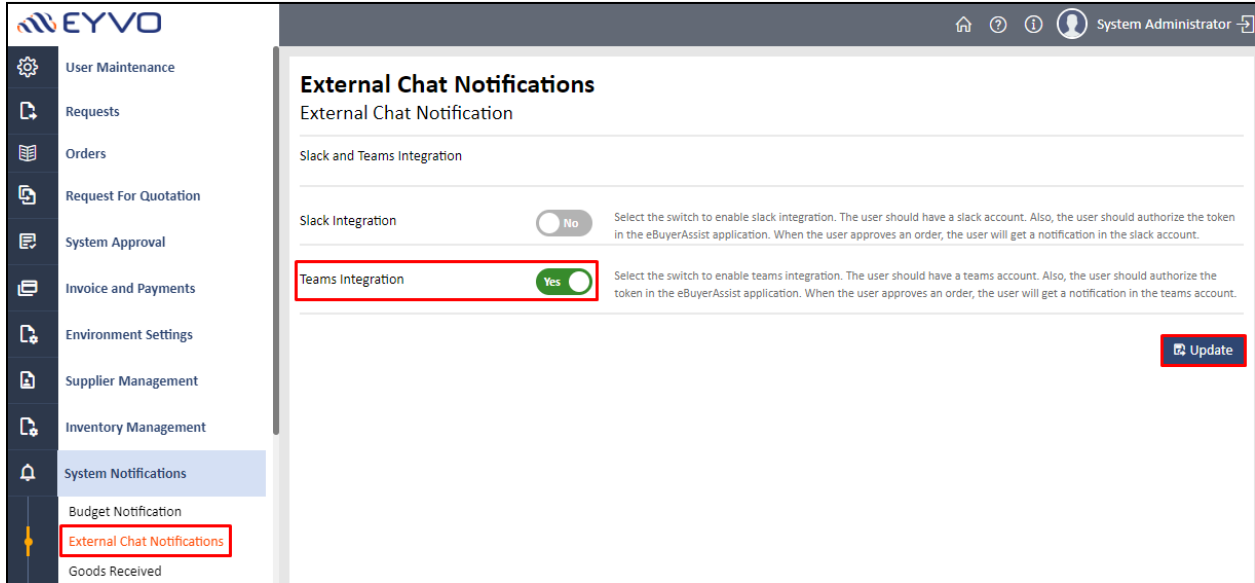




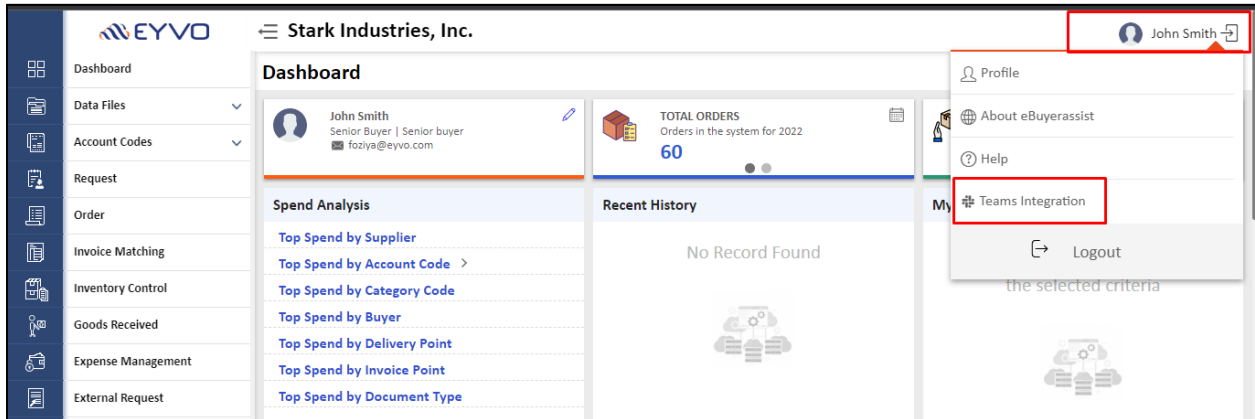
## TEAMS INTEGRATION IN EBA

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



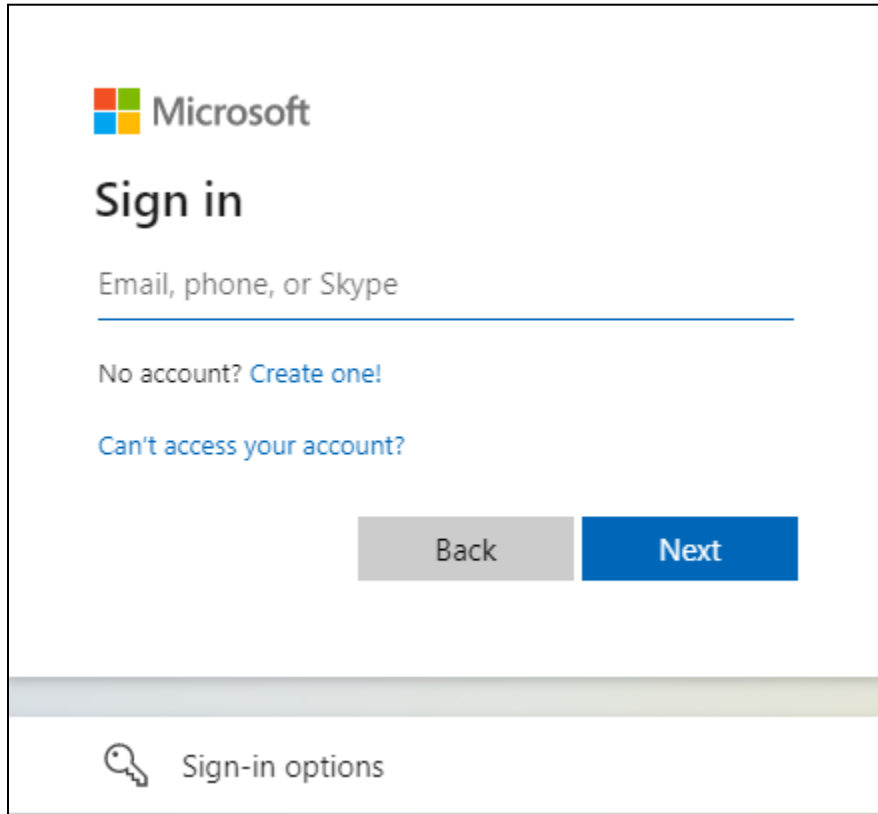
**Screen-1**

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



