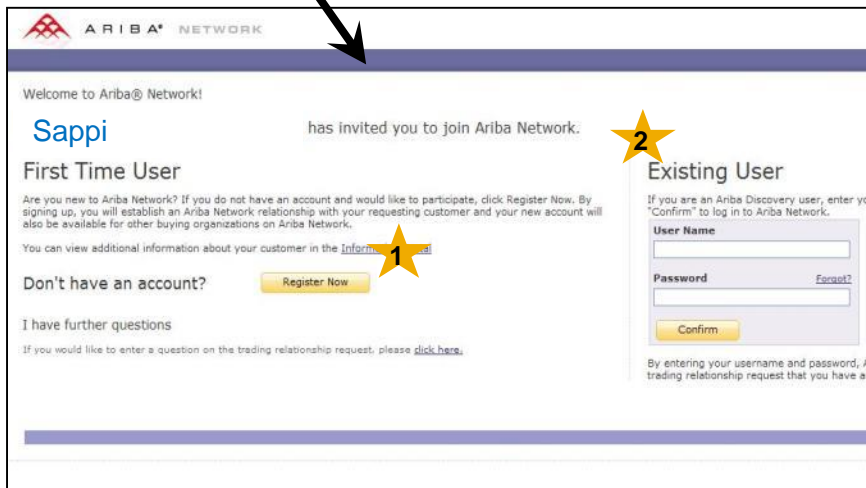
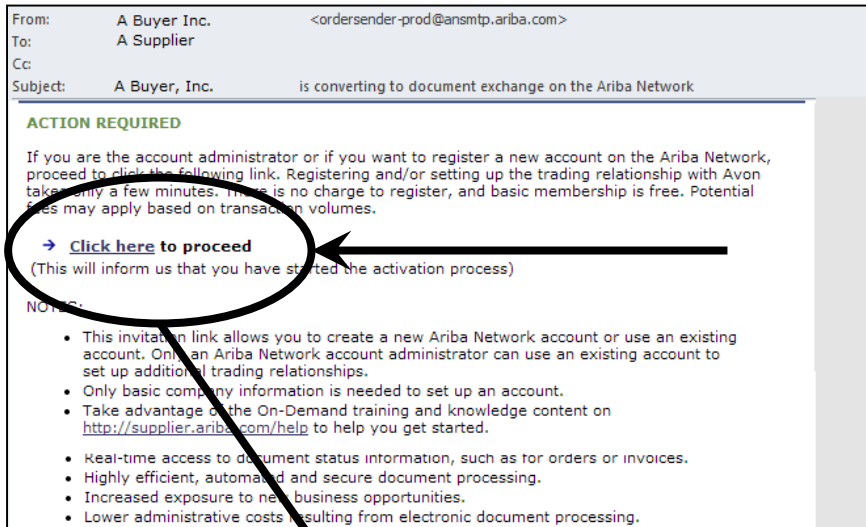


1 Manage invitation letter + 2 Landing Page



Open the Invitation Letter that you received at your email address from ordersender-prod@ansmtp.ariba.com and scroll to the section Action Required and click on the link **Click here to proceed**. You will be redirected to the landing page.

In case you did not receive the Letter, please check your spam folder and enable ordersender-prod@ansmtp.ariba.com as a trusted resource.

Two Possibilities:

- 1 **First Time User** – select **Register Now** to start the registration and follow the instructions on the next slides.
- 2 **Existing User** – **log in** using you current Ariba username and password in order to accept the relationship with Sappi.

Supplier account is created

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

- ✓ Your email address `carmen.sanchez@sap.com` has been verified.
- ✓ Your Ariba username `sanchez@rsj.com` has been activated.

Complete Your Company Profile Now

33%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#) [Go to my Company Profile](#)

* Indicates a required field

Your Ariba Network account is created!

ARIBA[®] Network
An SAP Company

Company Profile

Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Additional Documents
-----------	--------------	---------------	----------	--------------------	----------------------

Once logged in to your account you have the option to give a more detailed description of your company's profile.

This information is optional but we advise you to complete as much information as possible as this will give your buyers a more detailed overview of your activities.

More information about this can be found in the Account Configuration guide.

Account Access and Configuration

Go to
supplier.ariba.com

Enter Username &
Password and click
Login to access your
Production account.

