


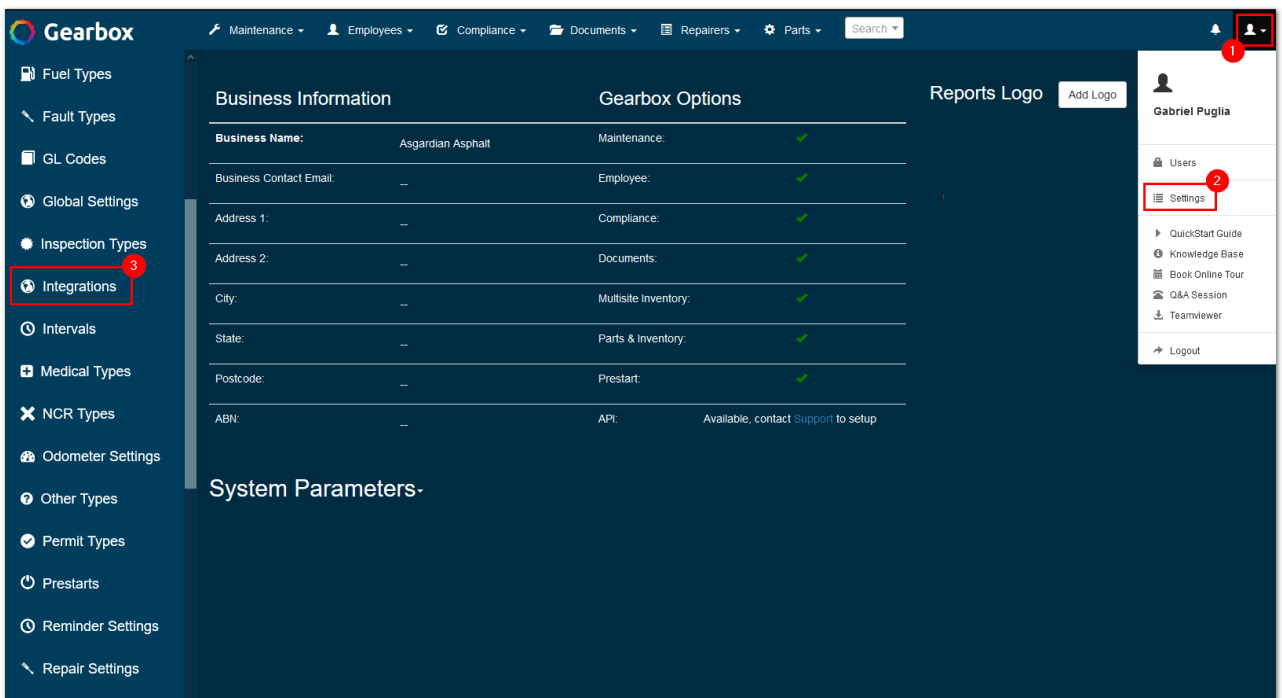
Purpose

To allow Gearbox users to export Purchase Orders created in Gearbox into their Xero system for further processing.


How to integrate Gearbox with Xero

 You must be an Administrator within Gearbox and have a Xero account created before proceeding.

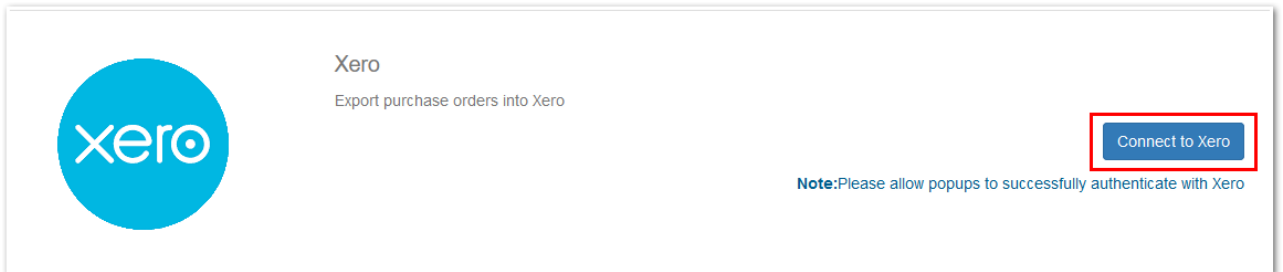
1. Click on the **User icon** (1), then click on **Settings** (2), and click on **Integrations** (3) on the left-hand side.



