the table is a Create Role button (marked with a yellow circle 2). The Actions column for the Administrator role has a Details link (marked with a yellow circle 3).

Right-hand sidebar: This sidebar contains the Company Settings menu. The Users option is highlighted with a yellow circle 1. Other options include Company Profile, Service Subscriptions, Account Settings, Customer Relationships, Notifications, Account Hierarchy, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All.

Modify Users

1. **Click** on the Administration tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access
	L	Edit	Delete	Add to Contact List	Remove from Contact List	Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Contact

[Reset Password](#)

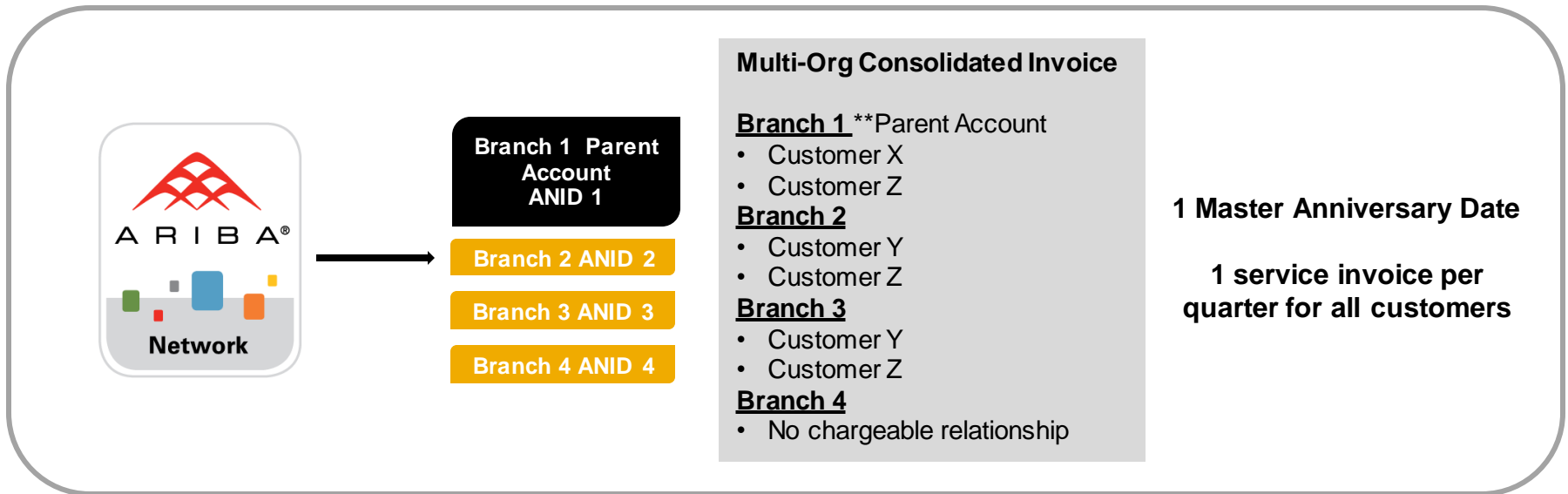
Enhanced User Account Functionality

- 1. Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
- 2. Click** on My Account to view your user settings.
- 3. Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
- 4. Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot displays the SAP User Account Navigator interface. At the top right, a user menu (1) is visible, containing options like 'Logout', 'My Account' (2), 'My Community Profile', 'Switch To', and a list of user accounts. Below this, the 'My Account' page is shown, divided into 'Account Settings' and 'Account Information' sections. The 'Account Information' section contains several fields: 'Username' (3) with a 'Change Password' link, 'Email Address', 'First Name', 'Middle Name', 'Last Name', and 'Business Role'. The 'Security' section includes 'Secret Question', 'Secret Answer', and 'Confirm Secret Answer' fields (4). Asterisks (*) indicate required fields.

Multi-Org time and invoice consolidation / synchronization



• Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- 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.

What is required to participate in a Multi-Org?

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Network Transaction Service fees.

How to create a Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

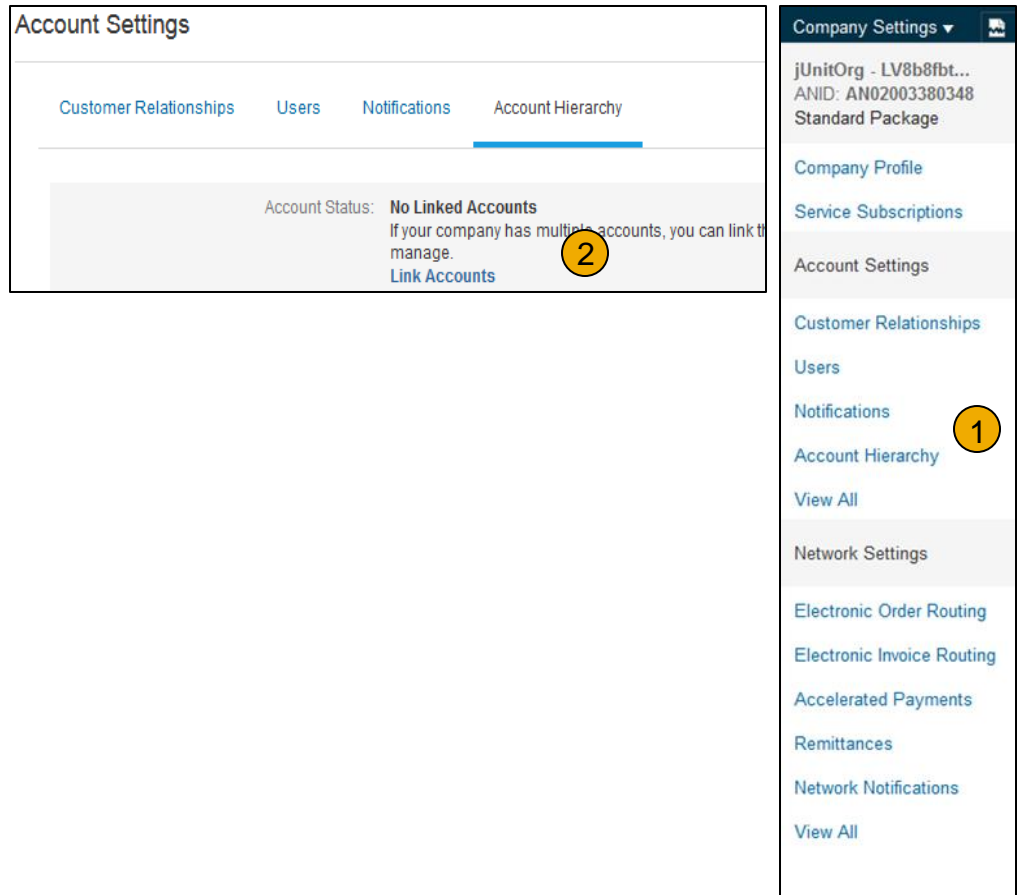
- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

How to create an Account Hierarchy

1. **Open** the dropdown menu and go to Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



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