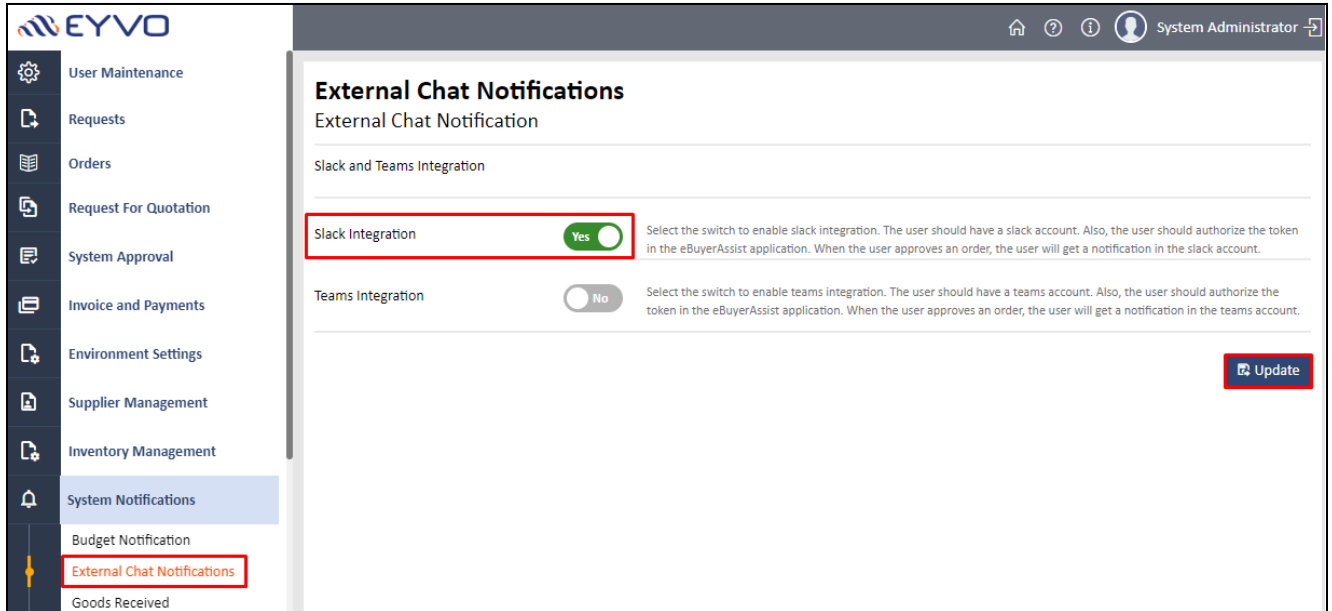




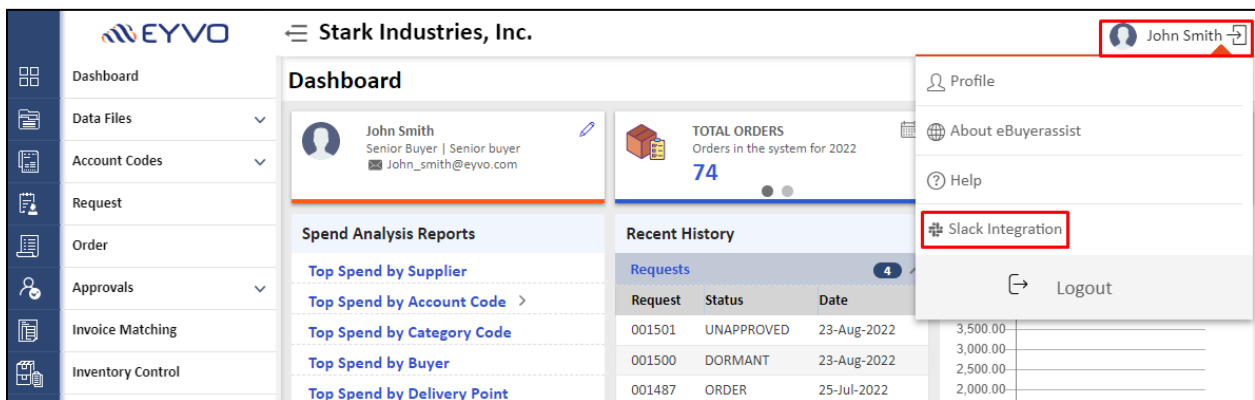
## SLACK INTEGRATION IN EBA

1. The user should login into the system administration and go to the System Notifications->External Chat Notifications section. Click on the Slack Integration switch to 'Yes' and then click on the update button as shown on Screen-1.



