**SAP Ariba** /\\

# How to link multiple Ariba accounts
## Account Hierarchy

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# What is Account Hierarchy?

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. This will involve one login to the parent account and then switching to the other account with the same sign in.

The following terms apply to account hierarchies:

1- The parent account is the topmost account in the hierarchy and has one or more child accounts.

2- A child account , or subsidiary account, has one parent account.

3- An independent account has no parent or child accounts.

# Steps

To create an Account Hierarchy:

1. Login to your Ariba account that you wish to have as a Parent account

2. In the upper right corner of your home screen, click on the gear symbol (Company Settings) ⚙ > Account Hierarchy.

3. Click Link Accounts.

4. If you are the administrator for the account you wish to link with, use the login boxes on the left to connect to that ANID.

5. If you are not the administrator for the account you want to connect with, click the link Request link with other accounts on the left

6. Enter the Company Name, ANID, or DUNS number to search for accounts, or click the Recommended Accounts tab at the top.

7. Click the Review Profile button to the right of an account to view more information and request a link.

8. In the top right, select Link as My Child or Link as My Parent.

9. Enter a comment and click Send Request.

# Thank you.