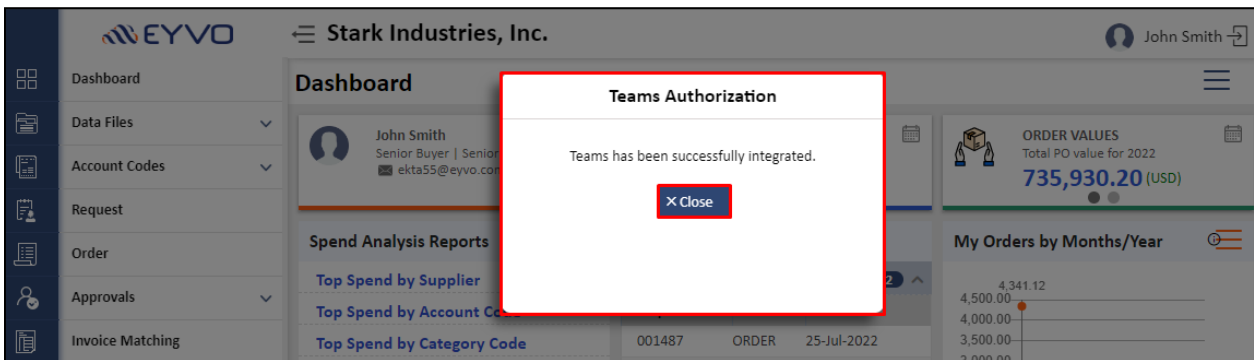
**Screen-2**

3. Click on the 'Teams Integration' to integrate EBA to your teams application. When the user clicks on the 'Teams Integration', they will be redirected to Microsoft's sign-in page as shown on Screen-3.



