



SAP BUSINESS NETWORK - CONFIGURE ELECTRONIC ORDER ROUTING AND NOTIFICATIONS

**ENGINEERED
TO OUTFIT**

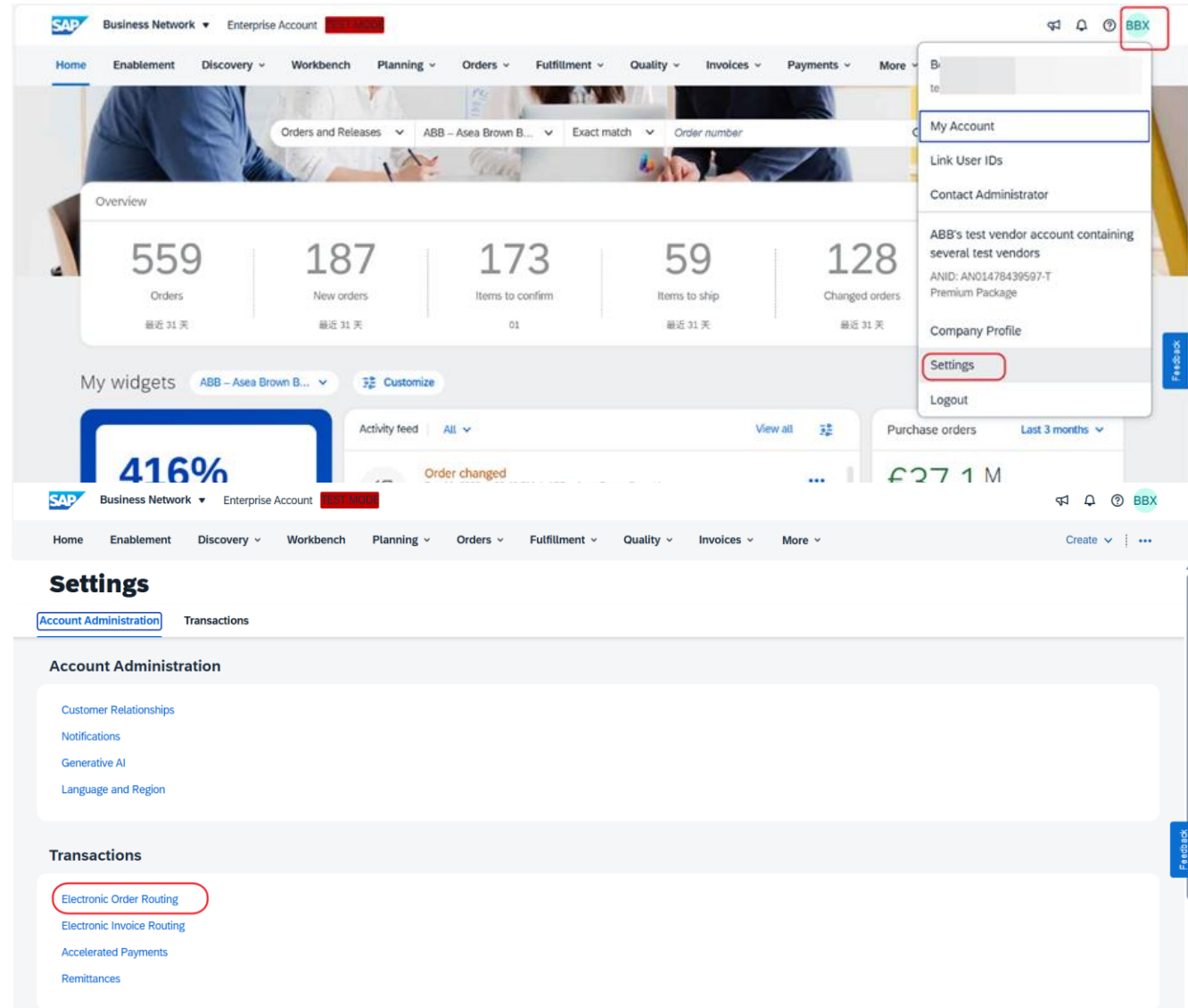
Configure Electronic Order Routing and Notifications:

Please log in at

<https://supplier.ariba.com/> using the administrator credentials.

Click the circle with [user initials] in the top-right corner of the homepage.
Select "Settings."

Then Select "Electronic Order Routing."



Scroll down the page, under "New Orders," choose the Routing Method "Email."

Email addresses: Enter up to five addresses (separated by commas, without spaces) to receive purchase order alerts.

Tick the second box: " Include document in the email message."
Also tick the fourth box: " Attach PDF document in the email message."

☐ 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	Email address: test01@email.com,test02@email.com ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ 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". ☒ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Change/Cancel Orders

Scroll down the page, under "Notifications," tick the box "Send a notification when orders are undeliverable."

Email addresses: Enter up to three addresses (separated by commas, without spaces) to receive alerts.

Click [Save], then [Close].

The screenshot shows the 'Notifications' settings page. The 'Notifications' tab is highlighted. The 'Order' section has the checkbox 'Send a notification when orders are undeliverable.' checked. The email address field contains 'test01@email.com,test02@email.com'. The 'Purchase Order Inquiry' and 'Time Sheet' sections have similar settings. At the bottom, there are 'Save' and 'Close' buttons.

Type	Send notifications when...	To email addresses (one required)
Order	☒ Send a notification when orders are undeliverable. ☐ Send a notification when a new collaboration request against an existing order is received. ☐ Send notification for new purchase orders to suppliers. ☐ Send notification to suppliers when purchase orders are changed. ☐ Send a notification when orders are on hold due to non-payment of fee. ☐ Send a notification when orders are ready to invoice. ☐ Send a notification when purchase order inquiries are received.	test01@email.com,test02@email.com
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are undeliverable. ☐ Send a notification when time sheets are undeliverable.	test01@email.com,test02@email.com
Time Sheet		test01@email.com,test02@email.com

Extended Profile Settings and Information

[Extended Profile Information](#)

Save Close

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