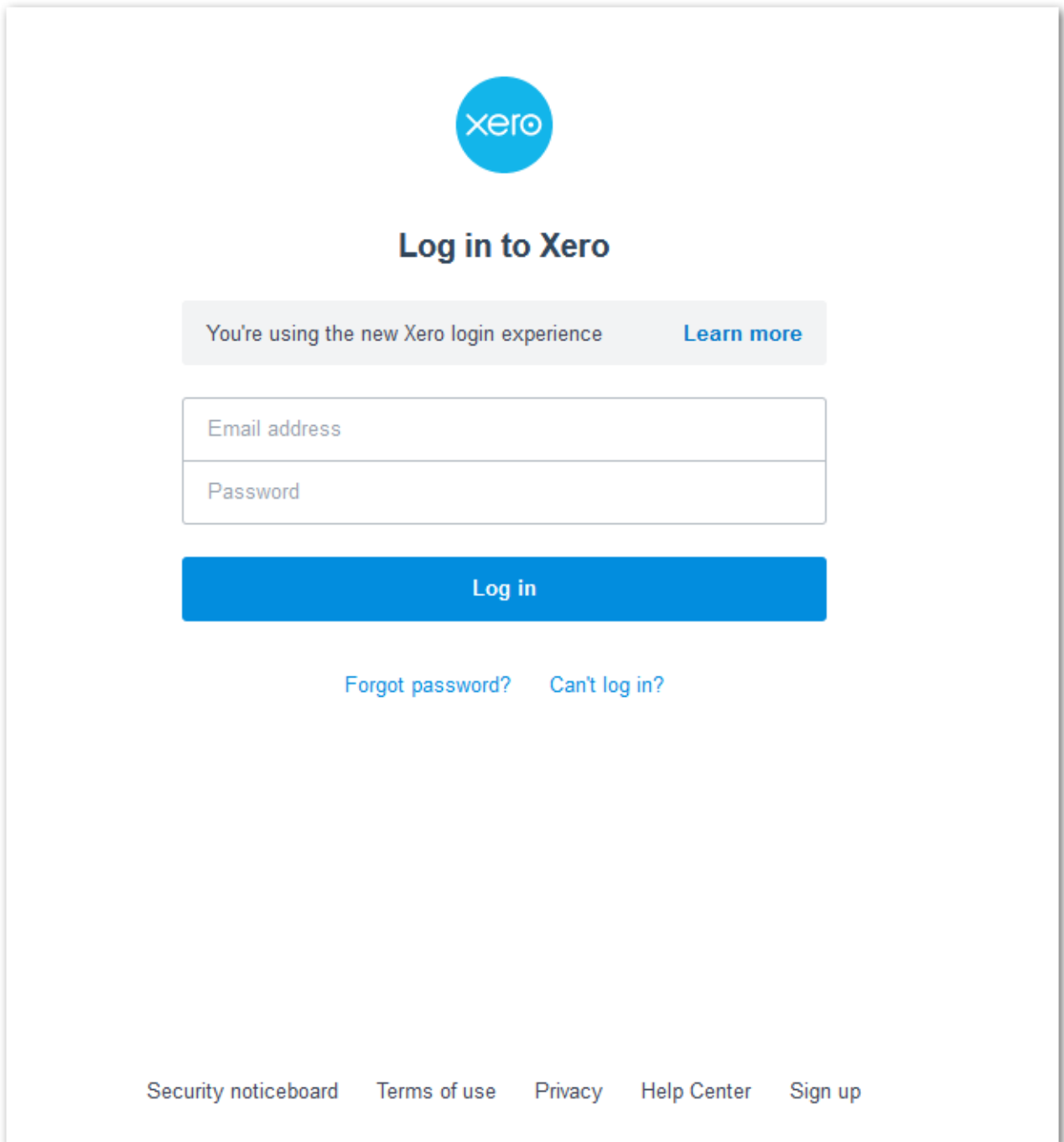
2. On the Integrations page, scroll down to Xero and click the **Connect to Xero** button.