**Screen-1**

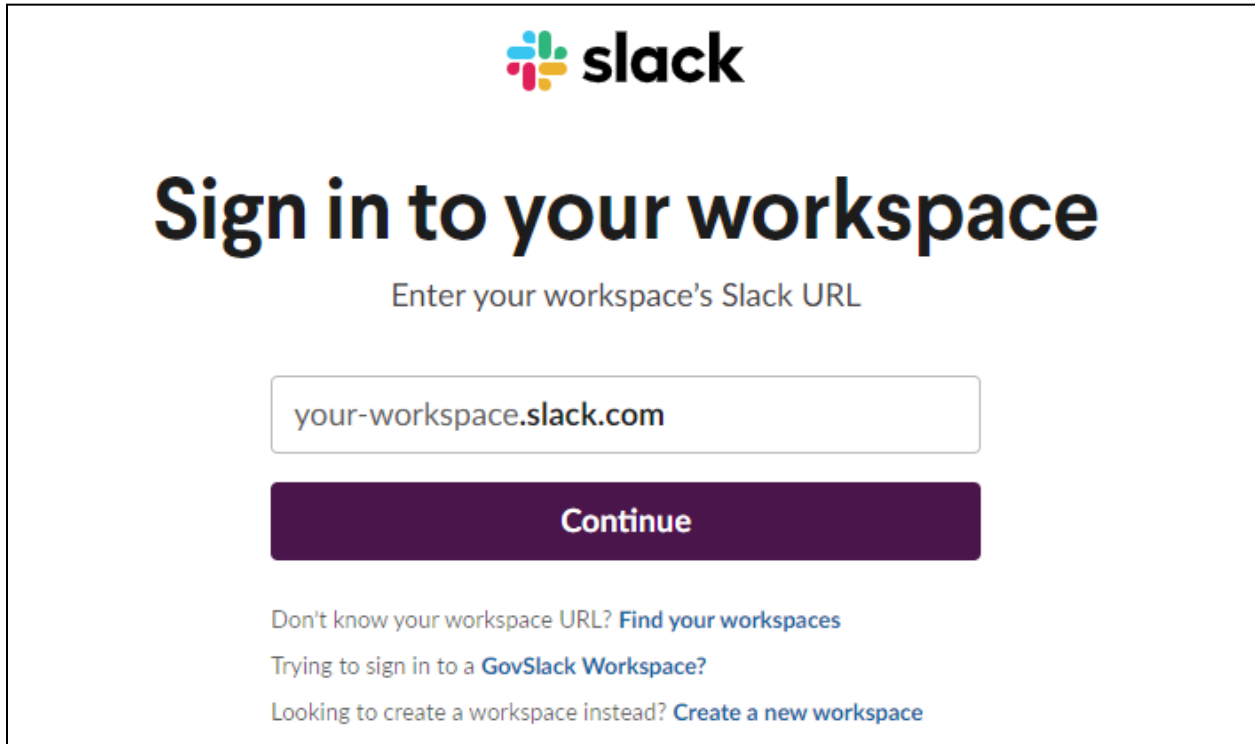
2. The user can then login to the main ebuyerAssist (EBA) application. Click on the user name to view the 'Slack Integration' option as highlighted on Screen-2.



