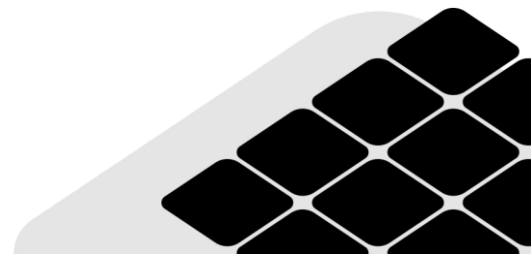




**E2OPEN®**

# **Connect Partner to My Account**

June 2021



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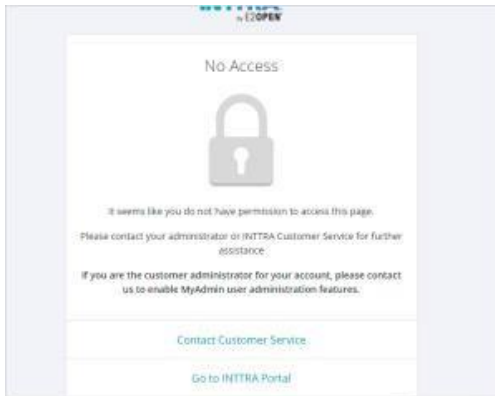
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## Who is the audience for this guide?

E2open customers with Admin role.

Users with the Admin role can add any INTTRA registered account as My Partner.

The following message appears for users who do not have access to admin roles. They can contact their company admin for user creation.



## Why should I connect a partner to my INTTRA account?

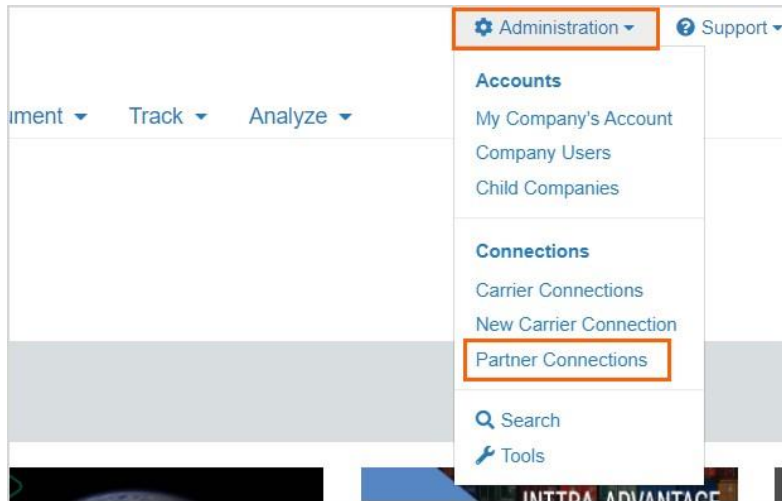
Your partners may want visibility into their shipments—for Booking and Shipping Instructions—to stay up-to-date with the status of the shipments. To easily notify your partners about these shipments, INTTRA provides you with an option to add new partners to your account.

## Is there any prerequisite to connect the partner to my account?

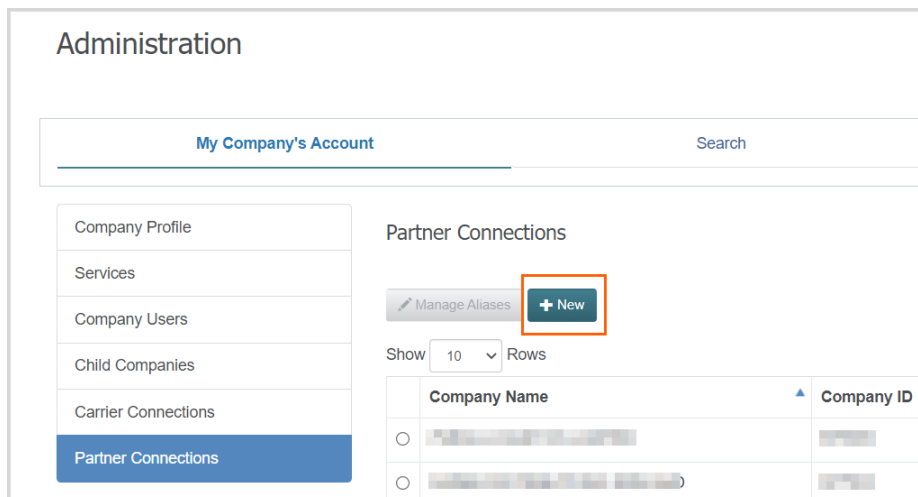
Yes. Your partner should have a registered INTTRA account. Only then, you can connect a partner to your account.

