

# QRG – ACCEPT TRR AND CONFIGURE ACCOUNT

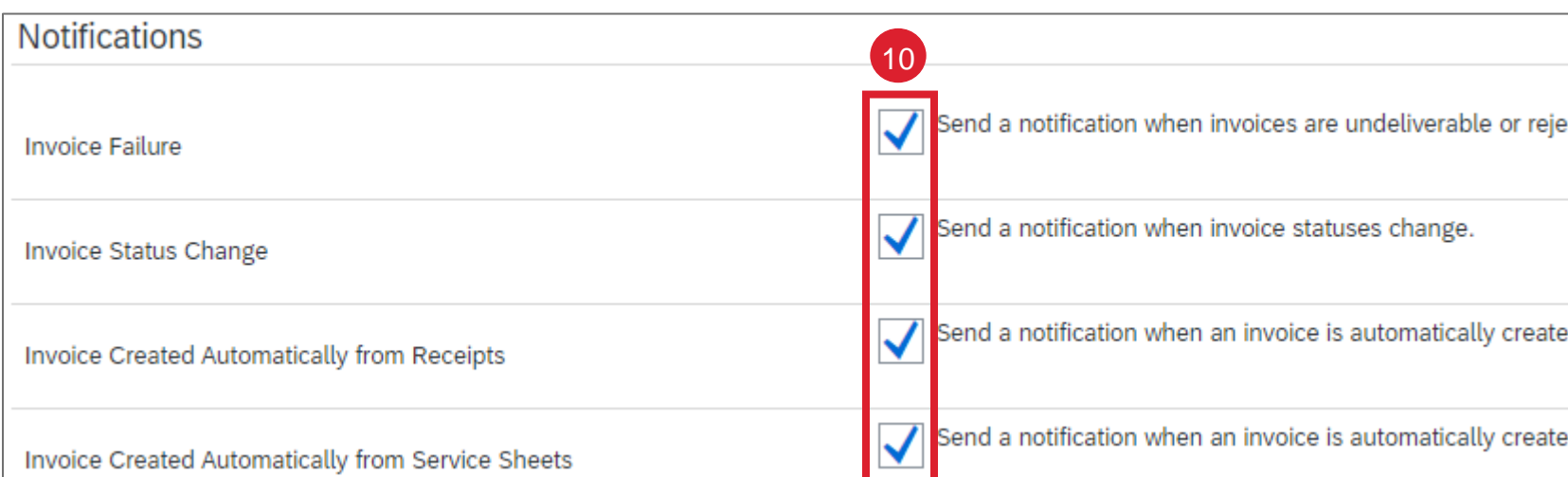
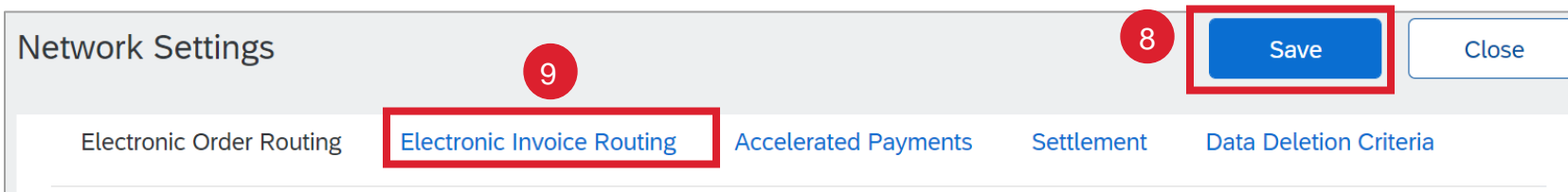
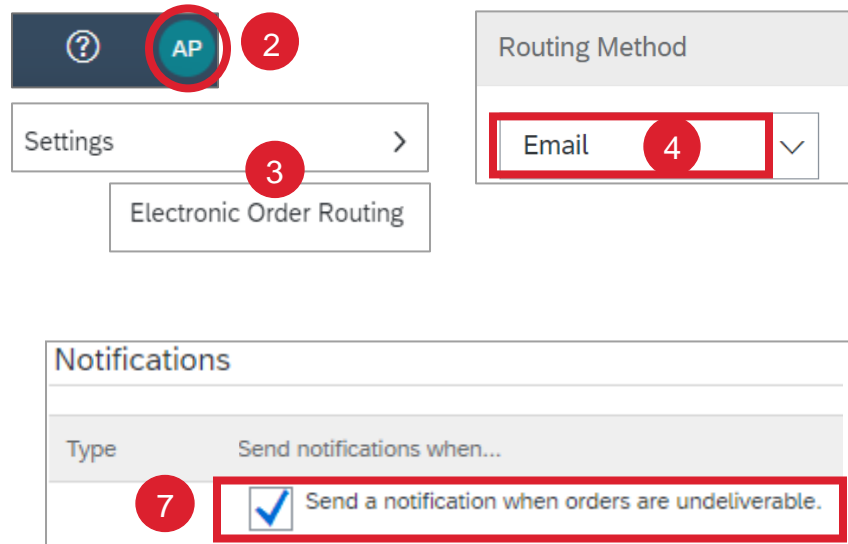
