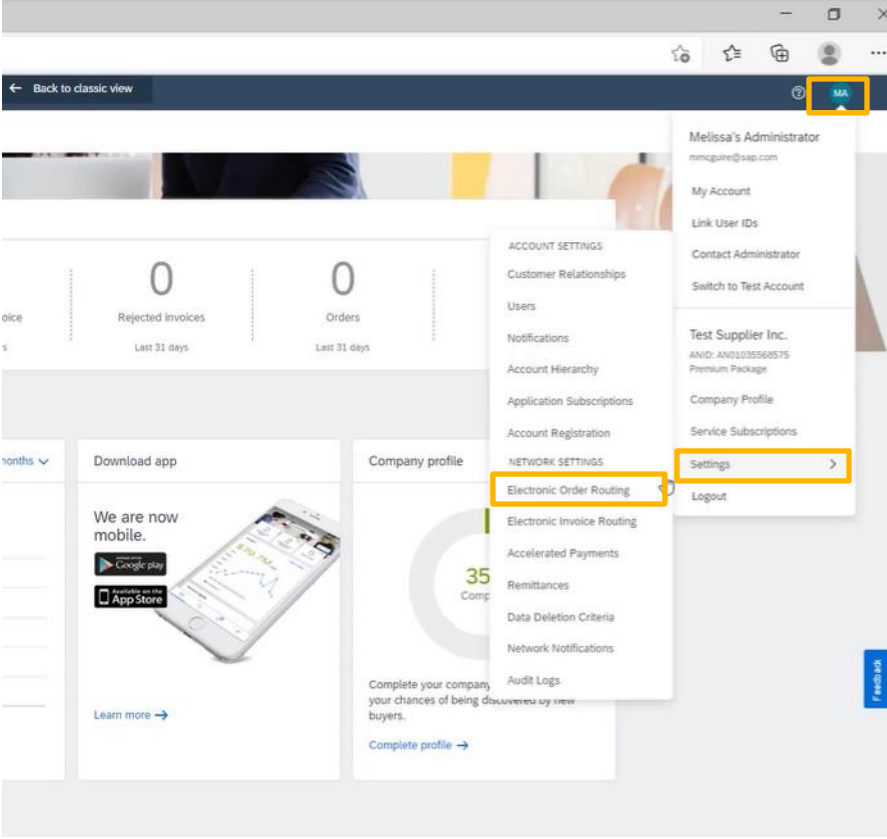
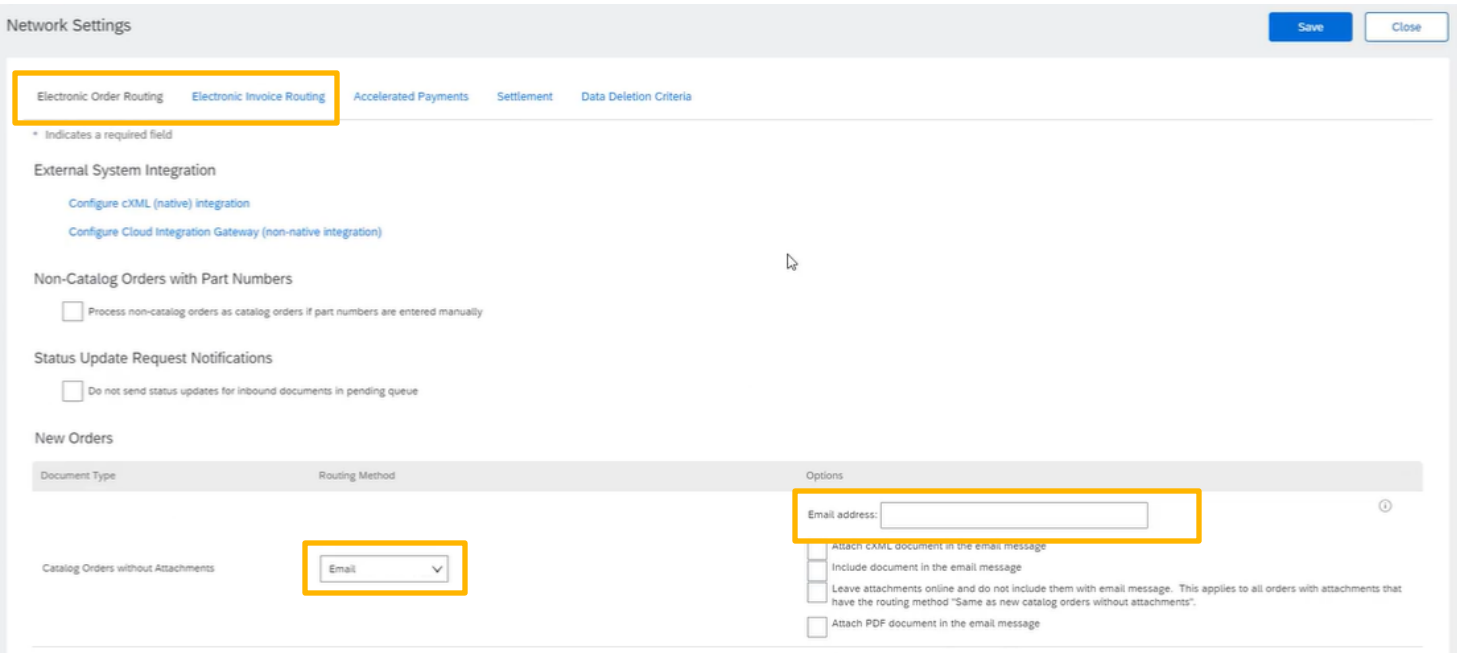
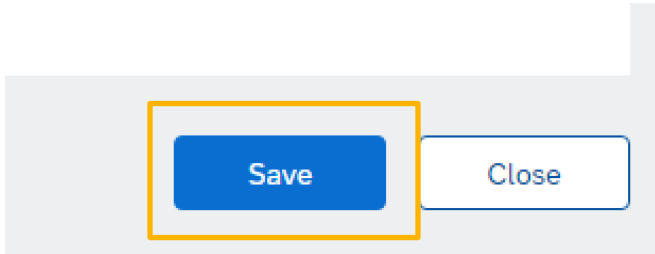


