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
	Link User IDs
Account Settings	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 الم

New Orders		4
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address:
		Email address:
Catalog Orders with	Email	! This is a required field Attach cXML document i
Notifications		
Invoice Failure	Send a notification when invoices are undeli rejected.	erable or
Invoice Status Chang	ge Send a notification when invoice statuses ch	nge. *

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

Save

Create User

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

Descri	ntion:	
		/
Permiss	thave at least one permission.	
		Page 1 🗸
\checkmark	Permission †	Description †
	API Development Access	Access to API development using the SAP Ariba developer portal.

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 Us	ser Informatio	n	
11	Username:*	EMAIL ADDRESS FORMAT	
	Email Address:*	User@test.com	
	First Name:*	Test	
	Last Name:*	User	
Polo Ar	Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend invoices to the buyer's accounting Image: Do not allow the user to resend to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not allow the user to the buyer's accounting Image: Do not al		
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12	Name	Description	
\checkmark	Finance (Exampl	le)	