

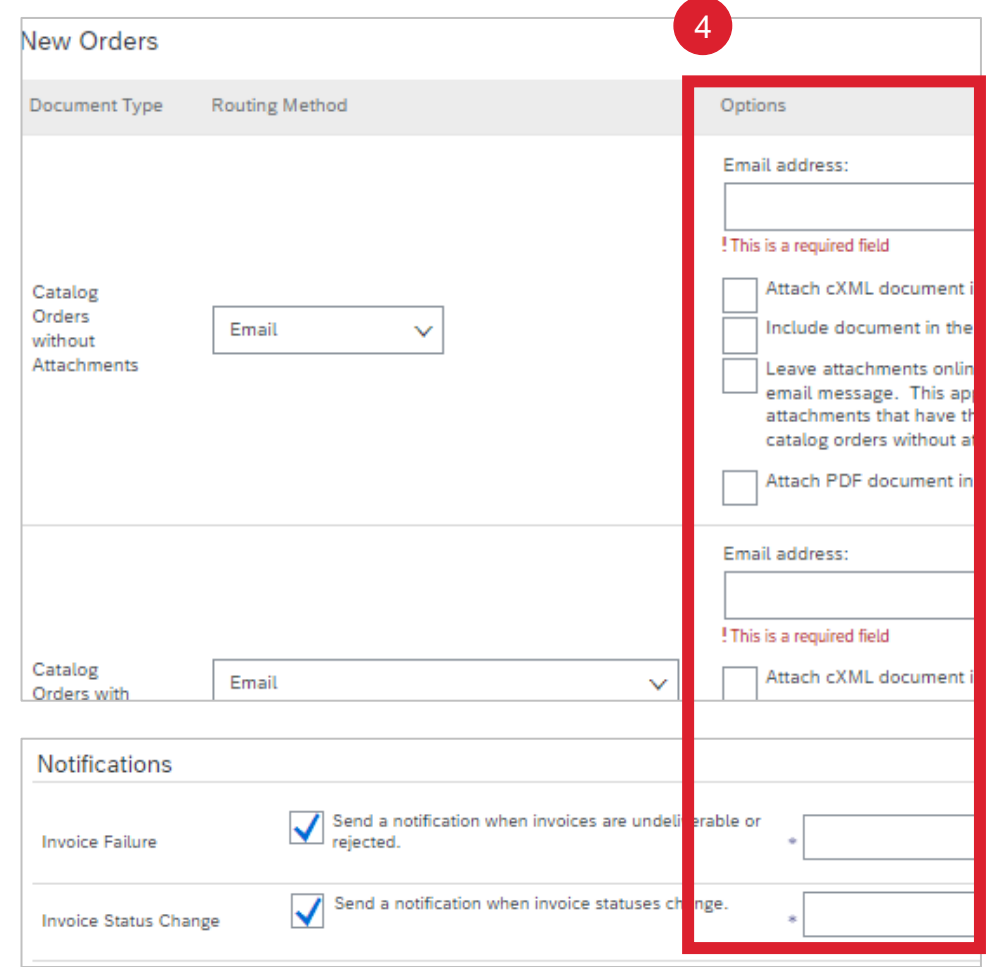
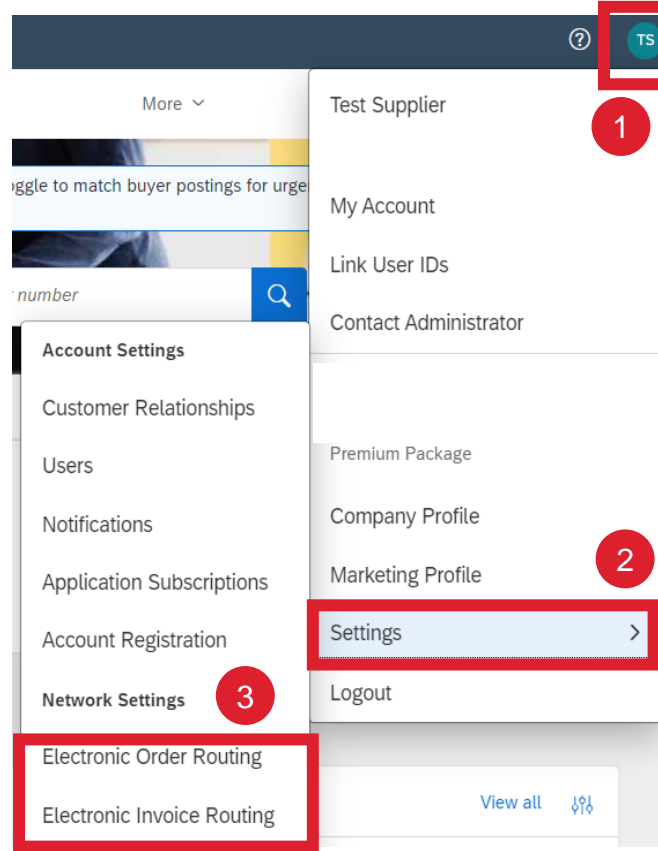
In this Quick Reference Guide: **WE EXPLORE HOW TO SET UP NOTIFICATIONS AND USERS**

ROUTING NOTIFICATIONS

Enter to your Ariba account

1. Click on your Initials
2. Go to Settings
3. Click on “Electronic Order Routing or Invoice Routing”
4. Configure the routing notifications for Orders and Invoices by entering up to 5 emails addresses per field.

Note: If more than 5 emails need to be entered, we recommend that you create a distribution list.



ROLES

Enter to your Ariba account

1. Click on your Initials
2. Go to Settings
3. Click on “Users”
4. Select “Manage Roles”
5. Click on the “+” sign
6. Provide a name to the Role (in the example we entered “Finance”)
7. Check the permissions related to the Role you are creating
8. Click Save.

USERS

After creating a Role

9. Click on Manage Users
10. Click on the “+” sign
11. Complete the requested information.
12. Assign a Role to the user.
13. Click Done.

Note: Username should have the form of an email address. It can be a real email address or not.

