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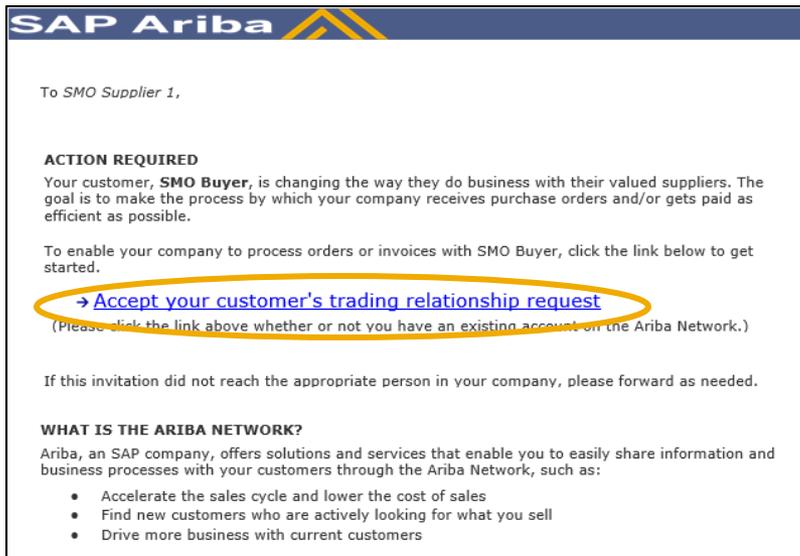


1. Account Configuration

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**

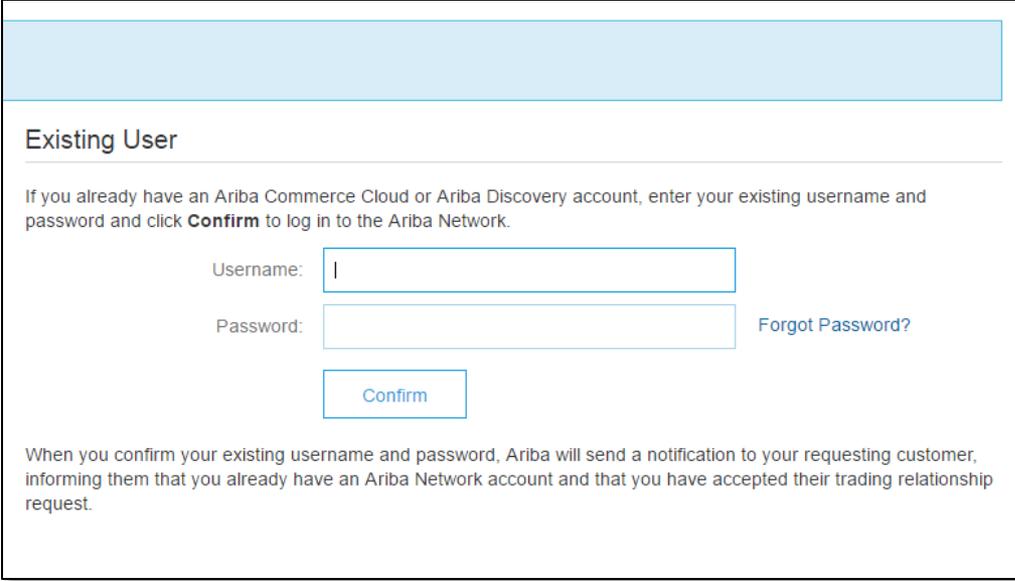
1. Accept the **Terms of Use** by checking the box.

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

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box labeled '1' points to the 'Register Now' button. The form is divided into 'Company information' and 'User account information' sections. Callout '2' points to the 'Company Name' field. Callout '3' points to the 'Email' field. Callout '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout '5' points to the 'Register' button at the bottom right. The form includes fields for Country, Address (Line 1, 2, 3), City, State, Zip, Name (First and Last), Username, Password, and Repeat Password. A link for 'Ariba Privacy Statement' is also present.

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.



The screenshot shows a web interface for logging in as an existing user. At the top, there is a light blue header bar. Below it, the heading "Existing User" is displayed. A paragraph of text explains that users with existing Ariba Commerce Cloud or Ariba Discovery accounts should enter their credentials and click "Confirm" to log in. The form includes a "Username:" label with a text input field containing a vertical bar, a "Password:" label with a text input field, and a "Forgot Password?" link. A "Confirm" button is positioned below the password field. At the bottom, a paragraph states that confirming the credentials will send a notification to the 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.