 Pop-ups must be enabled in your browser to continue.

Xero integration with 2-Factor Authentication

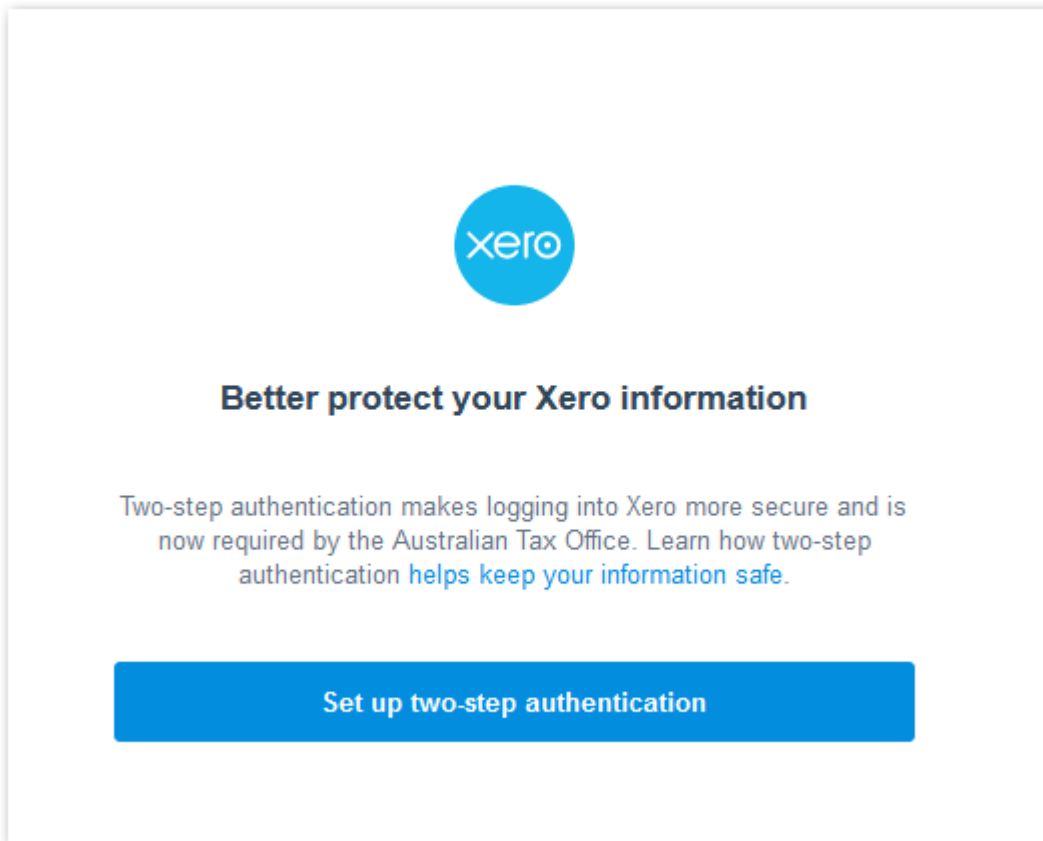


3. A login to Xero pop up will appear where you will enter your Xero login credentials.




The image shows the Xero login page. At the top center is the Xero logo, a blue circle with the word 'xero' in white. Below the logo is the heading 'Log in to Xero'. Underneath is a grey banner with the text 'You're using the new Xero login experience' and a blue link 'Learn more'. Below the banner are two input fields: 'Email address' and 'Password'. A large blue button labeled 'Log in' is positioned below the input fields. At the bottom of the form area are two blue links: 'Forgot password?' and 'Can't log in?'. At the very bottom of the page are five links: 'Security noticeboard', 'Terms of use', 'Privacy', 'Help Center', and 'Sign up'.

4. Xero will then prompt you to enable two-step authentication for security purposes. Click **Set up two-step authentication** button to proceed.



5. For the purpose of this article the Google Authenticator app will be used. For further information and options [click here](#) to view Xero's two-step authentication guide. Once you have your authenticator app connected to Xero click **Continue**.




Install an authenticator app to log in to Xero

When you log in, you'll need to enter a code generated by the Google Authenticator app or [another authenticator app](#).

