QRG – ARIBA INVITE AND ACCOUNT SET UP

Honeywell

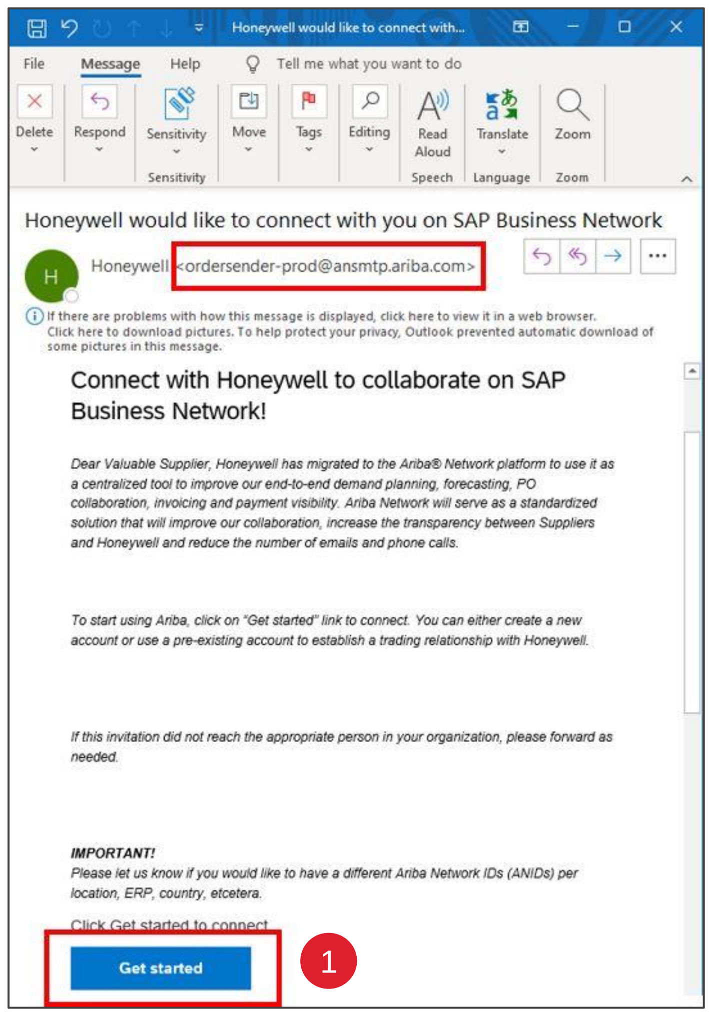
In this Quick Reference Guide: **WE EXPLORE TRADING RELATIONSHIP REQUESTS AND ACCOUNT CONFIGURATION**