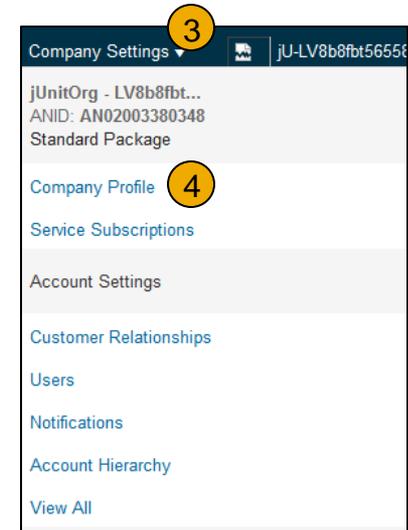
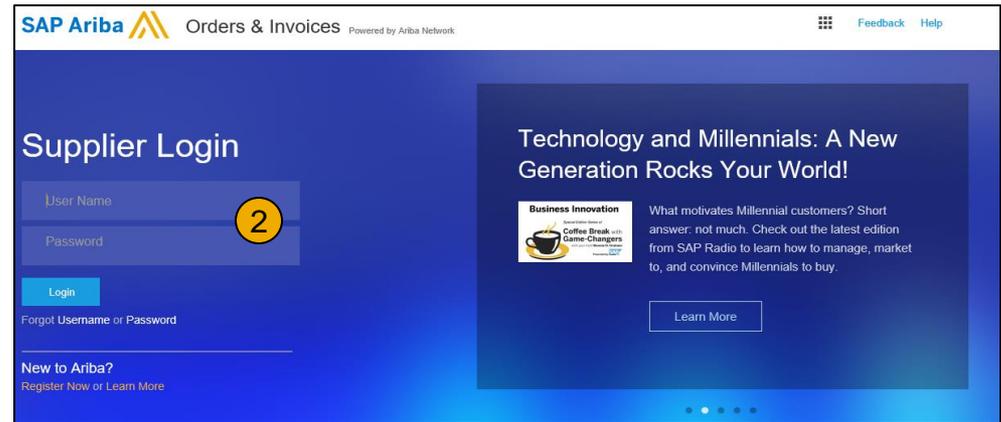
Username:

Password: [Forgot Password?](#)

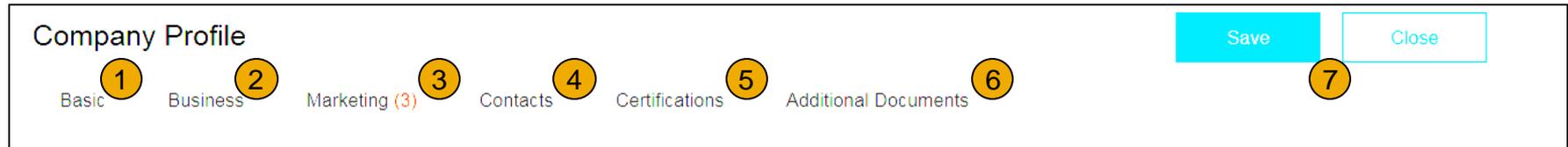
When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

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



- 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 displays the SAP Account Settings interface. The 'Company Settings' dropdown menu is open, showing options like 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', and 'Standard Package'. The 'Notifications' option is highlighted with a yellow circle labeled '1'. The 'Network' tab is selected in the 'Notifications' section, highlighted with a yellow circle labeled '2'. The 'Electronic Order Routing' section is visible, with a table of notification types and their corresponding settings. The table has columns for 'Type' and 'Send notifications when...'. The 'Order' type has a checked checkbox for 'Send a notification when orders are undelivered'. The 'Purchase Order Inquiry' type has a checkbox for 'Send a notification when purchase order inquiries are received'. The 'Time Sheet' type has a checkbox for 'Send a notification when time sheets are undelivered'. The 'Pending Queue' type has a checkbox for 'Send a notification when items delivered through pending queue are not acknowledged'. The 'To email addresses (one required)' field is visible, with a yellow circle labeled '3' highlighting the email address 'junk@phoenix.ariba.com'.

