

HOW TO LINK USER ACCOUNT OR USE ACCOUNT HIERARCHY?

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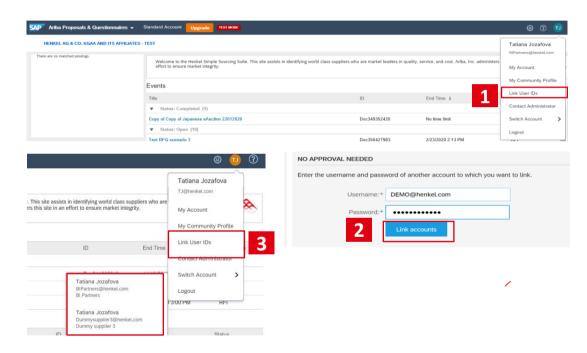


LINKING USER ACCOUNT OPTION 1: LINK USER ID

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

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

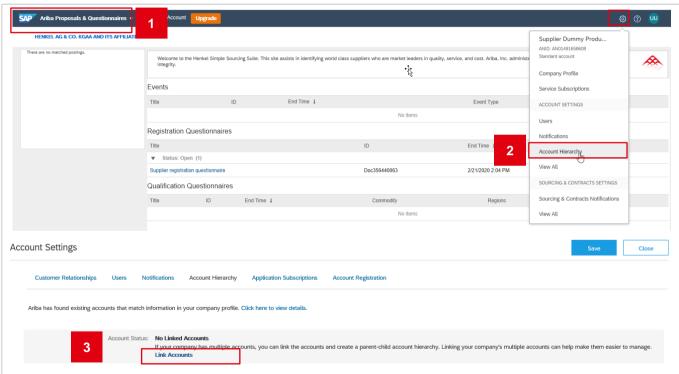
Important note: Each entity you want to link has to be registered in Ariba platform and you should log in first time to Ariba Network with each entity in order to be able to link your entity





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:

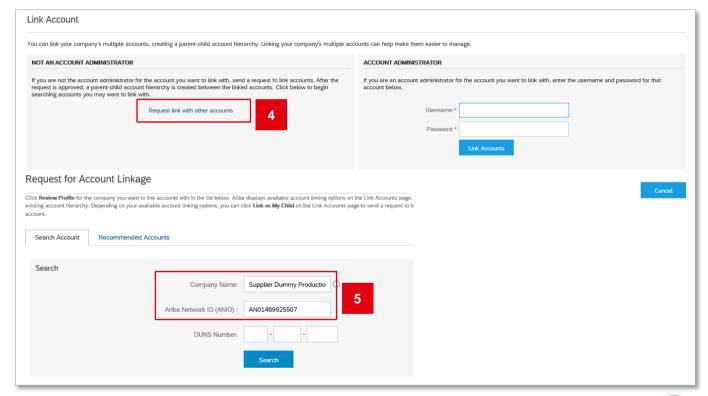
- 1. Go to the "Ariba Proposals & Questionnaires".
- 2. From settings on the right side select "Account hierarchy".
- 3. Select "Link Accounts".



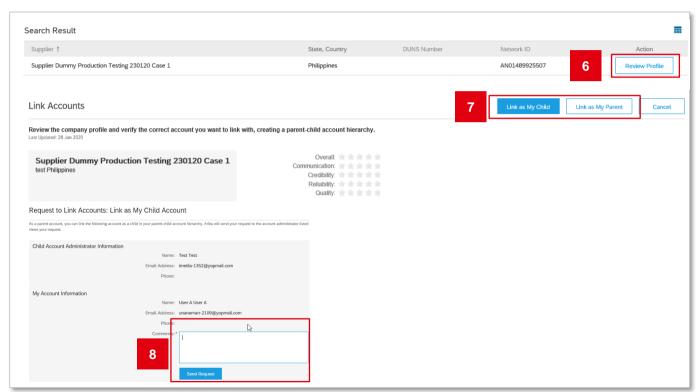


4. Click "Request link with other accounts".

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

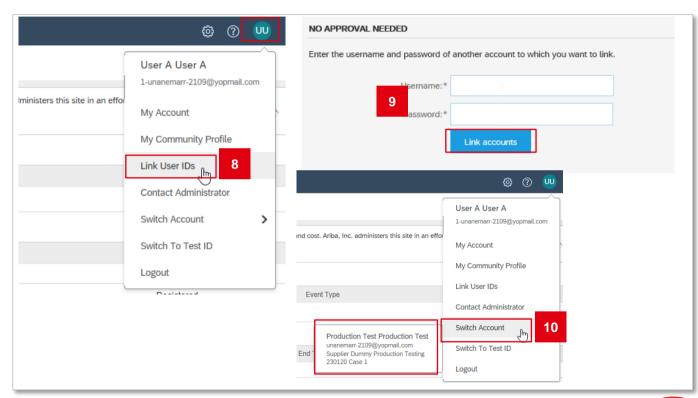


- 6. Click "Review Profile" for the company you want to link accounts with.
- 7. Depending on your account linking options, you can click "Link as my Child" to send a request to become the parrent account, or click "Link as my Parent" to request that your account is added as a child account.
- Request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





- 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.



THANK YOU!