**Screen-2**

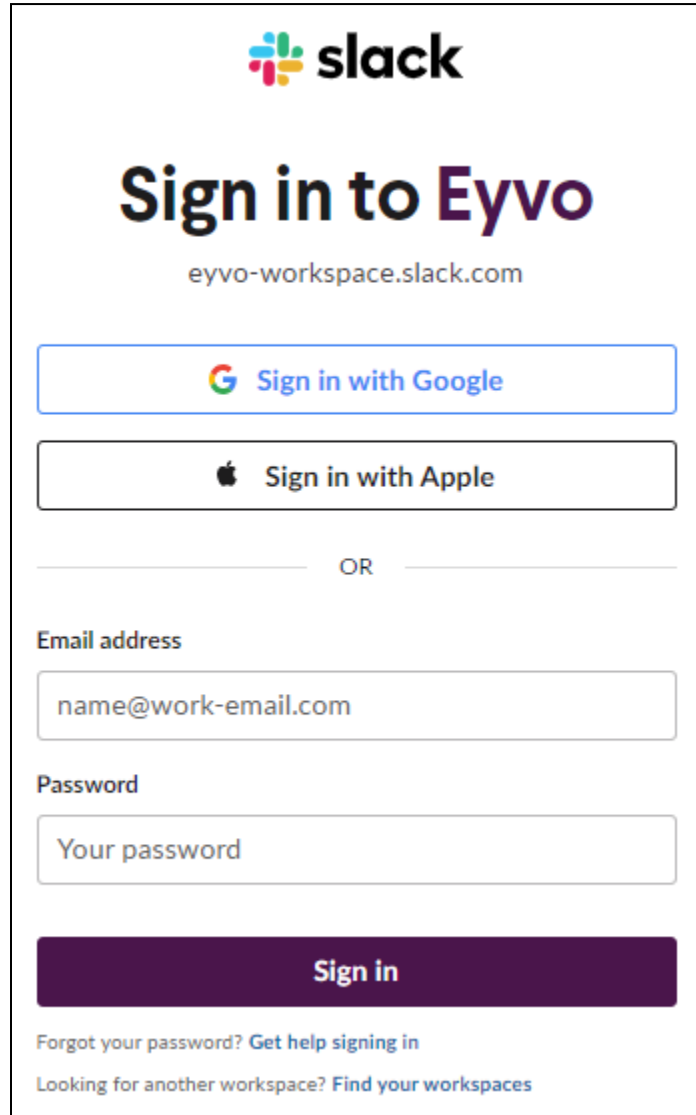


3. Click on 'Slack Integration' to integrate EBA into your slack application. When the user clicks on the 'Slack Integration', they will be redirected to slack's workplace page. Here, the user should enter the slack's workplace URL and click on continue as shown on Screen-3.



**Screen-3**

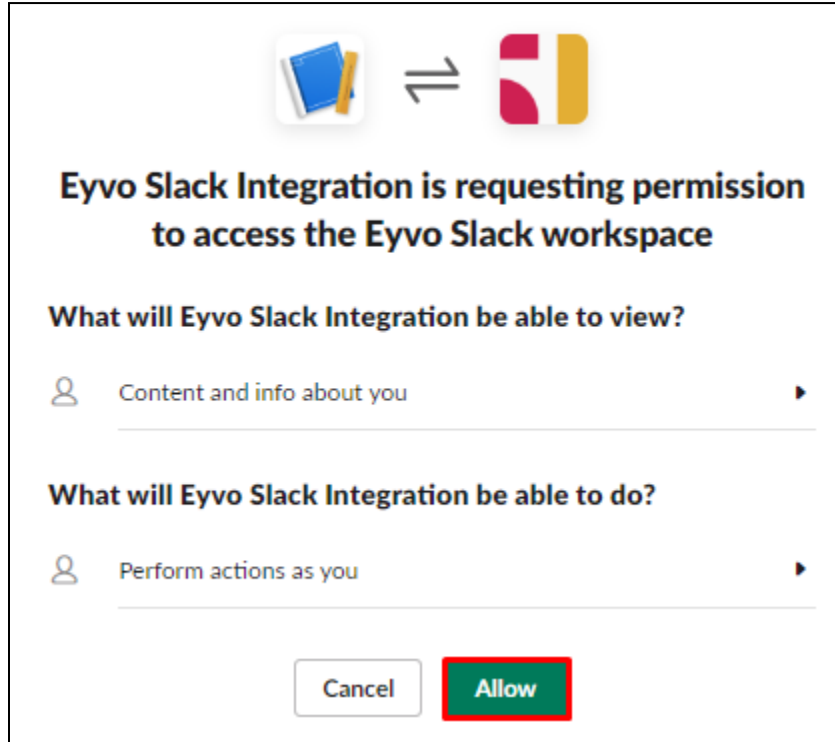
4. The user can sign-in to their slack application by entering the registered email address and password or by signing with google or apple as shown on Screen-4.