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. The page is divided into several sections: 'Capabilities Preferences', 'cXML Setup', 'Non-Catalog Orders with Part Numbers', and 'New Orders'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown menu is open, showing options: Email (selected), Online, cXML, EDI, cXML Pending Queue, and Fax. The 'Options' column for the 'Email' row shows a dropdown menu with 'without attachments' selected. To the right of the table, there are two 'Email address' input fields, both containing 'dgarda@ariba.com'. Below the second input field, there are three checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email orders with attachments that have the routing method "Same as attachments".' (unchecked). A 'Company Settings' sidebar is visible on the right, showing 'jUnitOrg - LV8b8ft...' and 'ANID: AN02003380348 Standard Package'. The 'Network Settings' link in the sidebar is highlighted with a red circle and the number 1. The 'Email' option in the routing dropdown is highlighted with a red circle and the number 2. The 'Include document in the email message' checkbox is highlighted with a red circle and the number 3. The 'without attachments' dropdown in the options column is highlighted with a red circle and the number 4.

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**

Electronic Order Routing Electronic Invoice Routing Accelerated Payments

General Tax Invoicing and Archiving 3

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online 2
Customer Invoices	Online
	cXML
	EDI

Tax Classification:

Taxation Type: [dropdown] 3

Tax Id: [input] ⓘ Do not enter dashes

State Tax Id: [input] Do not enter dashes

Regional Tax Id: [input] Do not enter dashes

Vat Id: [input]

VAT Registered

VAT Registration Document: <No document> Upload... Optional

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings 1

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

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.)

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

[Configure Invoice Archival](#) 3

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

Twice Daily

Daily

Weekly 4

Biweekly

Monthly

Archiving Start Time: 11 : 0 AM PM Etc/GMT0 ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business and download the archived invoices from the Document Archive > Archived Documents page for your review.

5 Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

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 Network Settings interface. The 'Settlement' tab is active, showing the 'EFT/Check Remittances' section. A 'Create' button is highlighted with a yellow circle '2'. Below this is the 'Create Remittance Address / Payment Info' form. The form includes instructions and a warning: 'Do not enter personal bank account information. Enter only corporate bank details.' The 'Remittance Address' section contains several required fields marked with an asterisk: Address 1, Address 2, Address 3, Address 4, City, State, Postal Code, and Country. The 'Country' field is pre-filled with 'United Kingdom [GBR]'. The 'Contact' field has a dropdown menu with 'Select contact' and a 'Make this address default' checkbox. A yellow circle '3' is placed above the form, and a yellow circle '4' is placed above the 'Make this address default' checkbox. On the right side, the 'Company Settings' dropdown menu is open, showing various settings options. 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. The 'Preferred Payment Method' dropdown menu is open, displaying options: ACH, Check, Credit Card, Wire, Cash, AribaPay, Credit Transfer, Direct Deposit, and Others. A yellow circle with the number '1' is placed over the dropdown arrow. The 'ACH' option is selected, and a yellow circle with the number '2' is placed over the 'ACH' text in the form.

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, and Country (dropdown). A yellow circle with the number '3' is placed over the 'Select bank id' dropdown in the Beneficiary Bank section. At the bottom, there is a 'Credit Card' section with 'Accept credit card: Yes No' radio buttons.

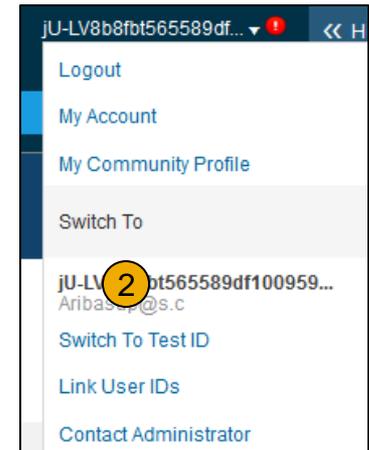
Current and Potential Relationships

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 'Customer Relationships' tab is active, showing options for 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' tab is highlighted with a yellow circle '4'. Below the tabs, there are radio buttons to choose between 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. A yellow circle '2' is placed over the 'Update' button. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', with a 'No items' message and 'Approve' and 'Reject' buttons. A yellow circle '3' is placed over the 'Reject' button. The 'Current' section shows a table with columns for 'Customer' and 'Approved Date', with a 'No items' message and a 'Reject' button. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date', with a 'No items' message. On the right side, the 'Company Settings' sidebar is visible, with 'Account Settings' highlighted by a yellow circle '1'.

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).



Create Test Account

You are about to create a new account in the Test Mode. The trading relationship with the

4 Username:* test-Aribasup@s.c

Password:*

Confirm Password:*





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 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active.