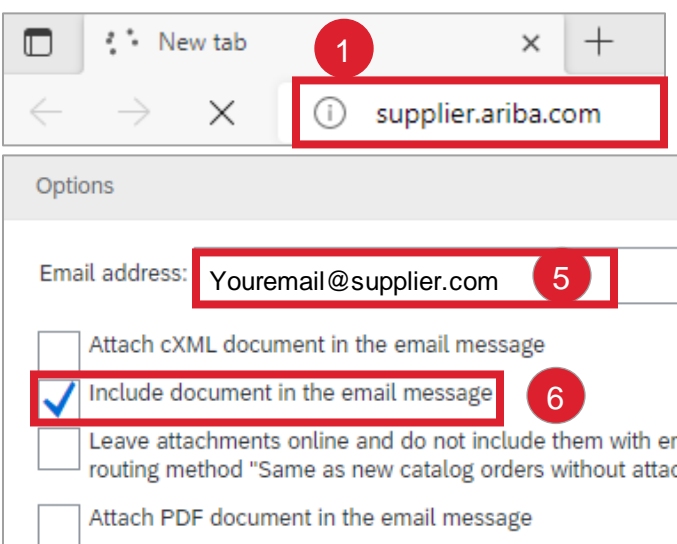
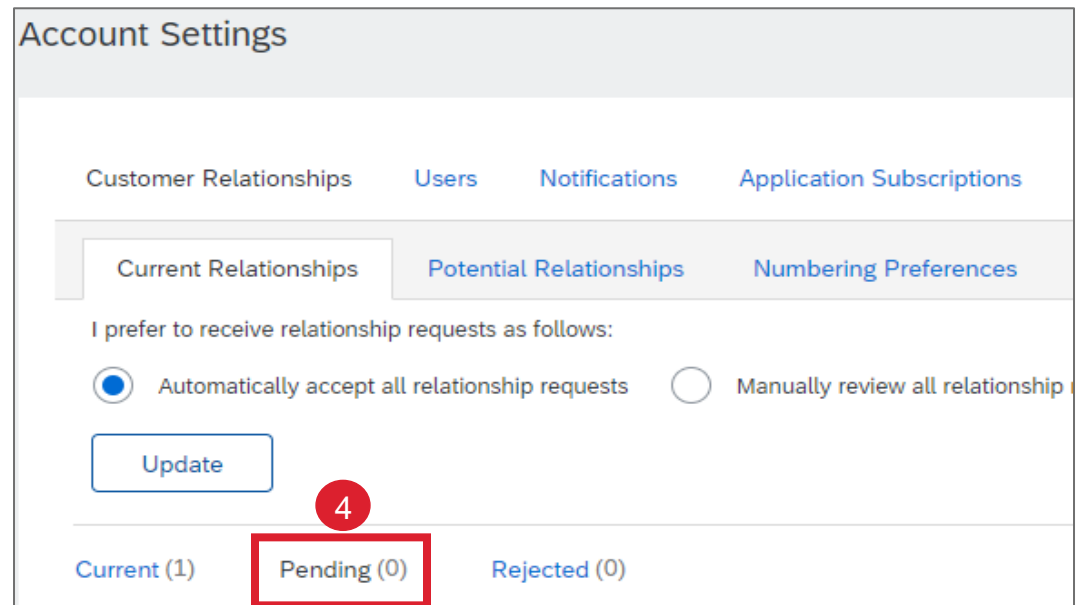
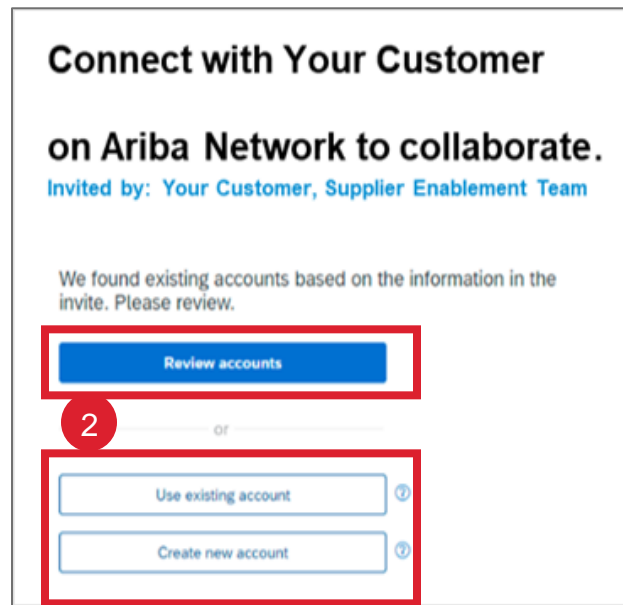
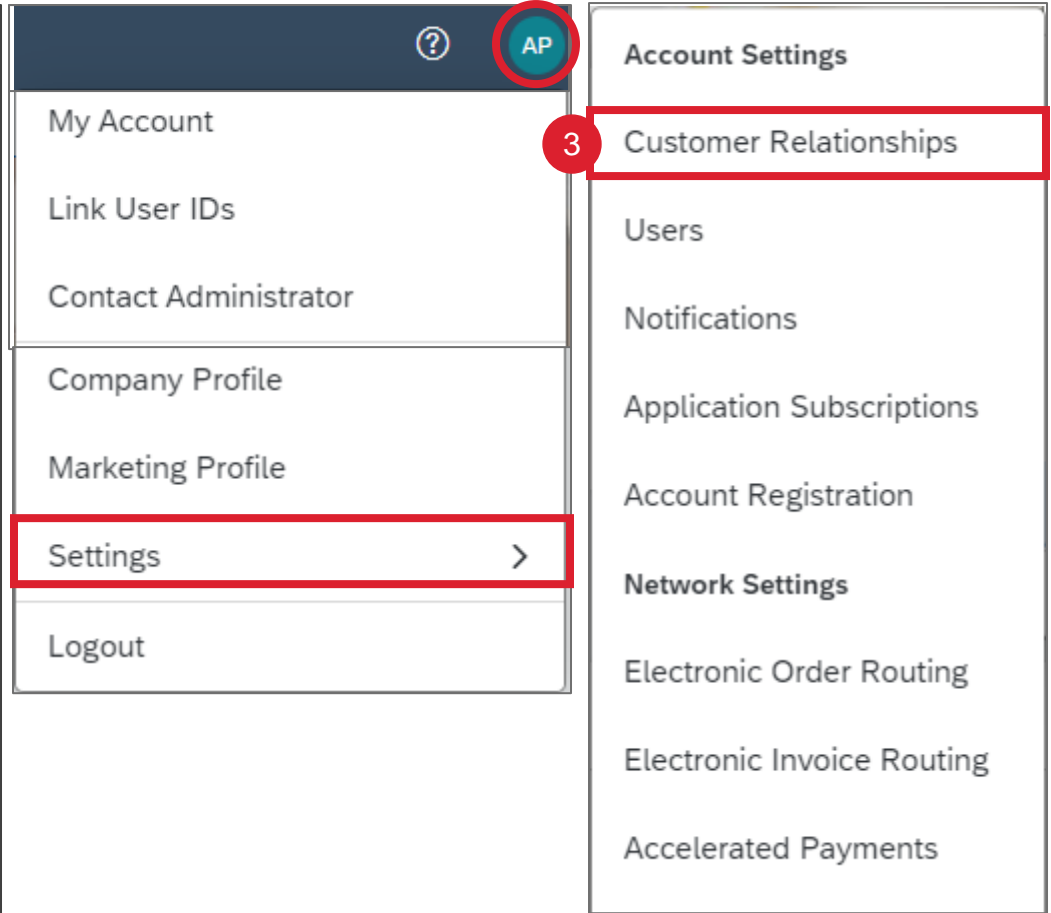