Click the **Company
Settings** tab to
open the menu.
Click **Company
Profile**.

Then, click on the
area you want to
update.

Supplier Login

User Name

Password

Login

Forgot Username or Password

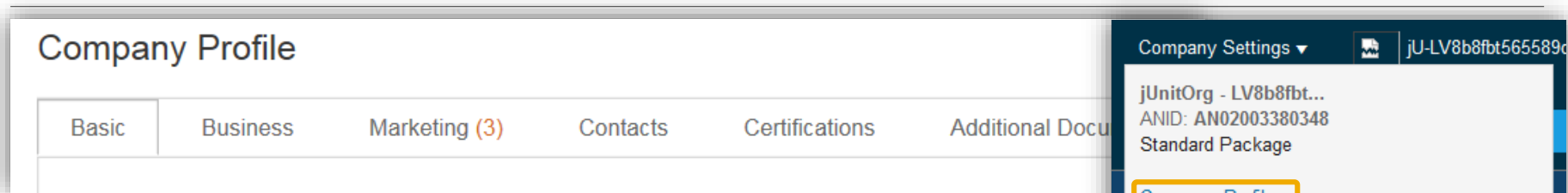
New to Ariba?

Register Now or Learn More

The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this is a search bar with 'Orders and Releases' and 'All Customers' filters. The main content area features a bar chart titled 'Outstanding Invoices' for 'jUnitOrg - 5WQzy9VD565589b21009990'. The chart shows a single bar for December 2015 with a value of approximately \$130. Below the chart is a summary section for 'Orders, Invoices and Payments' with various counts: Invoices Rejected (0), Orders to Ship (0), Pinned Documents (0), Orders to Invoice (0), and Invoices Pending Approval (0). On the right side, a 'Company Settings' dropdown menu is open, listing various options like 'Company Profile', 'Service Subscriptions', 'Account Settings', etc. A red arrow points from the 'Company Profile' option in the menu to the 'Supplier Login' form above.

Invoice #	Customer	Reference	Date ↓	Amount	Invoice Status	Action

Company Profile Configuration



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**.

Business: Enter additional information for your company, such as Tax or VAT IDs.

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.

Contacts: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

Certifications: Enter and upload certificates along with their expiration date if applicable

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.

Click on **Notifications** under **Company Settings**. **Network Notifications** can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.

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.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy

General **Network** Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* junk@phoenix.a
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.a
	<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.	* junk@phoenix.a
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.a

Catalog Subscriptions

Type	Send notifications when...	To email addresses
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <i>Note: Only Ariba Procurement solution users can send status updates to suppliers.</i>	* junk@phoenix.ariba.com

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

Electronic Order Routing Methods

The method that you would like to use to transact with your customers on the Network and route your documents can be set up in the **Electronic Order Routing** section.

This method is **Online (portal)** and the document routing option is via **Email**

Online Routing:

- This means that the PO is sent to your Ariba Inbox without a copy of a document being attached to the email notification.

Email Routing:

- For e-mail routing select the check box **Include document in the email message**.
- This will include a complete copy of the PO in the email.
- When the Ariba Network sends purchase orders to mailboxes that respond automatically with “Out of Office” 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 to configure your e-mail inboxes so that the Ariba Network notifications do not fall into the junk or spam mail box
- **Note:** The original PO is still sent to your Ariba inbox.

The screenshot displays the 'Network Settings' page in SAP Ariba. The 'Electronic Order Routing' tab is selected and highlighted with a yellow box. Below the tab, the 'Capabilities Preferences' section is visible. The 'cXML Setup' section includes a 'Configure cXML setup' link. The 'Non-Catalog Orders with Part Numbers' section has 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 for 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row has a dropdown menu for 'Email' highlighted with a yellow box. The 'Catalog Orders with Attachments' row has a dropdown menu for 'Email' and a dropdown for 'ers without attachments'. The 'Non-Catalog Orders without Attachments' row has a dropdown menu for 'cXML Pending Queue' and a dropdown for 'ers without attachments'. On the right side, the 'Electronic Order Routing' section is highlighted with a yellow box, showing the 'Email address' field with the value 'dgarda@ariba.com'. Below this, 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 message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".' (unchecked). Below the checkboxes, the 'Current Routing method for new orders: Email' is displayed, with a warning icon and the text 'Attachments will be included in the order.'

