

NetSuite Steps

A. Enable your NetSuite account with Token-Based Auth (TBA)

1. Log into NetSuite as an Administrator.
2. Go to **Setup > Company > Enable Features**.
3. Click **SuiteCloud** subtab.
4. Scroll down to **Manage Authentication** section.
5. Check the **TOKEN-BASED AUTHENTICATION** checkbox.
6. **Save** your changes.

B. Create custom NetSuite Role

1. Log into NetSuite as an Administrator.
2. Go to **Setup > Users/Roles > Manage Roles**.
3. Click **Customize** beside the **Celigo integrator.io Full Access w/o 2FA [Locked]** role.
(Requires Celigo integrator.io bundle ID 20038 or higher)
4. Clone the role by creating a new name for the role. Add other permissions as needed.
5. Click **Save**.

C. Select NetSuite User and assign Role

Select the NetSuite user account that will be used to connect your Vendor Payment Manager:

1. Log into NetSuite as an Administrator.
2. Go to **Setup > Users/Roles > Manage Users**.
3. On **Manage Users** page, click on the user that you wish to connect your Vendor Payment Manager.
4. On that user's **Employee** page, select **Edit**.
5. Go to **Access > Roles**.
6. Select the role that was created in the prior Step B.
7. Click **Save**. The **Confirmation** message appears.

C. Generate NetSuite Access Tokens

1. Log into NetSuite as an Administrator.
2. Go to **Setup > Users/Roles > Access Tokens > New.**

3. In the **APPLICATION NAME** drop-down box, select:
High Tech Connectors Token-based Auth
4. In the **USER** drop-down list box, type in the NetSuite user that you designated for the Celigo integration in the prior Section B or else Search for the user.
5. In the **ROLE** drop-down list box, select the role that was assigned to the user.
6. The **TOKEN NAME** populates automatically. Modify the name as needed.
7. Click **Save**.
8. **Token ID & Token Secret** will be displayed. Save the tokens in a place where you can copy it into your Celigo connection as described in the next section.

Note: *Token ID and Token Secret are only displayed once & cannot be retrieved again. We recommend that you save them in a secure location, such as a password manager application, if you need to reference them later. Or else you will need to go through these steps again.*

Celigo Steps

Change NetSuite connection to Token-Based Authentication

Update your NetSuite connection for your Vendor Payment Manager to token-based:

1. Log into your Celigo integrator.io account as either account Owner or Manager.
2. From the home page of integrator.io, go to your Vendor Payment Manager integration tile and click the **Settings** icon.
3. From the Setting section on the left menu, select **Connections**.
4. Find the NetSuite Connection and select the **Edit pencil** icon.

Connection

Name:

Connection Type: NetSuite

Authentication Type: Token

Environment: Production

Account ID:

Token Id:

Note: for security reasons this field must always be re-entered.

Token Secret:

Note: for security reasons this field must always be re-entered.

iClient: SmartConnector (HT) NetSuite iClient

Advanced Settings:

Test Save

5. Change **Authentication Type** to **Token**.
6. Make sure **Environment** and **Account ID** are correct.
7. Enter **Token ID** and **Token Secret** that were generated in NetSuite.
8. In **iClient** drop-down list, select **SmartConnector (HT) NetSuite iClient**.
9. Click **Test** to verify the connection is work.
10. Click **Save**.

We recommend that you test some integration flows in which data is sent to NetSuite to make sure your NetSuite connection is working properly.