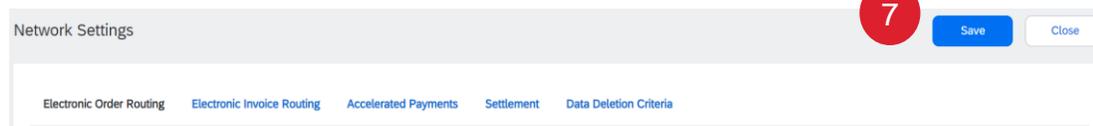
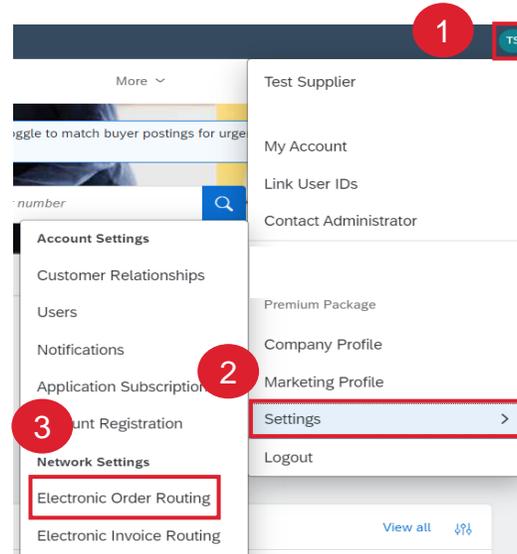


In this Quick Reference Guide: **WE EXPLORE HOW TO SET UP REMITTANCE NOTIFICATIONS IN Ariba NETWORK**

ROUTING NOTIFICATIONS

On your Ariba administrator account:

1. Click on your Initials
2. Go to 'Settings'.
3. Click on 'Electronic Order Routing'.
4. Scroll down to 'Payment Remittances' and select 'Email'.
5. Mention the email addresses in the space provided.
6. Select 'Include documents' if required.
7. Click on 'Save'.



Other Document Types

Document Type	Routing Method	Options
Payment Remittances	<div style="border: 1px solid red; padding: 2px;">Email</div>	<div style="border: 1px solid red; padding: 2px;">Email address: emailaddress@honeywell.com</div> <div style="border: 1px solid red; padding: 2px;"><input type="checkbox"/> Attach cXML document in the email message</div> <div style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/> Include document in the email message</div>

Note: Email addresses should be separated by comma without space, maximum 5 email addresses can be added. If more than 5 email addresses are needed create a distribution group email address.