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 Cont...
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Actions: Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, Create User

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details
All Access	Details Edit Delete

Actions: Create Role

Company Settings

- jUnitOrg - LV8b8ft... ANID: AN02003380348 Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users**
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- 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

↳ 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 is visible with the user ID 'jU-LV8b8f8t565589df...' and a red notification icon. The menu items are: Logout, My Account (highlighted with a blue bar and a yellow callout '2'), My Community Profile, Switch To, and a section for 'jU-LV8b8f8t565589df100959...' with options: Switch To Test ID, Link User IDs, and Contact Administrator (highlighted with a yellow callout '1').

The 'My Account' page is shown below the menu. It has two main sections: 'Account Settings' and 'Account Information'. The 'Account Information' section contains the following fields:

- Username: * Aribasup@s.c (with an information icon and a yellow callout '3' pointing to the 'Change Password' link below it)
- Email Address: * junk@phoenix.ariba.com
- First Name: * jU-LV8b8f8t565589df1009590921
- Middle Name: (empty)
- Last Name: * lastName
- Business Role: Business Owner (dropdown menu)

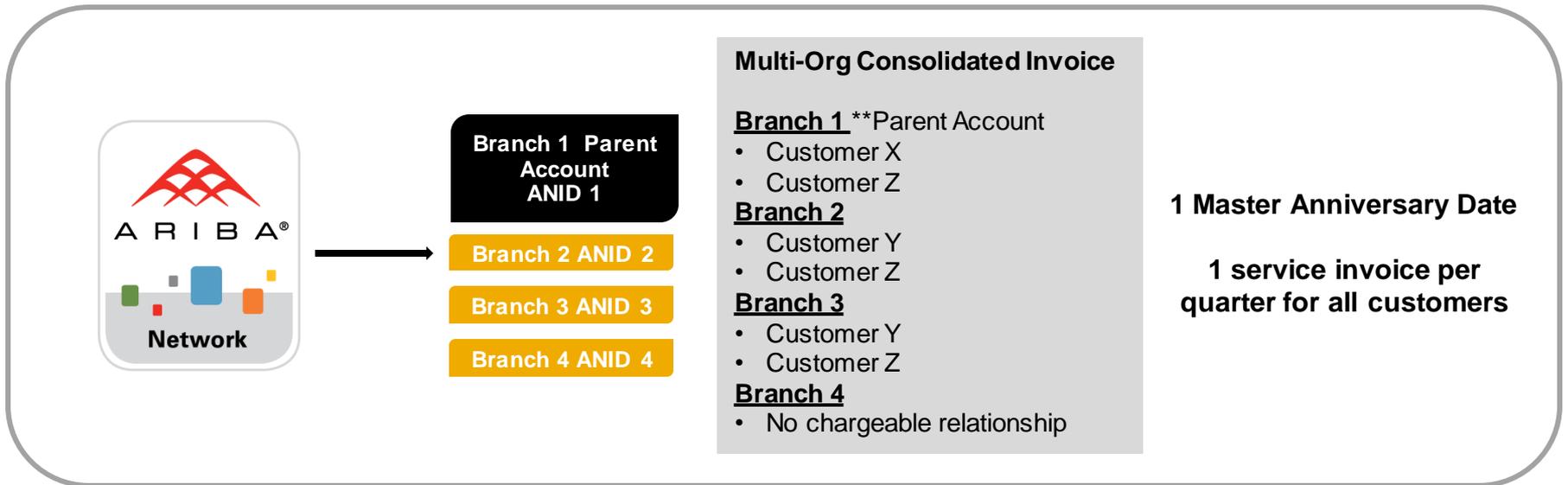
The 'Security' section contains:

- Secret Question: * What is the last name of your first boss?
- Secret Answer: * (masked with dots)
- Confirm Secret Answer: * (masked with dots) (highlighted with a yellow callout '4')



3. Multi-Org & Account Hierarchy

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.

The image shows two screenshots from the SAP system. The left screenshot is titled 'Account Settings' and has a navigation bar with 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Account Hierarchy' tab is selected. Below the navigation bar, the text reads: 'Account Status: No Linked Accounts. If your company has multiple accounts, you can link them together. Link Accounts'. A yellow circle with the number '2' is placed over the 'Link Accounts' link. The right screenshot is titled 'Company Settings' and shows a dropdown menu with the following items: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. A yellow circle with the number '1' is placed over the 'Account Hierarchy' item in the dropdown menu.

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