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

Electronic Order Routing Notifications

For Change Orders and Other Document Types you may select “**Same as new catalog orders without attachments**” to automatically have the settings duplicated or you may set according to your preference.

Specify which **notifications** you would like to receive if you haven't done previously.

Change/Cancel Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Online
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Online
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Online

Other Document Types		
Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Online
Time Sheets	Online ▾	Save in my online inbox
Order Status Request	Online ▾	Save in my online inbox
Order Response Documents	Online ▾	Return to this site to respond to POs
Payment Remittances	Online ▾	Save in my online inbox
Document Status Update	Online ▾	Save in my online inbox

Notifications		
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
	<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.	* junk@phoenix.ariba.com

Electronic Invoice Routing

Methods and Tax Details

For Electronic Invoice Routing choose **only** the following method:

- Online

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online
	cXML
	EDI

It is recommended to configure Notifications to email (the same way as in Order Routing).

For **Tax Information** click on **Tax Invoicing and Archiving** sub-tab to enter Tax Id, VAT Id and other supporting data:

Tax Classification:	<input type="text"/>
Taxation Type:	<input type="text"/>
Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
State Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
Regional Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
Vat Id:	<input type="text"/>
	<input type="checkbox"/> VAT Registered
VAT Registration Document:	<No document> <input type="button" value="Upload..."/>
	<input type="checkbox"/> Tax Clearance
Tax Clearance Number:	<input type="text"/>
Tax Clearance Document:	<No document> <input type="button" value="Upload..."/>
Tax Clearance Expiry Date:	<input type="text"/>

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](#)

Electronic Invoice Routing

Invoice Archiving

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately

Twice Daily
 Daily
 Weekly
 Biweekly
 Monthly

Archiving Start Time: : AM PM Etc/GMT0 ⓘ

Archive Immediately

Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

For **Invoice Archival** (Tax Invoicing and Archiving sub-tab) click on **Configure Invoice Archival** link to export invoices to your system for legal compliance:

- Select frequency (**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.

After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country, can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries...

[Home](#) [Inbox](#) [Outbox](#) [Catalogs](#) [Reports](#) [Document Archive](#)

[Archived Documents](#) [Download Status](#)

Remittances

Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information. Please note that remittance address creation is **mandatory** for Sappi while bank details are optional.

The screenshot shows the 'Network Settings' interface. At the top, there are four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is highlighted with a yellow box. Below the tabs, there is a section titled 'EFT/Check Remittances'. Under this section, there is a table with columns for 'Address', 'City', and 'State'. Below the table, there are three buttons: 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a yellow box.

The screenshot shows the 'Create Remittance Address / Payment Info' form. The form has a title 'Create Remittance Address / Payment Info' and a subtitle 'Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment to send you payments.' Below the subtitle, there is a note: 'Do not enter personal bank account information. Enter only corporate bank details.' The form contains several input fields: 'Address 1:*', 'Address 2:', 'Address 3:', 'Address 4:', 'City:*', 'State:', 'Postal Code:*', 'Country:*' (with a dropdown menu showing 'United Kingdom [GBR]'), and 'Contact:' (with a dropdown menu showing 'Select contact'). At the bottom, there are two checkboxes: 'Make this address default' and 'Factoring Service'.

The screenshot shows the 'Company Settings' sidebar menu. The menu items are: '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', and 'View All'. The 'Remittances' item is highlighted with a yellow box.

- In the **EFT/Check Remittances** section, complete all required fields marked by an asterisk.
- 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.

Remittances

Payment Methods

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

Payment Methods

Preferred Payment Method: Select method

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:

Confirm ABA:

Bank Name:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country Area Number

Bank Phone: USA 1

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country Area Number

Bank Phone: USA 1

Credit Card

Accept credit card: Yes No

Current and Potential Relationships

Click on the **Customer Relationships** link in the **Administration Navigator**.

You can choose to accept customer relationships either automatically or manually.

Note: Select **Automatically accept all relationship requests** as the default to not miss any useful Buyers requests.

- 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.

