

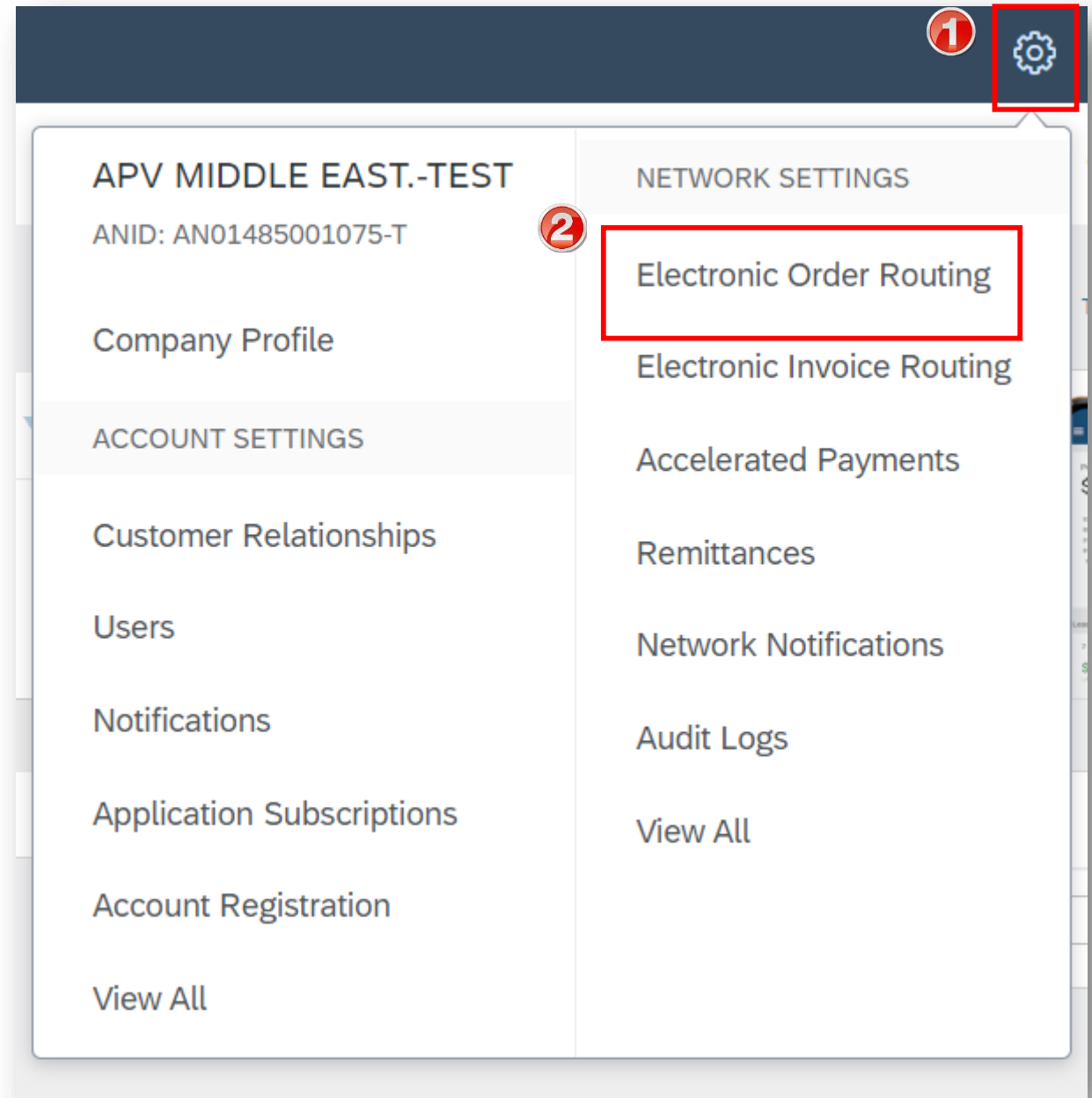


SAP Ariba 

Configure PO Routing

1- Go to “Company Settings”

2- Click on “Electronic Order Routing”



3- Choose “Email” from the dropdown box next to “Catalog Order Routing”

4- Enter up to 5 emails addresses followed by a comma. These email addresses will receive a notification when orders are received within your AN Account.

5- Click on “Save”

The screenshot shows the 'Network Settings' window in SAP. The 'Electronic Order Routing' tab is selected. The 'Catalog Order Routing' dropdown is highlighted with a red circle and a '3' in a red circle. The 'Email address' input field contains 'someone@company.com' and is highlighted with a red circle and a '4' in a red circle. The 'Save' button is highlighted with a red circle and a '5' in a red circle. The 'Options' section includes checkboxes for 'Attach cXML document in the email message', 'Include document in the email message' (checked), and '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"'. A red circle with a '3' is also placed over the 'Catalog Orders without Attachments' label.



Thank you.