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.

☐ 9 0 ↑ ↓	9 – D ×	Honeywell	3	Administrator account information ③ 4
File Message Help Q Tell me what you want to do × Delete V Sensitivity Sensitivity Sensitivity	te Zoom	Create an acco with Honeywel	ount to connect and collabo l on SAP Business Network	First name *
Honeywell would like to connect with you on SAP Bu Honeywell cordersender-prod@ansmtp.ariba.com> i If there are problems with how this message is displayed, click here to view it in a click here to download pictures. To help protect your privacy, Outlook prevented is some pictures in this message.	siness Network $5 \ \) \rightarrow \ \cdots$ web browser. automatic download of	Company informa Company (legal) name * Enter company legal na Required field	tion 💿	Required field ✓ Use my email as my username Password * Repeat password *
Connect with Honeywell to collaborate on Business Network!	SAP	Country/Region * Australia [AUS]	~	Business role *
Dear Valuable Supplier, Honeywell has migrated to the Ariba® Network platform to use it as a centralized tool to improve our end-to-end demand planning, forecasting, PO collaboration, invoicing and payment visibility. Ariba Network will serve as a standardized solution that will improve our collaboration, increase the transparency between Suppliers and Honeywell and reduce the number of emails and phone calls.		Address line 1 * Required field Address line 2		Choose your primary business role I have read and agree with the Terms of Use. I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the Privacy Statement to learn how we process
account or use a pre-existing account to establish a trading relationship with Honeywell. If this invitation did not reach the appropriate person in your organization, please forward as needed.		City * Required field State * Choose a state		I'm not a robot
IMPORTANT! Please let us know if you would like to have a different Ariba Network IDs (A location, ERP, country, etcetera. Click Get started to connect Get started	NIDs) per	Postal code *		
Honeywell		? AP	Account Settings	Account Settings
Connect with Honeywell to collabo Business Network.	My Account Link User IDs Contact Administ	rator	Customer Relationships 6 s Notifications	Customer Relationships Users Current Relationships Potential
We found existing accounts based on the infor invite. Please review.	infor Company Profile Marketing Profile Settings > Logout		Application Subscriptions Account Registration	I prefer to receive relationship requests as Automatically accept all relationship
or			Network Settings	Current (1) Pending (0) Re
Use existing account 7 Create new account 7 7 7 7 7 7 7 7 7 7 7 7 7 7	ccount 0 ccount 0 ccount 0		Electronic Invoice Routing Accelerated Payments	

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"

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More ~	Test Supplier
ggle to match buyer postings for urge	My Account
number	Link User IDs
Account Sottings	Contact Administrator
Account Settings	
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		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: This is a required field Attach cXML document Include document in the Leave attachments on email message. This a attachments that have catalog orders without Attach PDF document
Catalog Orders.with	Email	Email address: This is a required field Attach cXML documer
Notifications		
Invoice Failure	Send a notification when invoices are undel rejected.	erable or
Invoice Status Chang	Send a notification when invoice statuses cl	nge.

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.

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	More 🗸	Test Supplier
	ggle to match buyer postings for urge	My Account Link User IDs
	Account Settings	Contact Administrator
	oustomer retutionships	
3	Users	Premium Package
3	Users Notifications	Company Profile
3	Users Notifications Application Subscriptions	Company Profile Marketing Profile
3	Users Notifications Application Subscriptions Account Registration	Company Profile Marketing Profile Settings
3	Users Notifications Application Subscriptions Account Registration Network Settings	Premium Package Company Profile Marketing Profile Settings > Logout
3	Users Notifications Application Subscriptions Account Registration Network Settings Electronic Order Routing	Premium Package Company Profile Marketing Profile Settings > Logout

Create Role	8	Save	Cancel
 Indicates a required field 			
New Role Information			
6 Name:* Finance (Example)			
Description:			
D			1/
7		Page	1 v 🔉
Permission †	Description	t	
API Development Access	Access to A developer p	PI development us portal.	ing the SAP Ariba
Archive Access	View and se	aarch archived item	-

Account Settings		Save	Close
4	Notifications Application Subscriptions	s Account Registration	API management
Manage Roles Manage Users	Manage User Authentication Revo	oked Users Morev	
Roles (1)			
Create and manage roles for your accor cannot be modified.	unt. You can edit the role and add users to	a role. The Administrator role c	an be viewed, but
Filters			
Permission			
Select permission assigned	~		
Apply Reset		5	10 + =
Role Name	Users Assigned	Actions	
Administrator	Test Supplier	<u>m</u>	



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.

11	Username:*	EMAIL ADDRESS FORMAT
	Email Address:*	User@test.com
	First Name:*	Test
	Last Name:*	User
	Office Phone:	Do not allow the user to resend invoices to the buyer's account.
Role As	ssignment	
12	Name	Description

 \checkmark

Finance (Example)

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