The screenshot shows the SAP Ariba Administration Navigator interface. On the right, the 'Company Settings' menu is open, with 'Customer Relationships' highlighted. An arrow points from this menu item to the 'Account Settings' tab in the main content area. The 'Account Settings' tab is active, and the 'Customer Relationships' sub-tab is selected. Below the sub-tabs, there are radio buttons for 'I prefer to receive relationship requests as follows:'. The 'Automatically accept all relationship requests' option is selected. Below this, there are sections for 'Pending', 'Current', and 'Rejected' relationships. The 'Current' section shows a table with one entry for 'jUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015' and a 'Routing Type' of 'Default'. The 'Pending' and 'Rejected' sections are currently empty, showing 'No items'.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer	Requested Date ↓
No items	

Approve Reject

Current

Customer	Approved Date ↓	Routing Type
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015	Default

Reject

Rejected

Customer	Rejected Date ↓
No items	

Note: Find Potential customers in **Potential Relationships** tab



Test Account Creation

Switching to the Test Account

To set up your Test Account, you need to be on the tabular view of your Ariba Network **Production Account**.

- Click your name in top right corner and then select **Switch to Test ID**.
- Click **OK** when the Ariba Network displays a warning indicating **You are about to switch to Test Mode**.
- 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.
- Create a **Username** and **Password** for your test account.
- 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.



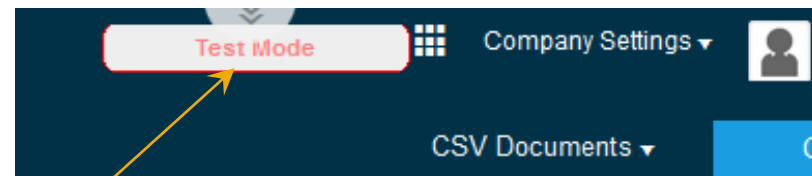
Create Test Account

You are about to create a new account in the Test Mode. The trading relationship with the buyer test account will be automatically

Username:* test-Aribasup@s.c ⓘ

Password:* ⓘ

Confirm Password:*



Note: Test account transactions are free of charge.

Note: 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).



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

Click on the **Users** tab on the **Administration Navigator**. The Users page will load.

1 First, create a role.

1. Click on the **Create Role** button in the Manage Roles section.

2. Type 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.

4. Click **Save**. The new Role is now created.

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 Conta	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**

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

↪ **Create Role**

Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

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Electronic Invoice Routing

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Remittances

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2 Second, create a User.

1. Click on **Create User** button.

2. Add all relevant information about the user including name and contact info.

3. Select a role in the **Role Assignment** section.

4. Click on **Done**.

Note: You can add up to 250 users to your Ariba Network account.

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 Save Close

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	Customer Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access	All

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page. Do not reset a user's password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user.

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 ⓘ

Enhanced User Account Functionality

When clicking on your name in top right corner, you'll 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 (available only to administrator)

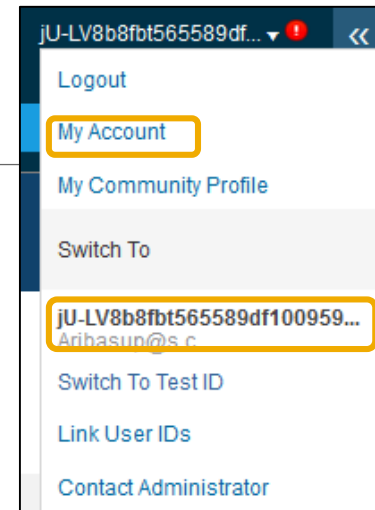
Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

Click on **My Account** to view your user settings.

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.

