

eBridge Connections Application for Mozu Configuration Guide

Contents

Installing the eBridge Connections Application for Mozu onto your Tenant	2
Enabling the eBridge Connections Application for Mozu	2
Requirements	2
Configuring your eBridge Connections Application for Mozu	2
Configuring your eBridge ePortal Connection for Mozu	3
Reviewing Mozu Document Integration on ePortal	4
Logging onto ePortal	4
Accessing your ePortal Mailbox	5

Installing the eBridge Connections Application for Mozu onto your Tenant

After you have purchased the eBridge Connections Application for Mozu, contact your representative to request installation on your Mozu Tenant.

Enabling the eBridge Connections Application for Mozu

Requirements

You will require the following to successfully enable the eBridge Connections Application for Mozu on your Mozu Tenant:

- Administrator rights to an active Mozu store
- eBridge Connections Application for Mozu installed on your Tenant
- Active eBridge Connections client account
- Integration information configured on your eBridge Connections ePortal account

To enable the eBridge Connections Application for Mozu:

1. From the Mozu Admin page of your store, from the **Settings menu**, select **Applications**
2. Double-click the **eBridge Mozu Application**
3. Select **Enable App**


Configuring your eBridge Connections Application for Mozu

To access the eBridge Connections Application for Mozu settings:

1. From the Mozu Admin page of your store, from the **Settings menu**, select **Applications**
2. Double-click the **eBridge Mozu Application**
3. On the bottom of the screen, select **Configuration**

Configuring your eBridge ePortal Connection for Mozu


The screenshot below is an example of your eBridge Connections Application for Mozu settings. Highlighted in the green box are **retrieval criteria settings for Outbound Orders** – these values will determine which Orders from Mozu are retrieved according to your business process needs. To save changes to your configuration, click **Save Configuration**.



Connection

Active

☒


 Sandbox

☒

Outbound Order

Active

☒

 Allow Duplicate Documents


☒

Create Date

2014-10-08 15:39:49

Fulfillment Status

Any

 Last Updated Date


2014-01-01

Order Number


319

Order Status

Any

 Retrieve By

Create Date

 Site ID

ALL

Inbound Inventory Update

Active

☒

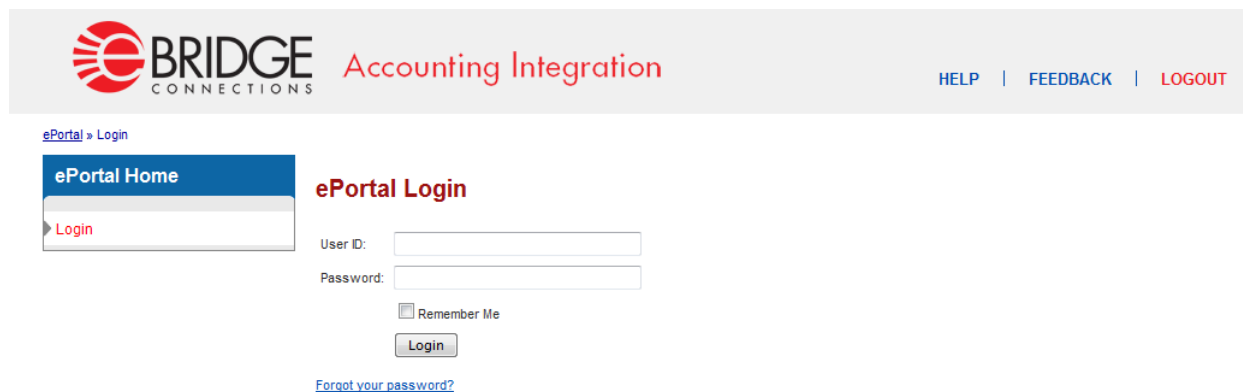
Save Configuration

Reviewing Mozu Document Integration on ePortal

Logging onto ePortal

Your eBridge Connections ePortal credentials (User Id and Password) were sent in an email with the subject: Welcome to eBridge Online - Portal Account Information from: ePortalAdmin@ebridgesoft.com.

Navigate to <https://www.ebridgeconnections.com/portal/login.aspx> in your browser. Use your credentials to log onto your ePortal Account, as seen in the screenshot below.



BRIDGE CONNECTIONS Accounting Integration

[HELP](#) | [FEEDBACK](#) | [LOGOUT](#)

[ePortal](#) » [Login](#)

ePortal Home

[Login](#)

ePortal Login

User ID:

Password:

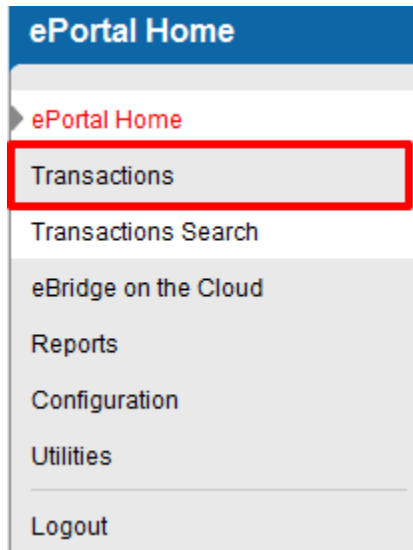
☐ Remember Me

[Forgot your password?](#)

Accessing Your ePortal Mailbox

To review your Mozu document integration on ePortal, log onto your eBridge Connections ePortal Account and follow the steps below:

1. From ePortal Home page, select **Transactions**



2. From the Transaction page, select the **Inbox** mailbox to review your outbound Mozu documents on ePortal, as seen in the screenshot below

A screenshot of the eBridge Accounting Integration ePortal interface. The top header features the eBridge logo and the text 'Accounting Integration'. On the right, it says 'Logged in as:' followed by links for 'HELP', 'FEEDBACK', and 'LOGOUT'. Below the header is a welcome message and a 'Send Your Feedback' button. The main content area is titled 'ePortal » Transactions'. On the left is a sidebar with a list of mailboxes: 'Inbox (1152)', 'Outbox (138387)', 'Archive Inbox (3410)', 'Archive Outbox (308429)', 'Non-compliant Inbox (0)', 'Non-compliant Outbox (851)', 'Pending ASNs (0)', and 'Search All Folders'. The 'Inbox (1152)' mailbox is selected. The main area shows a table of transactions with columns: '#', 'Doc Number', 'Type', 'Sender', 'Transaction Time', 'Status', 'Integration Message', 'Integration Doc Ref', 'Select', 'Doc In', and 'Doc Out'. The table contains 9 rows of data, all with a status of 'Posted'. Above the table are filters for 'Trading Partner: Mozu', 'Doc Type: All Document Types', 'Date:', and 'Show: 250 records'. A 'Search your documents' bar is at the top right of the table area. The page footer indicates 'Page 1 of 2'.