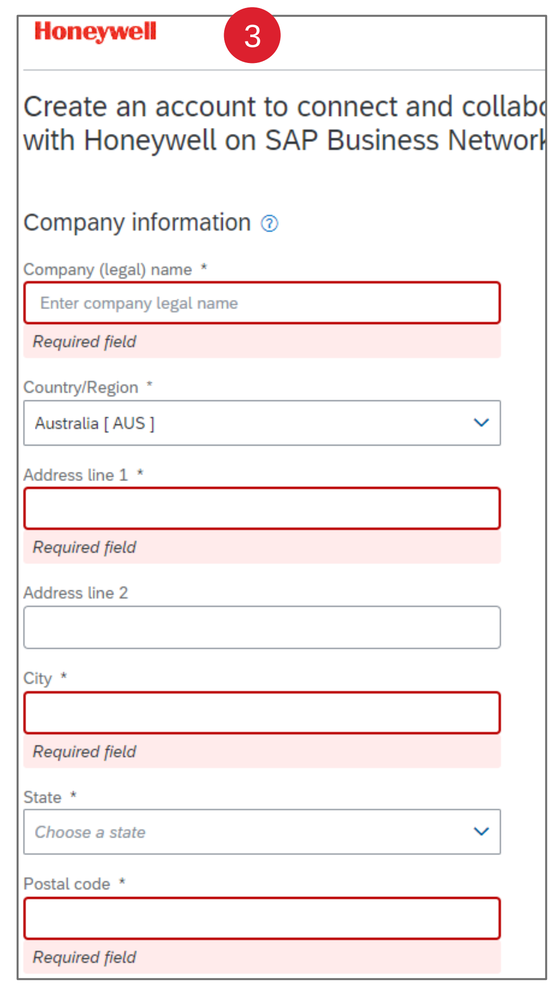
HOW TO ACCEPT THE TRADING RELATIONSHIP REQUEST (TRR) / INVITATION

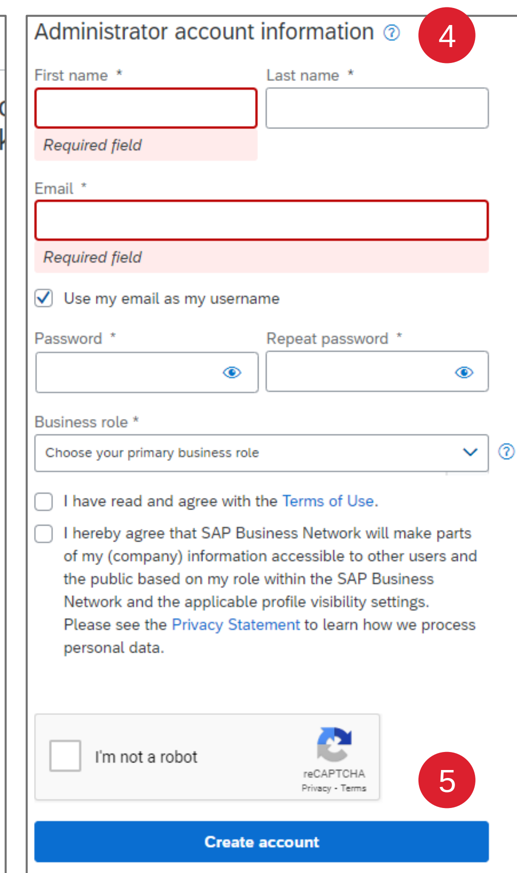
An invite to connect with Honeywell is sent from email ordersender-prod@ansmtp.ariba.com with the subject: ***"Honeywell would like to connect with you on SAP Business Network".***

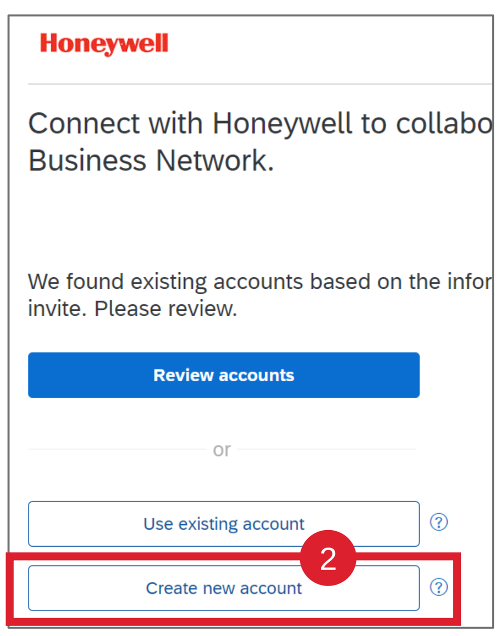
1. Click the button **Get started**
2. The invitation link then prompts you to either:
   - **a) Create new account:** Use this option If you do not have an enterprise account *(Recommended)*
   - **b) Use existing account:** Select this option if you already have an enterprise account
   - **c) Review accounts:** Check any accounts your company may already have. It should be an enterprise account.
3. Confirm the information of your company is correct. Update as needed.
4. Create your username and password
5. Confirm reCAPTCHA and click on "Create account"
6. Once logged in, in the upper-right corner of the application, click on the circle with **initials** > **Settings** > **Customer Relationships**.
7. Confirm Honeywell shows as a current relationship.