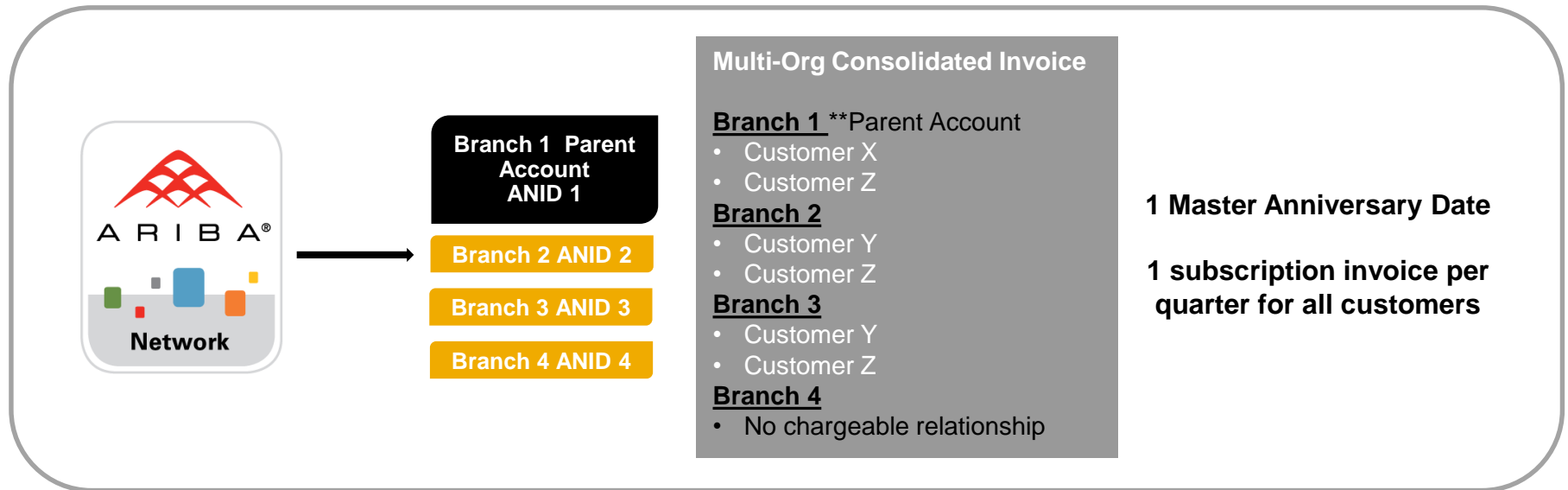
You can hide personal information if necessary by checking the box in the Contact Information Preferences section.

A screenshot of the 'My Account' settings page. The page is titled 'My Account' and has a blue underline. Below the title, there is a section for 'Account Settings' with a blue underline. A note below this section states '* Indicates a required field'. The 'Account Information' section contains several input fields: 'Username:*' with the value 'Aribasup@s.c' and a red asterisk; 'Email Address:*' with the value 'junk@phoenix.ariba.com'; 'First Name:*' with the value 'jU-LV8b8ft565589df1009590921'; 'Middle Name:' (empty); 'Last Name:*' with the value 'lastName'; and 'Business Role:' with a dropdown menu showing 'Business Owner'. Below this is the 'Security' section, which includes 'Secret Question:*' with the value 'What is the last name of your first boss?', 'Secret Answer:*' with a masked input field, and 'Confirm Secret Answer:*' with a masked input field.



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.
- Only the parent account is billed the annual membership fee based on the consolidated throughput of the affiliates, upfront once a year.
- The affiliates will be charged the transactional fees separately on a monthly basis.
- 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 supplier should also have a 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

- Register all accounts which will be included in the Multi-Org.
- Create a list of all ANIDs and designate the parent account.
- Wait until the first ANID becomes chargeable.
- Contact your Supplier Manager or sa-accountsafrika@sap.com and send them the list of ANIDs and the contact details of the person to be in charge of the Multi-Org.

Account Hierarchy

Linkage between individual accounts for account management purposes

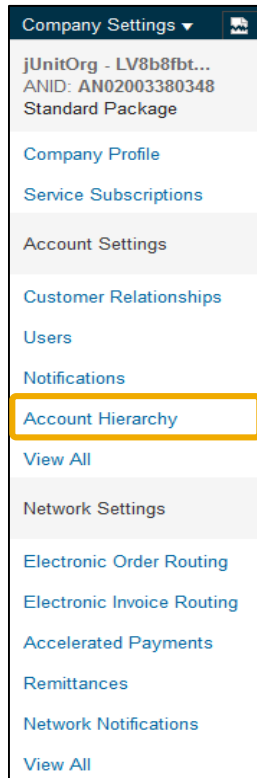
The administrator of the Parent account can log into the child account and take the following actions:

- 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.

3. On the next page either log in as an **Administrator** or send a request through an online form as a **Not Administrator**.
4. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

