

KEY INFORMATION & CONSIDERATIONS FOR ARIBA NETWORK ACCOUNTS

The purpose of this document is to highlight key considerations related to the creation or use of a new or existing Ariba Network account and Ariba Network Identification Number (ANID) as part of the Anglo American and De Beers Group Supplier Lifecycle Management process.

1. Are you new to SAP Ariba?

1.1 What is an ANID?

- Each Ariba Network account has a unique identifier known as an ANID (Ariba Network Identification Number)
- When you create an account on the Ariba Network, you will receive an ANID number

1.2 What is an account administrator?

- The account administrator is responsible for the following general account activities including adding users, setting permissions of users, setting configuration options, managing electronic relationships with customers, subscribing to services and responding to user questions or problems
- The person whose name is entered when a new account is created automatically becomes the account administrator
- The right account administrator needs to be selected for new Ariba Network accounts
- The account administrator should have the time and capabilities to manage the Ariba Network account

Please Note: The way you set up your commercial relationship on the Ariba Network is greatly determined by your company's structure and way of working.

1.3 What type of company structure do you have?

- **A Centralised** company keeps the decision making at the centre of a company. Therefore, your Ariba Network account should be managed in a similar centralised manner. This structure would typically result in a single or a few ANIDs and potentially one or a few main administrators
- **A Decentralised** company keeps the decision making authority at a branch level. Therefore, your Ariba Network account should be managed through multiple ANIDs with main administrators for each branch

Best practice is theoretically to have a single ANID per buying company and as few ANIDs across the Ariba Network as possible. However, as mentioned, this greatly depends on your company's structure and way of working.

1.4 What are the options when it comes to SAP Ariba accounts?

There are two SAP Ariba account types*:

- **Standard account** (Formerly known as Light Account)
- **Enterprise** (Formerly known as Full Account)

*Please note that the account types mentioned are applicable at the time of publishing this content.

For the latest SAP Ariba options please visit their website (www.ariba.com)

Suppliers can join a detailed **SAP Ariba best practice session** regarding supplier account type selection. Click [here](#) to access the session registration page. Alternatively, you can get in contact with the SAP Ariba Help Center by referring to the Support section at the end of the eLearning material.

2. Do you have an existing Ariba Network account(s)?

You should explore the option of utilising an existing account prior to initiating the Anglo American and De Beers Group supplier lifecycle process. Consult your account administrator.

2.1 Do you already have an existing ANID?

- Reach out to your finance, accounts receivables, supply chain, sales and other functions to determine if your company has an existing ANID. If so, you already have an account administrator so reach out to this person for internal alignment. You should explore the option of utilising an existing account prior to initiating the Anglo American and De Beers Group supplier lifecycle process.

2.2 How can you obtain your existing ANID number?

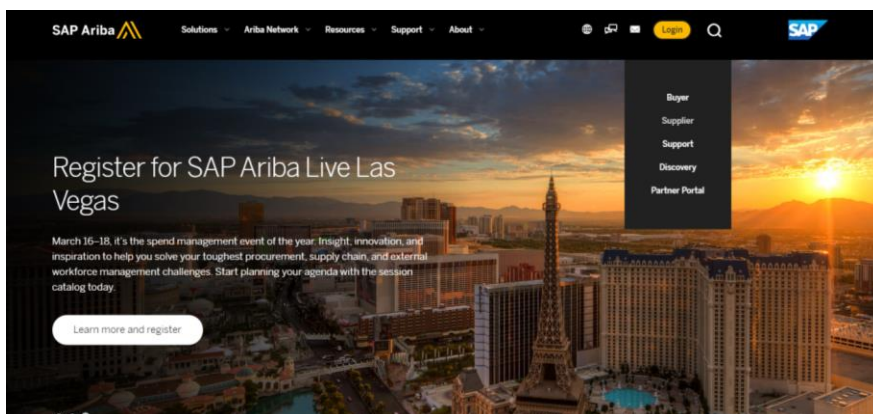
- Ask your company's account administrator or any registered user to login with their credentials (Username & Password).
- Click on the dropdown arrow next to 'Company Setting' (top right).
- Your ANID is shown as the top item in the dropdown list.

2.3 Do you have multiple ANIDs in your company?

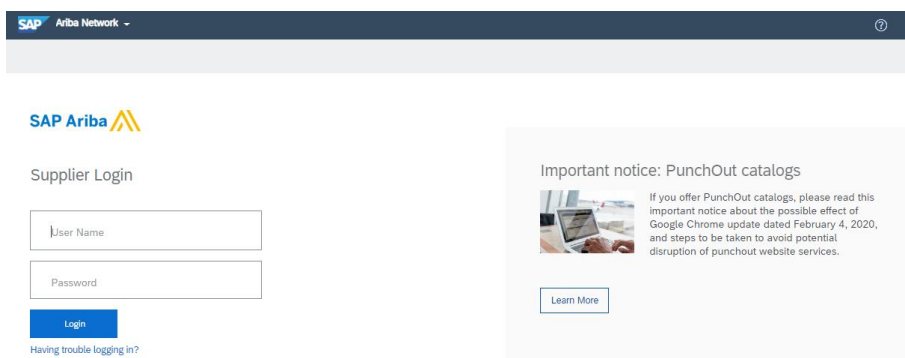
Suppliers might utilise multiple ANIDs for various reasons. Ensure you explore all SAP Ariba options to consolidate your company's account management and service management tasks. The options include:

- Account hierarchies; and
- Multi-Org set up

For further information and guidance regarding your ANID strategy, please go to www.ariba.com and click on **Login**. In the drop down menu, select **Supplier**.



You do not have to log in to access the SAP Ariba Help Center, just click on the question icon which can be found in the top right hand corner of the page.



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Documentation Support

There are a few ways to contact SAP Ariba to discuss the options available to manage your ANIDs. You can also refer to the Support section at the end of our eLearning material for a guide on how to access the SAP Ariba Help Desk.