

# SAP Ariba Quick Reference Guide

## Updating your Purchase Order (PO) Email Address

Supplier Process

*\*All screenshots provided are examples only*

### Overview

This guide explains how to update your Business Network settings to receive Purchase Orders via email. Alternatively, you can access Purchase Orders directly through the "Orders" section in the dropdown menu of your Business Network.

### Instructions:

#### Step 1:

Log into your Ariba portal, click on the **Business Network** dropdown menu in the top left of the screen and select **Ariba Proposals & Questionnaires**.

Select the TMR External Registration Questionnaire.

Click on the blue **Revise Response** button to put the Questionnaire into an editable format.

Update your required details as per the below screenshot.

In **Section 3 Transaction Information** and then **3.1 please add/update your email address for purchase orders**. You can use up to 5 email addresses separated by a comma (,)

**Submit Entire Response.**

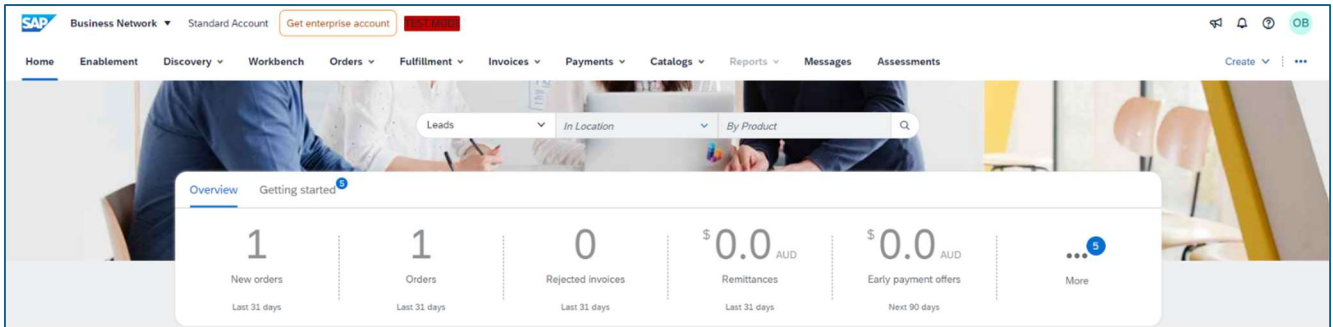
The screenshot shows a web form titled "All Content". It has a header "Name 1" and a table of questions. The first question is "2.15 Are you registered as a Small Business with the QLD Government? Register here ⓘ" with a dropdown menu set to "Yes". The second section is "3 Transaction Information", which is expanded. It contains two questions: "3.1 E-mail address for purchase orders ⓘ" and "3.2 Remittance email address ⓘ". Both have empty text input fields. The third section is "4 Bank Information", which is collapsed.

All Content	
Name 1	
2.15 Are you registered as a Small Business with the QLD Government? Register here ⓘ	* Yes ▾
▼ 3 Transaction Information	
3.1 E-mail address for purchase orders ⓘ	* <input type="text"/>
3.2 Remittance email address ⓘ	<input type="text"/>
▼ 4 Bank Information	



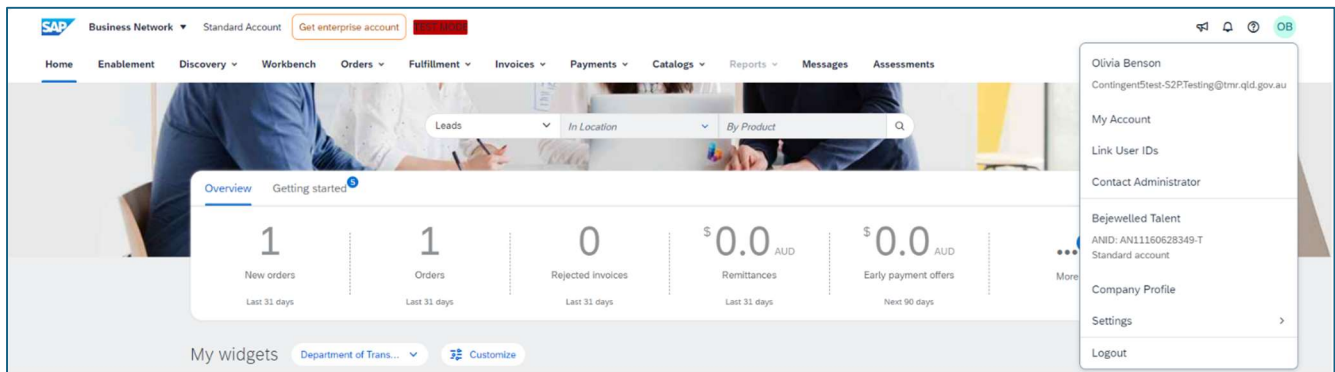
## Step 2:

