

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.

all o	EYVO		යි 🕜 🛈 💽 System Administrator –ච
ŝ	User Maintenance	External Chat Notifications	
C\$	Requests	External Chat Notification	
	Orders	Slack and Teams Integration	
G	Request For Quotation		Select the switch to enable stark integration. The user should have a stark account. Also, the user should authorize the token
₽	System Approval		in the eBuyerAssist application. When the user approves an order, the user will get a notification in the slack account.
٥	Invoice and Payments	Teams Integration Yes	Select the switch to enable teams integration. The user should have a teams account. Also, the user should authorize the token in the eBuyerAssist application. When the user approves an order, the user will get a notification in the teams account.
D.	Environment Settings		C2 Update
	Supplier Management		
C.	Inventory Management		
¢	System Notifications		
	Budget Notification		
	External Chat Notifications Goods Received		

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.

	₩EYVO	∈ Stark Industries, Inc.	🚺 John Smith 🕁					
	Dashboard	Dashboard			<u>Ω</u> Profile			
F	Data Files 🗸 🗸	John Smith	total orders	F	About eBuyerassist			
	Account Codes 🗸 🗸	Senior Buyer Senior buyer Senior Buyer Senior buyer Senior Buyer Senior buyer	Orders in the system for 2022 60	0	(2) Help			
Ē	Request		••	-				
	Order Spend Analysis		Recent History	Му	韓 leams Integration			
ī	Invoice Matching	tching Top Spend by Supplier No Record Found			[→ Logout			
	Inventory Control	Top Spend by Category Code			the selected criteria			
្ត្រីឆា	Goods Received	Top Spend by Buyer	a o°					
Â	Evnonco Monoromont	Top Spend by Delivery Point			o° .			
6_9	capense management	Top Spend by Invoice Point						
	External Request	Top Spend by Document Type						

Screen-2

 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.



Microsoft					
Sign in					
Email, phone, or Sky	/pe				
No account? Create one!					
Can't access your accou					
	Back	Next			

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.





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

	₩EYVO	Iocalhost:8007 says	localhost:8007 says Are you sure you want to revoke teams integration?		John Smith -		
	Dashboard	Dashboard	OK Cancel		<u>A</u> Profile		
	Data Files 🗸 🗸	John Smith	th 🖉 🌨 🗖		About eBuyerassist		
	Account Codes 🗸 🗸	Senior Buyer Senior buyer Senior Buyer Senior buyer Senior Buyer Senior buyer			(2) Holp		
	Request				() help		
	Order	Spend Analysis Reports	Recent History		ntegration		
8	Approvals 🗸	Top Spend by Supplier	Requests	2 ^	[→ Logout		
		Top Spend by Account Code >	Request Status Date		1,000.00		
	Invoice Matching	Top Spend by Category Code	001487 ORDER 25-Jul-202	22	3,500.00		

<u>Screen-5</u>

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.



	Dashboard		Request C								×
Ē	Data Files	~	Request Number 001501	Request Status UNAPPROVED	Entry Date 23-Aug-2022	R	Rule Approval Status PENDING		Т	Originators Name John Smith	
	Account Codes	~									
Ē	Request	٦	Request Header Request Gross Total 5,000.00 (usp)								
	Order		Ref Num 4547	Request Description ee	Delivery To Clive Ellison		Instruc Report	tions security upon arri	2	Document Type PO	
Ro	Approvals	~	Delivery Code NY-LIB-CE	Category Code 00001	Location1 F-15000	1	Class 20000	* 5		GL 0430-RM	
D	Invoice Matching		Incoterms 44	Shipping Method 4	Budget		Customer				
	Inventory Control		- 0 -								
ñ.	Goods Received		Rule Approver								
â	Expense Management		Approval Order	Approval Status	User Name			Group Name		Proxy For	
	External Request		Ø ¹	PENDING	Elizabeth Warn						8 🔤
	SYSTEM CURRENCY: USD		2°								

Screen-7



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.