The image shows a Slack sign-in interface for the Eyvo workspace. At the top, the Slack logo is displayed next to the word "slack". Below this, the text "Sign in to Eyvo" is prominently featured in a large, bold font, with "Eyvo" in a purple color. Underneath, the URL "eyvo-workspace.slack.com" is shown. There are two main sign-in options: "Sign in with Google" (with a Google 'G' icon) and "Sign in with Apple" (with an Apple logo icon). Below these, the word "OR" is centered. The form then asks for an "Email address" with a text input field containing "name@work-email.com". Below that, it asks for a "Password" with a text input field containing "Your password". A large purple "Sign in" button is positioned below the password field. At the bottom, there are two links: "Forgot your password? Get help signing in" and "Looking for another workspace? Find your workspaces".

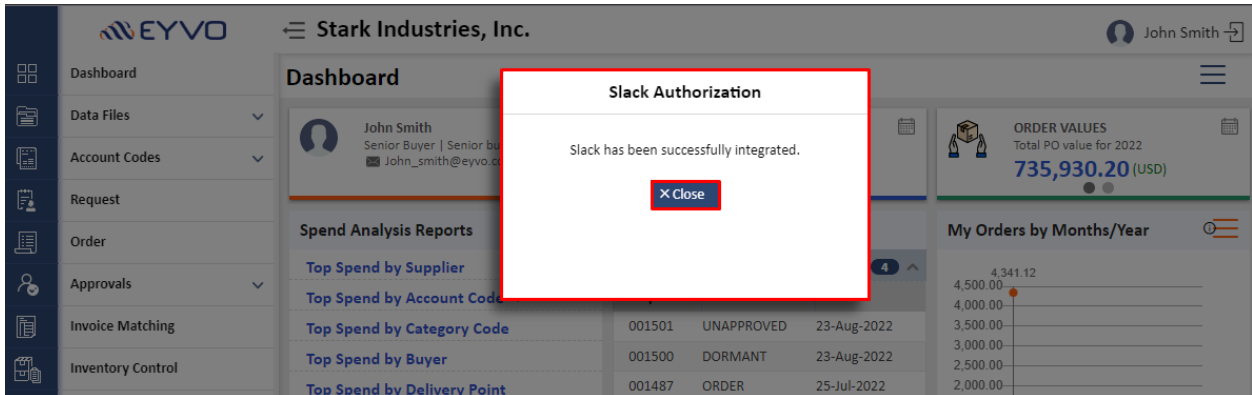
**Screen-4**

5. Once the user has entered the correct credentials, the slack application will ask for the below permission to proceed further. Click on the 'Allow' button as shown on Screen-5.



