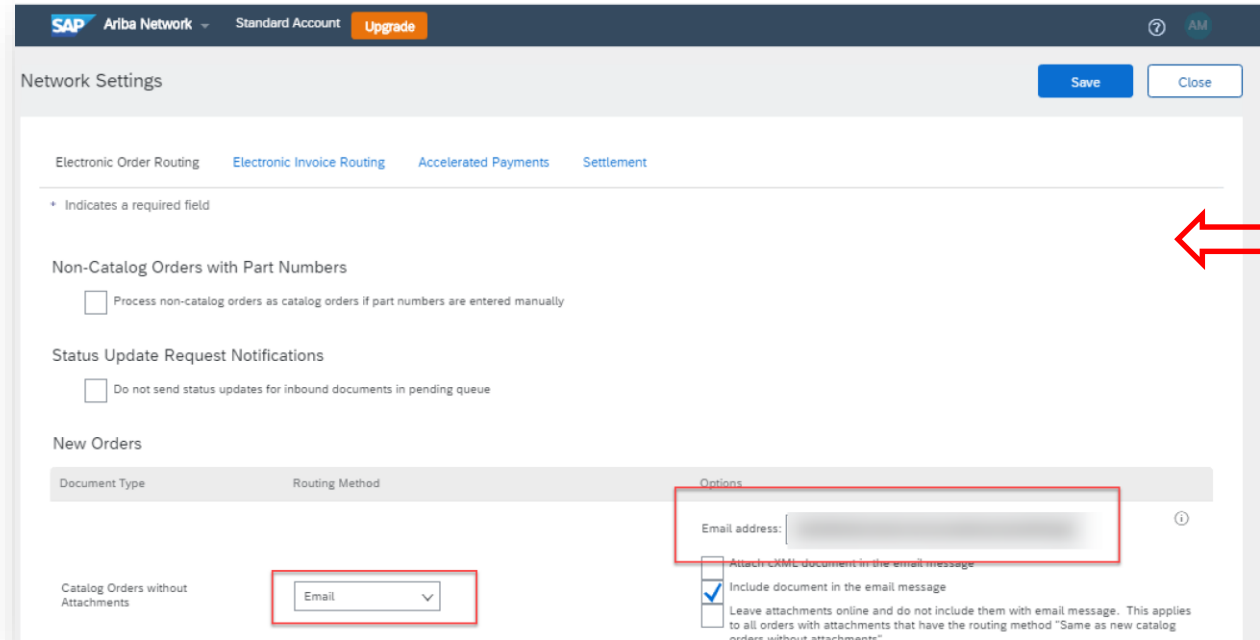




Configure PO Routing Notifications

Configure PO Routing Notifications

- 1- Go to supplier.ariba.com and log in to your Ariba account
- 2- Click on “Account Settings”
- 3- Click on “Settings”
- 4- On your Order Routing Screen, select “Email” next to Catalog Orders without attachments
- 5- You can enter up to FIVE email addresses followed by a comma & these email addresses will receive a notification when orders are received within your AN Account.
- 6- Click on “Save”



Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Non-Catalog Orders with Part Numbers

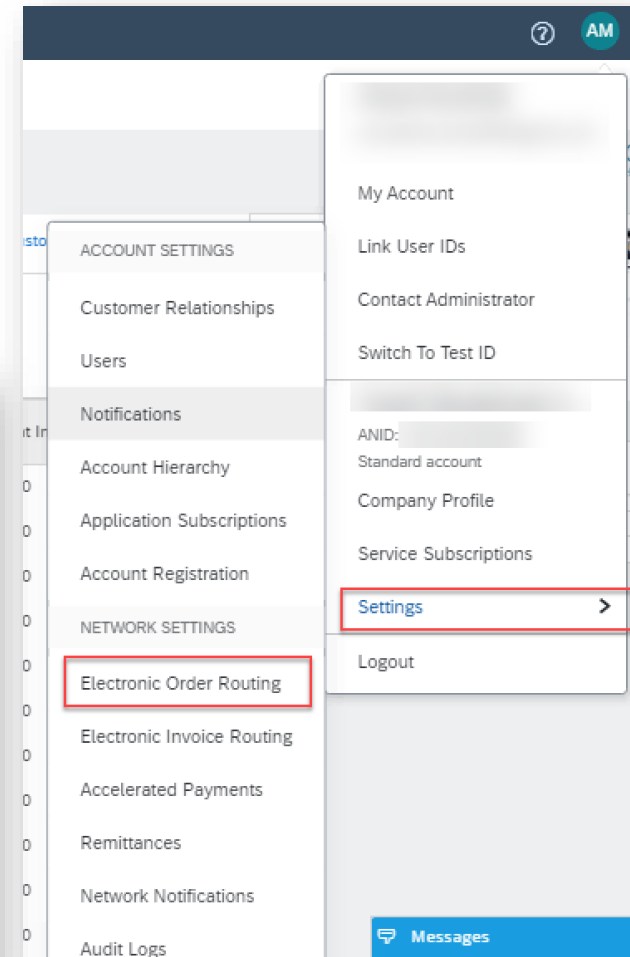
☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text"/></p> <p><input checked="" type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p>



Thank you.