# How do I connect a partner user to my INTTRA account?

1. Log in to your INTTRA account.
2. Click the first drop-down—**Administration**—positioned on the top right of the page.
3. Select **Partner Connections**.



4. Click **New**.



- In the **Add New Partner** dialog box, enter the **Company Name** and hit enter or click **Search**.

Add New Partner

\*Company Name

Test

Search

Close

- Select a **Company Name** to add.

You cannot manually type the name of the company as free text. If you cannot see the company name that you need to add as part of the **Company Name** list, please contact [customersupport@e2open.com](mailto:customersupport@e2open.com) to set up the company account for you to connect to your account.

Add New Partner

\*Company Name

TEST

Search

Show 10 Rows Filter Results: Enter Filter Value...

Company Name	Company ID	Country	City	Address
test		Other	sdfsd	sdfsd
Test 0094		INDIA	Kochi	BO 001
Test Carrier		AZERBAIJAN	Noida	abcd
Test Comapny 40		PHILIPPINES	MANILA	10 M st
TEST COMPANIA		CHILE	SANTIAGO	General Velasquez 9309
Test company	861279	PHILIPPINES	MANILA	ABC

Showing 1 to 10 of 598 entries

Previous 1 2 3 4 5 Next

The selected Company Name is now a connection and appears in the Partner Connections list now.



Partner Connections

Manage Aliases + New

Show 15 Rows Filter Results: Enter Filter Value...

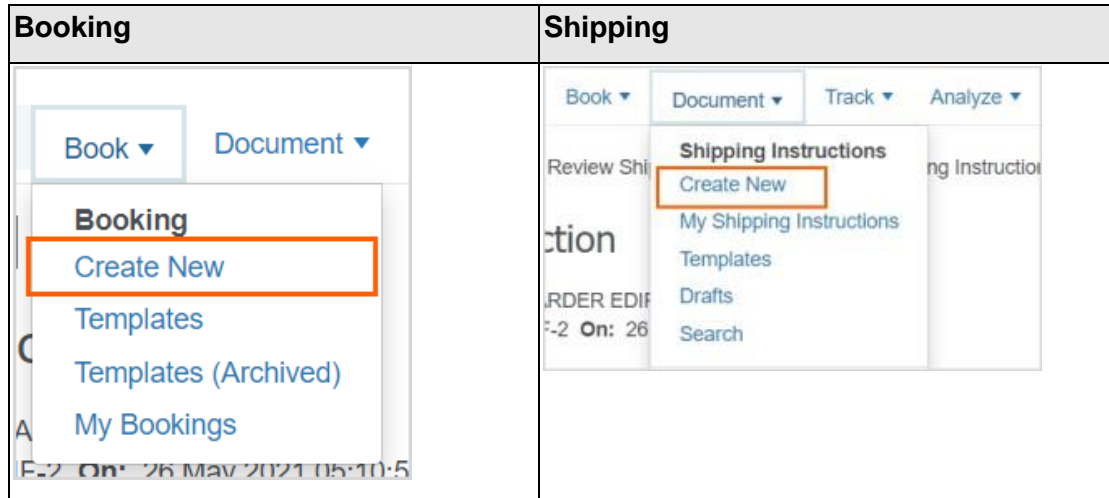
	Company Name	Company ID	Country	City
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	TEST	879184	[blurred]	[blurred]
<input type="radio"/>	TEST	878197	OTHER	SDFSD
<input type="radio"/>	TESTCUSTOMER_QA	877980	[blurred]	[blurred]

You can now lookup the newly added partner names when you create your Bookings and/or Shipping Instructions.

The partner name takes around 24 hours to sync to the system before it shows in the Partner List for Booking. However, it immediately syncs and shows up in the Partner List for Shipping Instructions.

# How do I look up for Partner Names to include in my Booking/Shipping Instructions?

1. Click **Book/Document** drop-down list.
2. Click **Create New**.



3. Click the **Lookup** drop-down list and select **My Partners**.

