How to receive POs via email

In this section, you can set up to which Email addresses POs will be sent.

1) Click on **Initials** in the right top corner, then click on **Settings** and select **Electronic Order Routing.**

2) Select Email as your preferred method.

3) Fill in the email addresses to receive orders. Include document in the email message and select to receive the orders attached as PDF.

4) Scroll down and fill in all mandatory fields.

5) Click on **Save** in the right top or bottom corner, then **Close** once the note, that the profile has been updated appears.
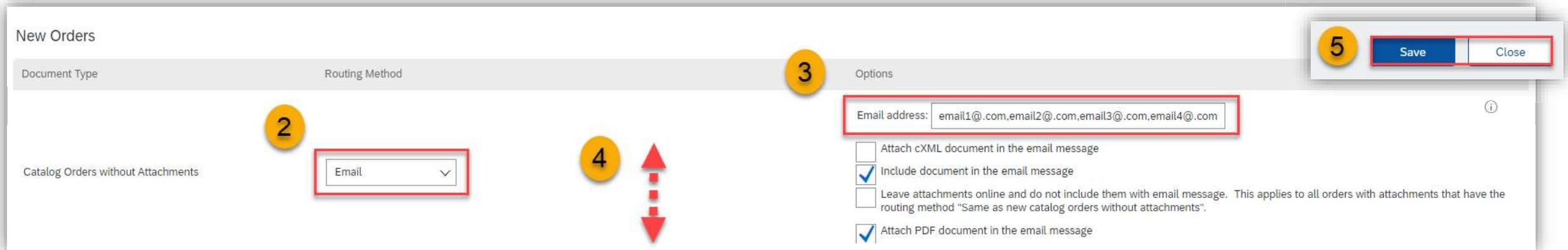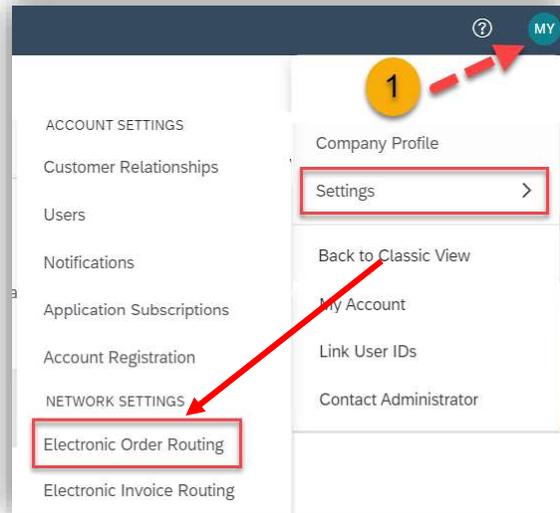
Note: You can save up to 5 Email addresses to get Email notifications about POs separated by a comma and no spaces.

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