

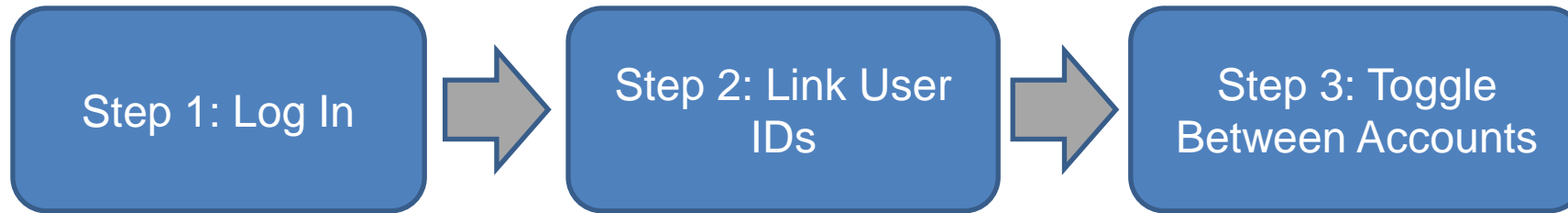


Quick Reference Guide

How to Link Multiple Ariba Accounts

Audience: Vendor

Date: Oct 06, 2020



Step 1: Log in



Supplier Login

1

Login

[Forgot Username or Password](#)

[New to Ariba?](#)

1

Once you have registered your accounts, log into one.

Step 2: Link User IDs

Ariba Network
Standard Account
Upgrade
TEST MODE

1
SD

Home
Inbox
Outbox
Catalogs
Reports

Orders, Invoices and Payments
All Customers
Last 14
2
0
0
1
More...

2
Orders to Invoice
0
Orders that Need Attention
0
Invoices Rejected
1
New Purchase Orders

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
0045093227	City of Ottawa - TEST	New	\$5,508.17 CAD	3 Oct 2020	\$0.00 CAD	Select
0045093228	City of Ottawa	Partially	\$1,440.00	24 Oct 2020	\$0.00 CAD	Select

Shalane Dunlop
Test-Stantec@ottawa.ca
My Account
Link User IDs
Contact Administrator
STANTEC CONSULTING L...
ANID: AN01525077584-T
Company Profile
Settings
Logout

- 1 Click on your initials to open the menu
- 2 Select "Link User IDs"

Step 2: Link User IDs

Link User IDs

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

- 2 Log in to all your accounts using one username and password
- 2 Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: *

Send link request

1

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: *

test-mountainview@ottawa.ca

Password: *

Link accounts

1

If you know the username and password for the account you wish to link: Enter the login information under the **No Approval Needed** heading.

Click **Link Accounts**.

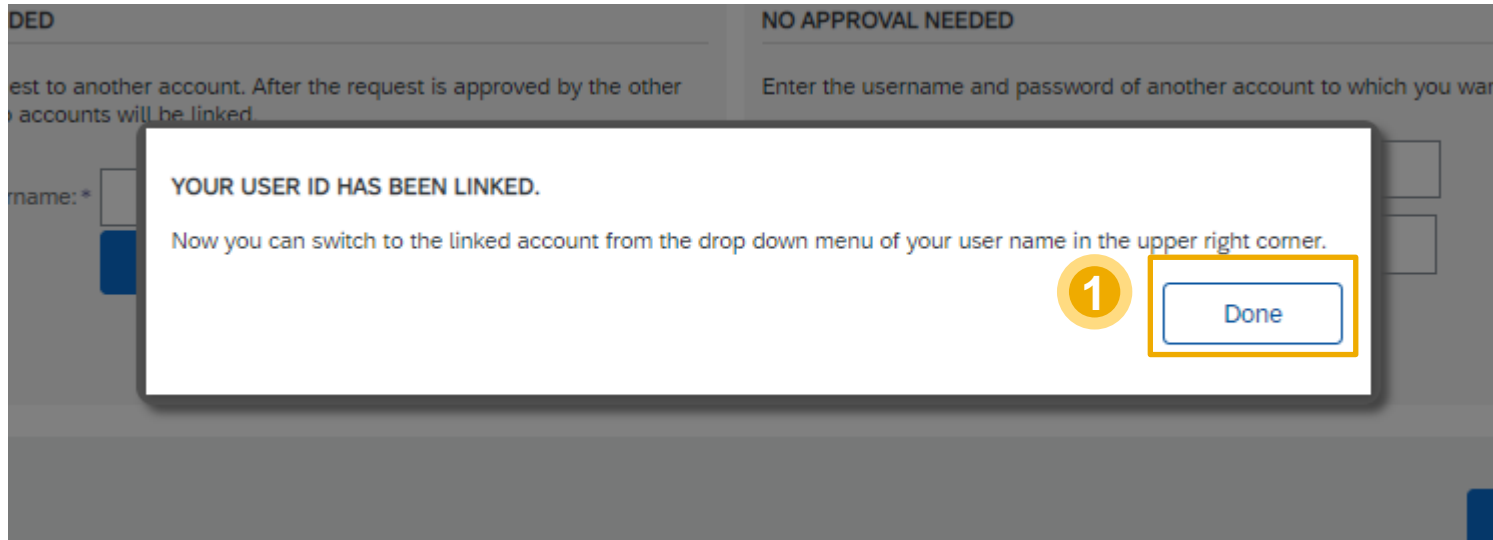
2

If you do not know the username and password: Enter the username for the user account you wish to link to under the **Approval Needed** heading.

Click **Send link request**.

This will send an email to that user with the option to accept your link request

Step 2: Link User IDs



- 1 Select Done to return to your account.

Step 3: Toggle Between Accounts

The screenshot shows the SAP Ariba Network interface. At the top, there's a header bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right of the header, there's a user profile icon with initials 'SD' and a question mark. A yellow box labeled '1' highlights this icon. Below the header, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'Orders, Invoices and Payments' and shows a summary of orders and invoices. A yellow box labeled '2' highlights the 'Switch Account' option in the user profile dropdown menu. A yellow box labeled '3' highlights the account selection list, which includes 'shalane dunlop' and 'test-mountainview@ottawa.ca'.

Order Number	Customer	Status	Amount	Date			
0045093227	City of Ottawa - TEST	New	\$5,508.17 CAD	3 Oct 2020	\$0.00	CAD	Select
0045093050	City of Ottawa - TEST	Partially Received	\$1,440.00 CAD	24 Sep 2020	\$0.00	CAD	Select

- 1 Click on your initials to open the menu
- 2 Select "Switch Account" to open a list of linked accounts.
- 3 Select the account you wish to view.