Click on your user initials in the top right of the screen



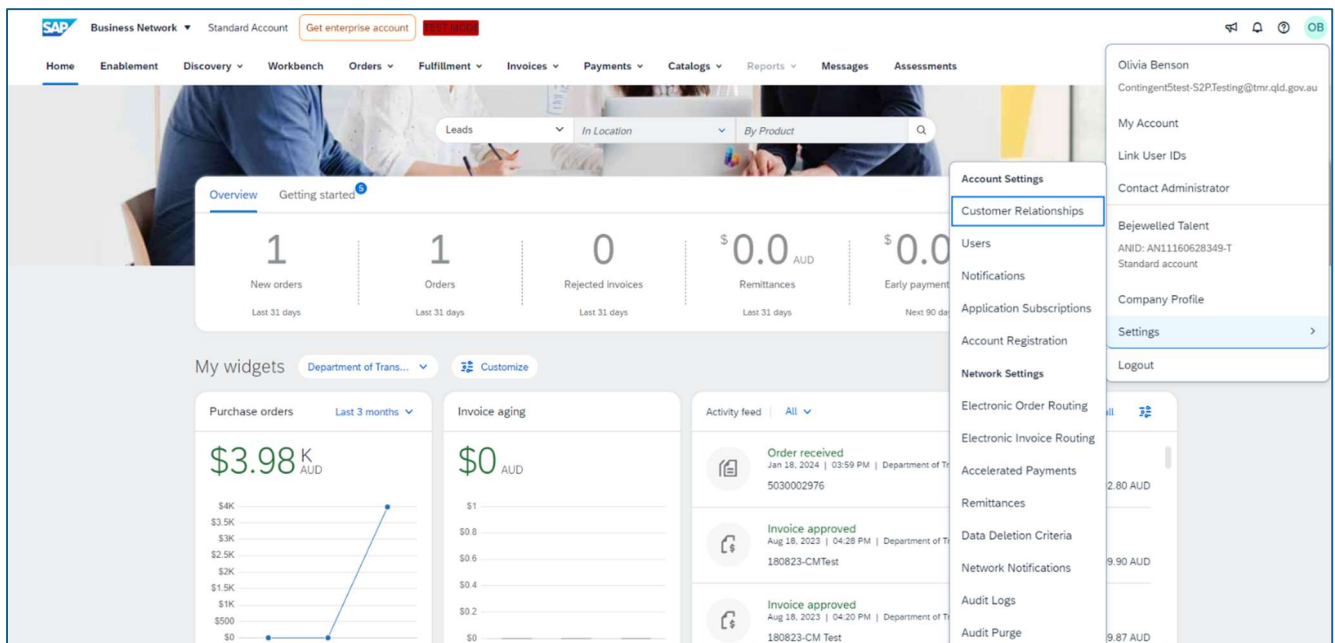
## Step 3:

Click on **Settings** from the dropdown menu.



## Step 4:

Click on **Electronic Order Routing** from the dropdown menu.



\*\*\*You can use up to 5 email addresses separated by a comma (,)\*\*\*

The screenshot shows the 'New Orders' configuration screen. It has three main sections: 'Document Type', 'Routing Method', and 'Options'.  
 - 'Document Type': 'Catalog Orders without Attachments'  
 - 'Routing Method': 'Email' (selected from a dropdown)  
 - 'Options':  
 - 'Email address': [Empty text box]  
 -  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 that have the routing method "Same as new catalog orders without attachments".  
 -  Attach PDF document in the email message  
 A help tooltip on the right states: 'For Email routing method, enter up to five email addresses separated by commas. For Fax routing method, enter a fax number, which is called from the United States. For documents routed through Email or Fax, the language used in section headings and field labels is based on the preferred language setting of the account administrator's user account.'

## Step 5:

Click Save

A rectangular box containing two buttons: a blue 'Save' button and a white 'Close' button with a blue border.

### Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on [supplier\\_enablement@tmr.qld.gov.au](mailto:supplier_enablement@tmr.qld.gov.au)

For SAP Ariba purchase order, payment and invoicing queries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

## Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	25/05/2026	Creation	Natasha S D'Souza	Chloe Humphreys