Download an authentication app to your smartphone from the App Store (for iPhone) or Google Play (for Android smartphones).

Use the app to scan the barcode below or type in the key. If you don't have a smartphone or need more help, see our [support article](#).

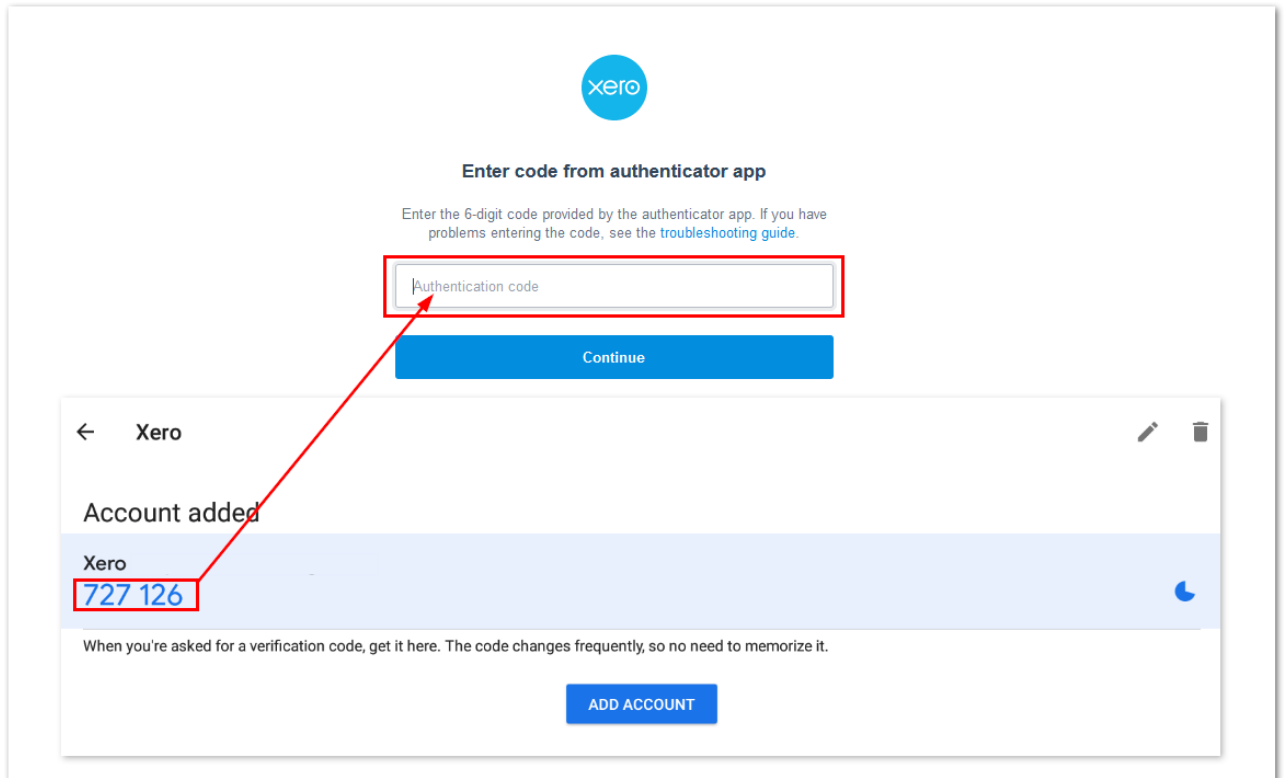
[Scan barcode](#) [Enter key](#)




[Continue](#)

6. In the next screen enter the code from your authentication app and click **Continue**.

Xero integration with 2-Factor Authentication




7. In Step 3, you will need to select and enter security questions that will be associated with your Xero account. Once you have selected your questions and enter their answers click **Continue** to proceed.



Security questions help verify your identity

Select and answer 3 security questions below. As a backup to the authenticator app, we can verify your identity using these questions.

As a child, what did you want to be when you grew up? ▼

Fire Fighter 

Who is your favourite poet? ▼

Shakespeare

Who is your favourite fictional character? ▼

Harry Potter

Continue

[Learn more about security questions](#)

- Step 4 is optional to enter an alternative email address as a backup. Enter an **Alternative email address** (1) or click **Not now** (2) to skip this step. It is recommended to enter an alternative email address.

xero

Add another email address as backup

As a backup to the authenticator app, we can verify your identity using an alternative email address. This address needs to be different to the one you use to log in to Xero.