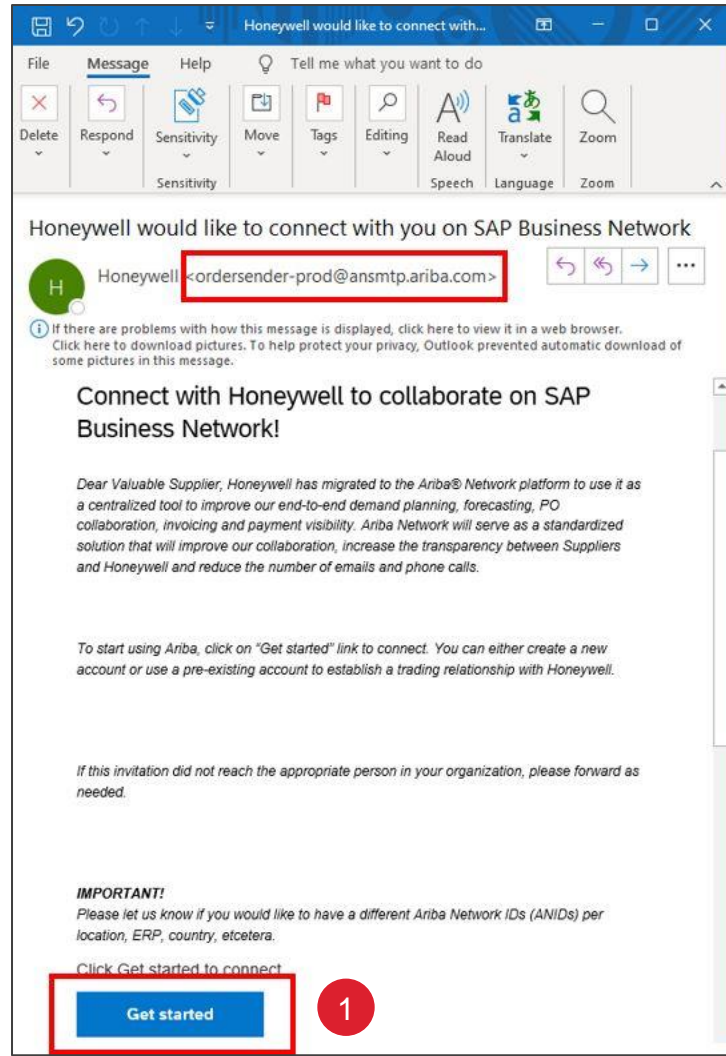
In this Quick Reference Guide: **WE EXPLORE TRADING RELATIONSHIP REQUESTS AND ACCOUNT CONFIGURATION**

