

How to create a Parent and Child Relationship on Ariba Network

This guide will help you to make changes to your Ariba Network account to link two accounts on through a Parent and Child relationship

Ariba Creating a Parent and Child Account

Account Hierarchy –

If your organisation has multiple Ariba Network accounts you can create a parent-child account hierarchy in SAP Ariba, which is one parent account linked to any number of child accounts. This allows the parent account in the hierarchy to manage information not only for that account, but also for the child accounts in the hierarchy.

To create an Account Hierarchy:

1. When signed into your account, click **Company Settings > Account Hierarchy**.
2. Click **Link Accounts**.
3. Click **Request link with other accounts** if you do not know the administrator login credentials for the account you wish to link or use the **Username** and **Password** fields to enter those credentials if you do.

If you select **Request link with other accounts**, you will then be prompted to complete additional information to find the correct account.

4. Enter the **Company Name, ANID, or DUNS Number** to search for accounts, or click **Recommended Accounts** at the top.
5. Click **Review Profile** to the right of any account in the search results.
6. Click **Link as My Child** or **Link as My Parent** depending on which applies.
7. Enter a comment and click **Send Request**.

Once an account has been linked, the parent may **Sign On** as any children accounts linked to access and manage information from the **Account Hierarchy** page.

The **Account Hierarchy Administration** permission allows sub-users to manage links to child accounts and sign on to child accounts without a username and password. The **Child Account Access** permission enables a user to sign on to child accounts.