

How to link multiple ANID's?

! Once these following steps are executed, you can not unlink the user accounts.

- 1 Initial name/surname
- 2 Link User IDs
- 3 Username: the email address of the another account. You can execute this step instead of the step 4 if you don't know the login and password of the another account. → the another account has to accept the approval by following these steps: log in Ariba Network → Profile settings → Link User ID's → actions → Approve (see the next slide)
- 4 Execute the step 4 instead of the step 3 if you know the login and password of the another account.

The screenshot shows a user profile menu for sarra.z@proximus.com. The menu items are: Documents, Create, My Account, Link User IDs (highlighted with a red box and a red circle with the number 2), Contact Administrator, and Logout. There are also icons for settings, a notification with the number 1, and a user initials icon ZS.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:
Log in to all your accounts using one username and password
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.

3

Username:*

NO APPROVAL NEEDED

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

4

Username:*

Password:*

Cancel

If you executed the 3rd step in the previous slide, log in Ariba Network by introducing the login of the ANID which received the request.
Go to: **1** account Setting **2** Link User IDs **3** Actions **4** Approve

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

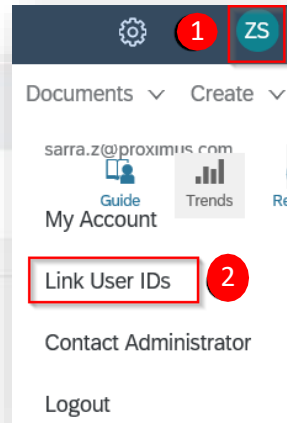
NO APPROVAL NEEDED

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

Username: *

Password: *

Link accounts



Settings **1** ZS

Documents ▾ Create ▾

sarra.z@proximus.com

Guide Trends Re

My Account

Link User IDs **2**

Contact Administrator

Logout

Received Link Requests

Supplier 1	Network ID	Name	Username	Email Address	Date
██████████	AN ██████ 057	Char ██████ It	██████████@█████.com		12 Aug 2020



3 Actions

4 Approve

Decline

Cancel