## HOW TO ACCEPT A CUSTOMER'S TRADING RELATIONSHIP REQUEST (TRR) / INVITATION

A trading relationship invitation begins with an email sent by **ordersender-prod@ansmtp.ariba.com** with the subject: "Honeywell would like to connect with you on SAP Business Network". This email is an invitation to connect with Honeywell enabling you to start receiving orders and/or submitting invoices on the SAP Business Network. Only the account administrator can click to use an existing account when establishing a Trading Relationship.

To accept the trading relationship request:

1. Click the button in the email that says **Get started**.
2. The invitation link then prompts you to either **Use existing account** or **Create new account**. Select the option which best reflects your situation.
  - If you see a message about existing accounts, you can click **Review accounts** to check on any accounts your company may already have enabled and find contact information for the account owners.
  - If you register a new account, be sure to click the activation link in the email sent to you to verify your email address.
3. Once logged in, in the upper-right corner of the application, click on the circle with initials > **Settings** > **Customer Relationships**.
4. If necessary, select any **Pending** trading relationships and click **Approve**.



## HOW TO CONFIGURE ROUTING NOTIFICATIONS

To configure order and invoice routing notifications:

1. Open your web browser and log in to your account at **supplier.ariba.com**
2. Click on the circle with initials on the top right of the homepage
3. From the drop-down menu select **Settings** > **Electronic Order Routing**
4. Under **New Orders**, change the routing method from Online to Email
5. Enter up to five email addresses (separate with commas only, no spaces). If more emails need to be added, you can create a distribution list.
6. Check the box for "Include document in the email message"
7. Scroll down to the bottom of the page, In **Notifications**, check the box for Order: Send a notification when orders are undeliverable
8. Click **Save**
9. Click on the **Electronic Invoice Routing** tab at the top.
10. In **Notifications** check the boxes for all types: Invoice Failure, Invoice Status Change and Invoice Created Automatically and click **Save**.