# Configuring PO and Invoice Routing Notifications

Description	Screenshot
<p><b>This job aid will show how to setup who will receive PO notifications and Invoice update notifications</b></p> <p><b>**The Account Administrator or users with Administrator access will only be allowed to update these settings.</b></p> <ol style="list-style-type: none"><li>1. Login to your supplier account at <a href="http://supplier.ariba.com">supplier.ariba.com</a></li><li>2. Click initials in top right-hand corner of homepage</li><li>3. Select "Settings"</li><li>4. Select "Electronic Order Routing"</li></ol>	 <p>The screenshot shows the Ariba supplier account homepage. In the top right corner, the user's initials 'MA' are highlighted with a yellow box. A dropdown menu is open, showing the user's name 'Melissa's Administrator' and email 'mmcquire@sap.com'. The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. Below these, there are sections for 'ACCOUNT SETTINGS' (Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration) and 'NETWORK SETTINGS' (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Data Deletion Criteria, Network Notifications, Audit Logs). The 'Electronic Order Routing' option is highlighted with a yellow box. The background of the homepage shows a dashboard with 'Rejected invoices' and 'Orders' counts, a mobile app download banner, and a 'Company profile' section.</p>

Description	Screenshot
<p>5. Select “Electronic Order Routing” or “Electronic Invoice Routing” to update whichever you are needing</p> <p>6. Change Routing Method to “Email” if you’d like to receive notifications when orders are received</p> <p><b>**If you select “Online” no notifications will be received when new orders are sent.</b></p> <p>7. In the Email address box, enter up to 3 email address, <b>separated by a comma and no space on either side</b></p> <p>8. Continue down the screen and make the necessary updates for the notifications you would like to receive.</p>	 <p>The screenshot shows the 'Network Settings' interface. At the top right are 'Save' and 'Close' buttons. Below are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing' (highlighted), 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field'. The 'External System Integration' section includes links for 'Configure cXML (native) integration' and 'Configure Cloud Integration Gateway (non-native integration)'. The 'Non-Catalog Orders with Part Numbers' section has a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'Status Update Request Notifications' section has a checkbox for 'Do not send status updates for inbound documents in pending queue'. The 'New Orders' section has a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row has 'Email' selected in the 'Routing Method' column (highlighted) and an 'Email address' input field in the 'Options' column (highlighted). Below the input field are three checkboxes: 'Attach cXML document in the email message', 'Include document in the email message', and 'Attach PDF document in the email message'.</p>
<p>9. Click “Save” at the bottom of the screen to save your settings.</p> <p><b>**If your orders are showing as failed, but they’re in your inbox, this could be due to invalid email addresses here or an out office reply could have triggered this. You will still be able to confirm the orders and perform the necessary transactions.</b></p>	 <p>The screenshot shows a close-up of the bottom right corner of the settings page, featuring a blue 'Save' button and a white 'Close' button with a blue border. The 'Save' button is highlighted with an orange border.</p>

Description	Screenshot
Demo Showing the above tasks	<a href="#">SAP Ariba Demo</a>