Continue

[Not now](#) [Why add an alternative address?](#)

9. If you have entered an alternative email address in the previous step, Xero will send you a verification code to the alternative email. Check your inbox (and Spam/Junk folders) and enter the Xero provided verification code. Click **Confirm email** to proceed forward.

Xero integration with 2-Factor Authentication

xero

Confirm alternative email address

Enter the 6-letter code that was sent to your alternative email address.

Verification code

Confirm email

xero

Confirm your alternative email address.

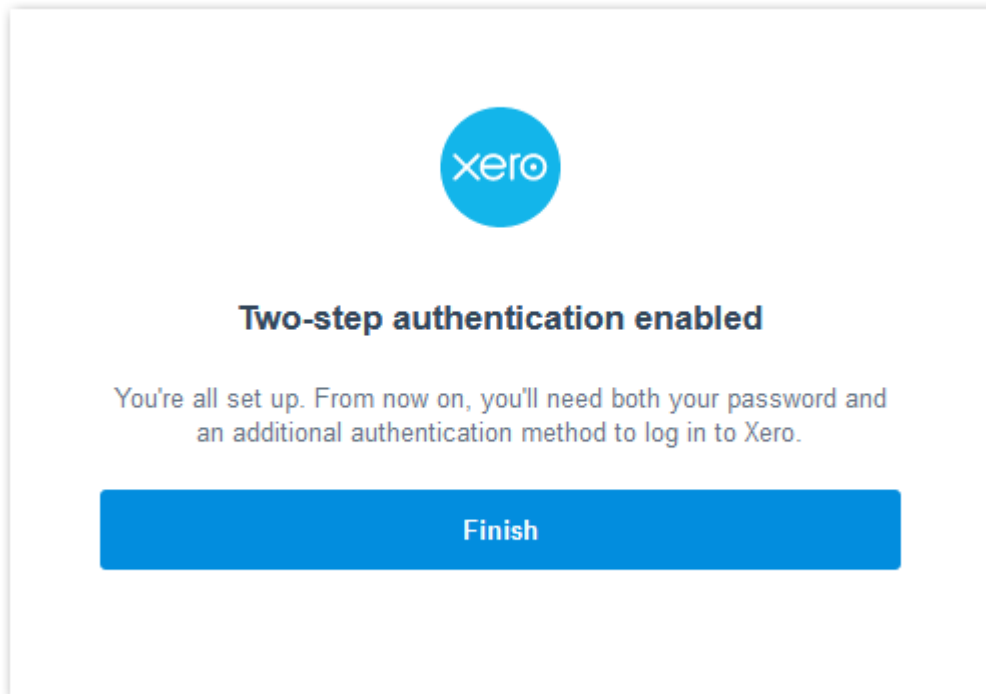
Hi
We've received a request to add an alternative email address to your Xero account. Please enter the following verification code to complete the process.

TJK1S

This code will expire in 60 minutes. If this wasn't you, please change your password immediately. We also recommend changing passwords on other non-Xero websites if you use the same password

If you have any additional questions about account security, please visit xero.com/security or contact us on security@xero.com

10. If successful the following will be displayed, click **Finish** and refresh the Inspections page in Gearbox so the following is displayed.



The image shows a settings form for Xero integration. On the left is the Xero logo. To its right, the heading "Xero" is followed by the text "Export purchase orders into Xero". Below this, there is a checked checkbox labeled "Integrate Xero". Underneath, there are two rows for tracking categories. The first row has a checkbox labeled "Tracking Category 1", a text input field labeled "Tracking category 1 Name", an arrow pointing right, and a dropdown menu labeled "Gearbox purchase order link". The second row has a checkbox labeled "Tracking Category 2", a text input field labeled "Tracking category 2 Name", an arrow pointing right, and a dropdown menu labeled "Gearbox purchase order link". In the bottom right corner of the form is a green button labeled "Save".

For information on exporting Purchase Orders to Xero please [click here](#). If you require any assistance please contact [Support](#).