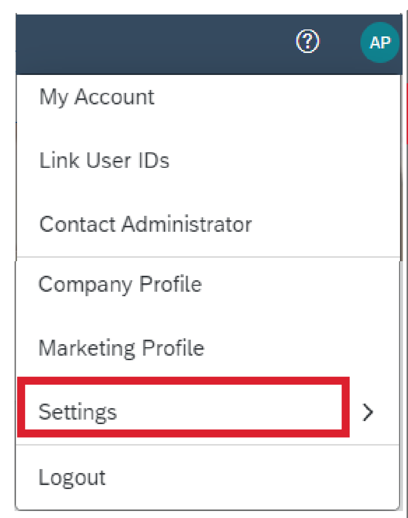
Note:
- Honeywell will cover the fees of an enterprise account
- The TRR link contains the Enterprise setup
- If you see the label "upgrade to enterprise" after creating your account contact SCCportalhelp@honeywell.com.

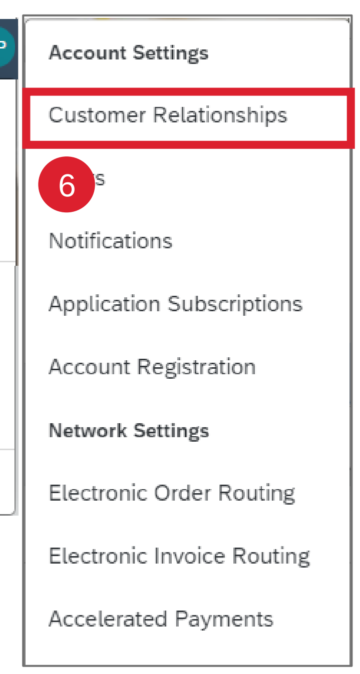


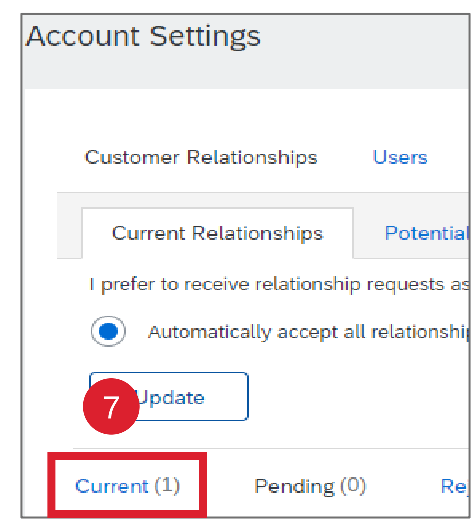










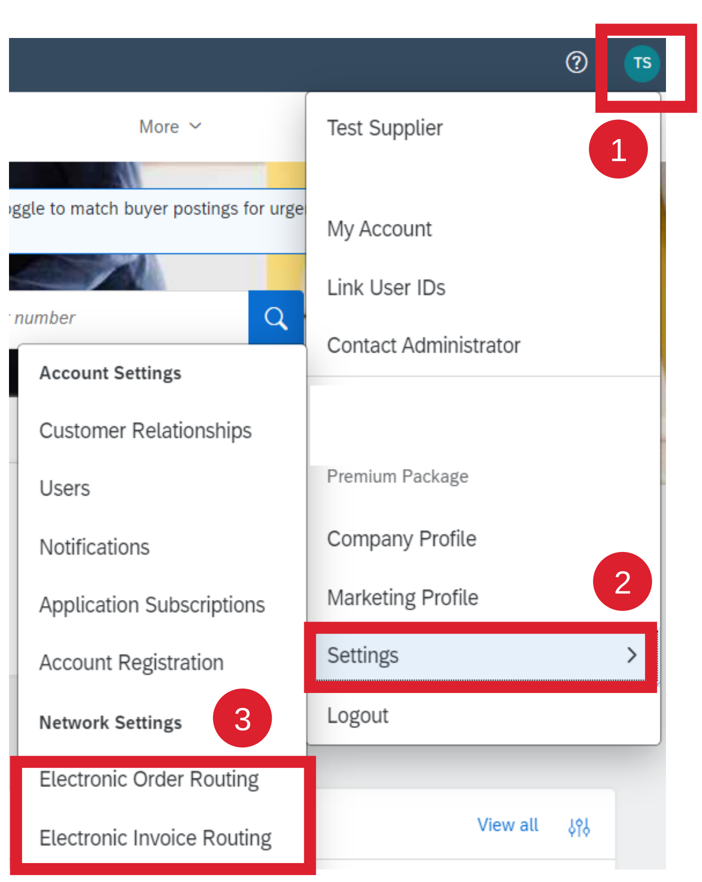


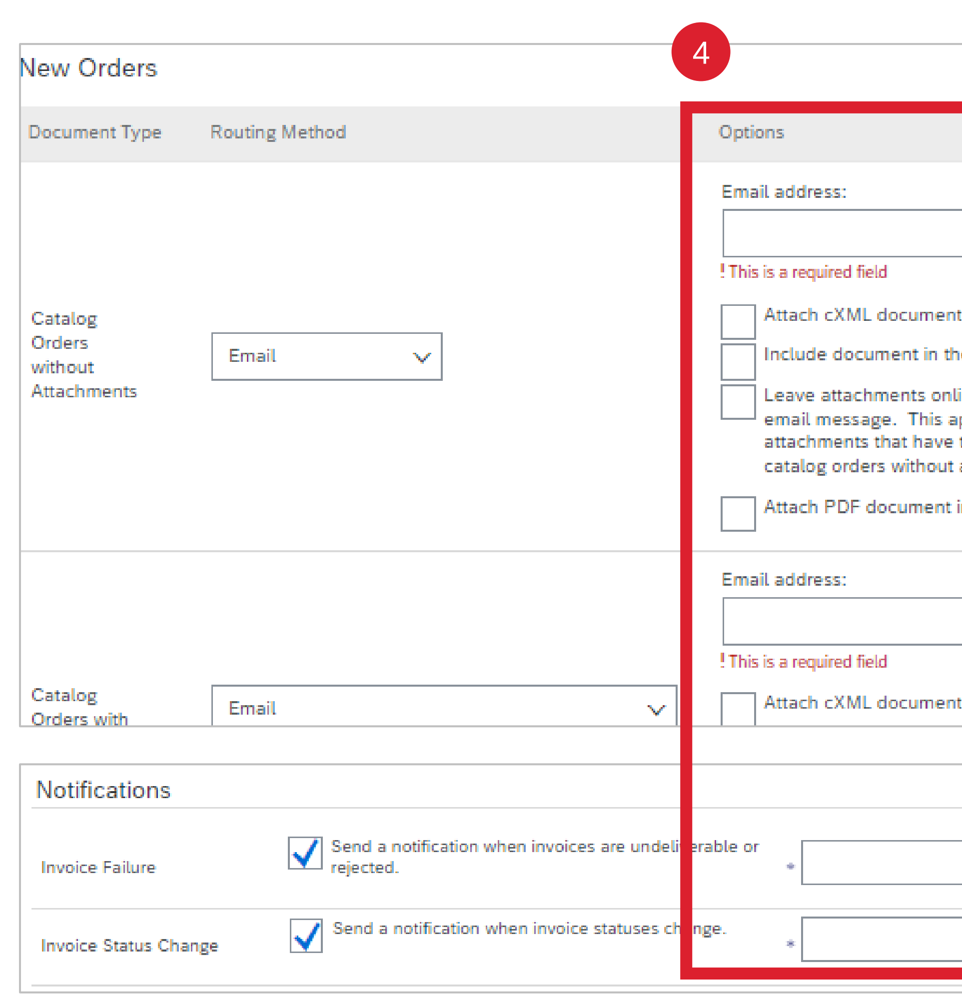
ROUTING NOTIFICATIONS

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.
- Routing method for the first option will be email. For the options below, the set up will remain the same from what was entered in the first field.





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CREATE A ROLE

Enter to your Ariba account

1. Click on your Initials
2. Go to Settings
3. Click on "Users"
4. Select "Manage Users"
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.

SET UP 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.

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