

How to check / accept StarHub Relationship

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INTERNAL





How to <u>check</u> Customer Relationship

In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Customer Relationships**.

Audit Logs



How to <u>check</u> Customer Relationship

View your **Current** relationships under each corresponding heading.

Current Relationships Potential Relationships	
I prefer to receive relationship requests as follows:	
Automatically accept all relationship requests Manually review all relationship requests	
Update	
Current (1) Pending (0) Rejected (0)	
Current Customers	
Filter	
Customers	
Enter customer name or Network ID	
Apply Reset	
Customer Network ID Relationship Type Approved Date Supplier Information P	ortal Routing Type Actions
	Default Actions •
L Reject	

If you see **StarHub** as customer under **Current** that mean you're able to trade with **StarHub** in Ariba Network

How to accept Customer Relationship

If StarHub is in your Pending section, select checkbox and click Approve

Account Settings				
Customer Relationships Users N	lotifications Application Subscriptions	Account Registration	API management	
Current Relationships Potential Re	elationships			
I prefer to receive relationship requests as fol Automatically accept all relationship re Update	llows: equests () Manually review all relationship	requests		
Current (0) Pending (1) Reject	ted (0)			
Pending Customers				
Customer	Network ID			Relationship Type
				Trading
Approve Reject]			



Thank you.

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