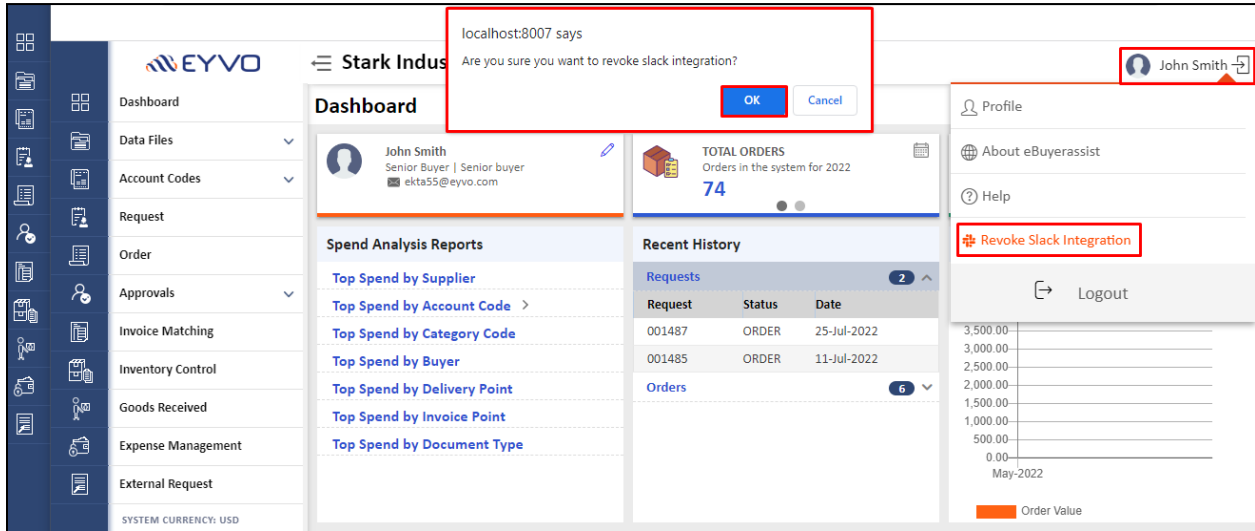
**Screen-5**

6. Once the user has granted permission to integrate their slack application with EBA, the slack will be successfully integrated into EBA as shown on Screen-6.



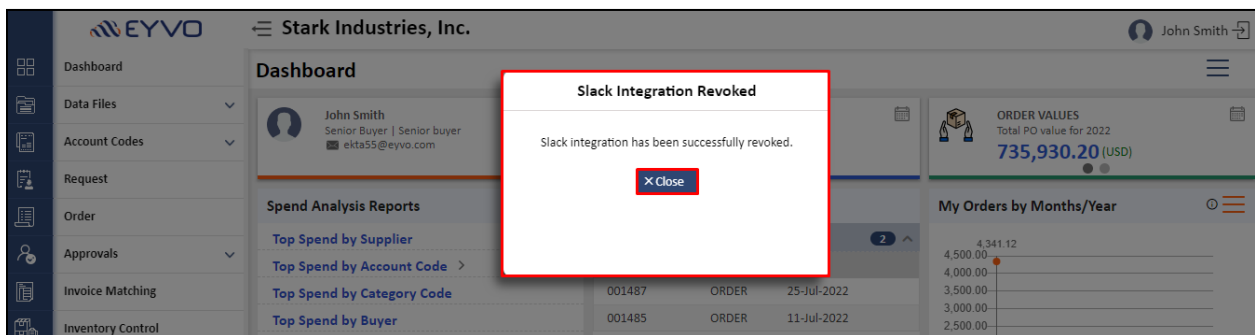
**Screen-6**

7. If the user wants to revoke the slack integration, click on the 'Revoke Slack Integration'. The user can view the highlighted pop-up as shown below, and click on 'OK' as shown on Screen-7.



**Screen-7**

- When the user clicks on 'OK', they will see the below screen as shown on Screen-8, and the Slack- EBA integration will be revoked successfully.



**Screen-8**

- When a new request is created and the request is pending with the approver as shown on the Screen-9 and if the approver has integrated the EBA application with slack. The approver will receive the approval notification on slack. Here, the approver can click on the 'View' button to view details before approving/rejecting the request. The approver can also click on the 'Approve' or 'Reject' buttons to approve or reject the request directly as shown on Screen-9.1.



Request Number	Request Status	Entry Date	Rule Approval Status	Originators Name
001501	UNAPPROVED	23-Aug-2022	PENDING	John Smith

Ref Num	Request Description	Delivery To	Instructions	Document Type
4547	ee	Clive Ellison	Report security upon arri ...	PO

Delivery Code	Category Code	Location1	Class	GL
NY-LIB-CE	00001	F-15000	20000	0430-RM

Incoterms	Shipping Method	Budget	Customer
44	4		

Approval Order	Approval Status	User Name	Group Name	Proxy For
1	PENDING	Elizabeth Warn		

**Screen-9**

**Elizabeth Warn** ▾

+ Add a bookmark

Request Number 001499 requires your rule approval.

Thank you,  
Michael Smith  
Stark Industries, Inc.

---

**Elizabeth Warn** 4:40 PM  
**Request Rule Approval Required**

Dear Elizabeth Warn ,

Request Number 001501 requires your rule approval.

Thank you,  
John Smith  
Stark Industries, Inc.

**Screen-9.1**

Note: We have shown an example for request rule approval on slack. Similarly, slack will notify all the request approvals as well as orders approvals such as Rule approvals, Cost Centre approvals, Group approvals, and Invoice approvals.