# **QRG – ACCOUNT – NOTIFICATIONS AND USERS**

## Honeywell

### In this Quick Reference Guide: WE EXPLORE HOW TO SET UP NOTIFICATIONS AND USERS

#### **ROUTING NOTIFICATIONS**

Enter to your Ariba account

- 1. Click on your Initials
- 2. Go to Settings
- 3. Click on "Electronic Order Routing or Invoice Routing"
- 4. Configure the routing notifications for Orders and Invoices by entering up to 5 emails addresses per field.

**Note**: If more than 5 emails need to be entered, we recommend that you create a distribution list.

More 🗸	Test Supplier
e to match buyer postings for urge	My Account
mber Q	Link User IDs Contact Administrator
Customer Relationships	
Users	Premium Package
Notifications	Company Profile
Application Subscriptions	Marketing Profile
Account Registration	Settings >
Network Settings	Logout
Electronic Order Routing	
Electronic Invoice Routing	View all နဂုန

New Orders		4
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address:  This is a required field  Attach cXML document i  Include document in the Leave attachments onlin email message. This ap attachments that have th catalog orders without at Attach PDF document in
Catalog		Email address:  ! This is a required field
Orders with	Email 🗸	Attach cXML document i
Notifications		
Invoice Failure	Send a notification when invoices are undeli rejected.	erable or
Invoice Status Chan	ge Send a notification when invoice statuses ch	nge. *

	.0
istribution list.	

#### ROLES

Enter to your Ariba account

- 1. Click on your Initials
- 2. Go to Settings
- 3. Click on "Users"
- 4. Select "Manage Roles"
- 5. Click on the "+" sign
- 6. Provide a name to the Role (in the example we entered "Finance")
- 7. Check the permissions related to the Role you are creating
- 8. Click Save.

#### USERS

After creating a Role

- 9. Click on Manage Users
- 10. Click on the "+" sign
- 11. Complete the requested information.
- 12. Assign a Role to the user.
- 13. Click Done.



Cancel

Create User

**Note**: Username should have the form of an email address. It can be a real email address or not.

6	Name:* Finance (Example)	
Desci	ription:	
<sup>o</sup> ermiss	sions	
		Page 1 🗸 💙
$\checkmark$	Permission <b>†</b>	Description 1

Create Role

Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

Done

Cancel

New U	ser Informatio	n
11	Username:*	EMAIL ADDRESS FORMAT
	Email Address:*	User@test.com
	First Name:*	Test
	Last Name:*	User
Role A	( Office Phone:	i)         i)         This user is the Ariba Discovery Contact         i)         Limited access         i)         Country         Area         Number         USA 1
12	Name	Description
$\checkmark$	Finance (Exampl	e)