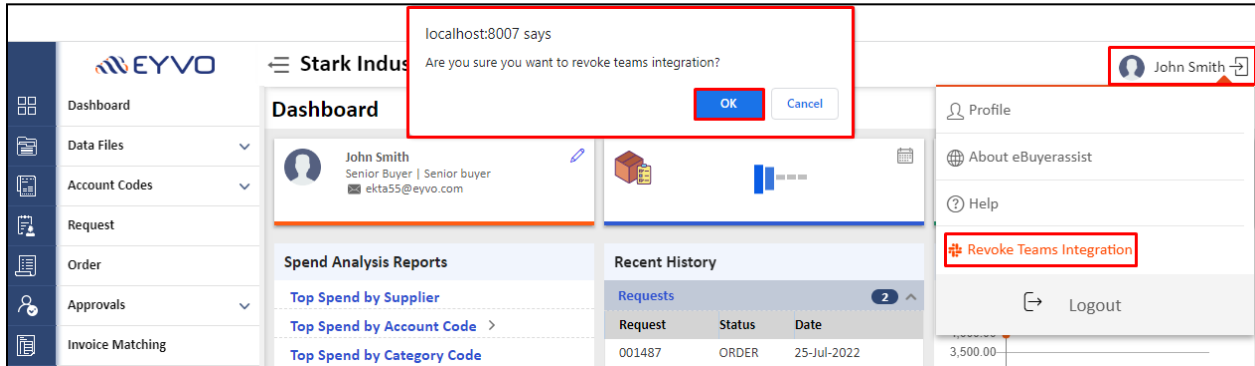
**Screen-3**

4. Once the user has entered the correct credentials for the Microsoft account to integrate their teams application with EBA, the teams will be successfully integrated into EBA as shown on Screen-4.



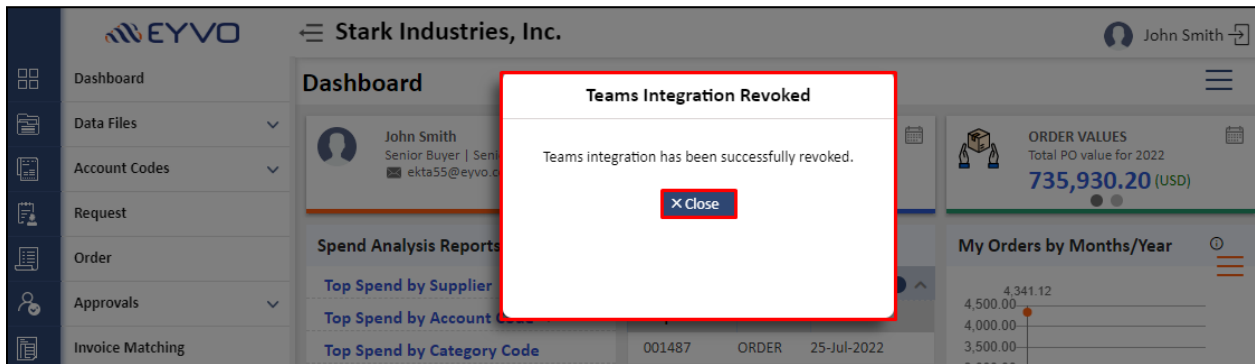
**Screen-4**

5. If the user wants to revoke the teams integration, click on the 'Revoke Teams Integration'. The user can view the highlighted pop-up as shown below, and click on 'OK' as shown on Screen-5



**Screen-5**

6. When the user clicks on 'OK', they will see the below screen as shown on Screen-6, and the Teams- EBA integration will be revoked successfully.



**Screen-6**

7. When a new request is created and the request is pending with the approver as shown on Screen-7 and if the approver has integrated the EBA application with teams. The approver will receive the approval notification on teams. Here, the approver can click on the link to view details before approving/rejecting the request as shown on Screen-7.1.



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-7**

Elizabeth Warn Yesterday 7:49 PM  
Please click on the below link to approve/reject rule approval for request #001501  
[https://.../quick\\_req.aspx?ID=ITJG1QK84NLCqNICH2KxSQwdfXl8hMJU](https://.../quick_req.aspx?ID=ITJG1QK84NLCqNICH2KxSQwdfXl8hMJU)

**Screen-7.1**

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