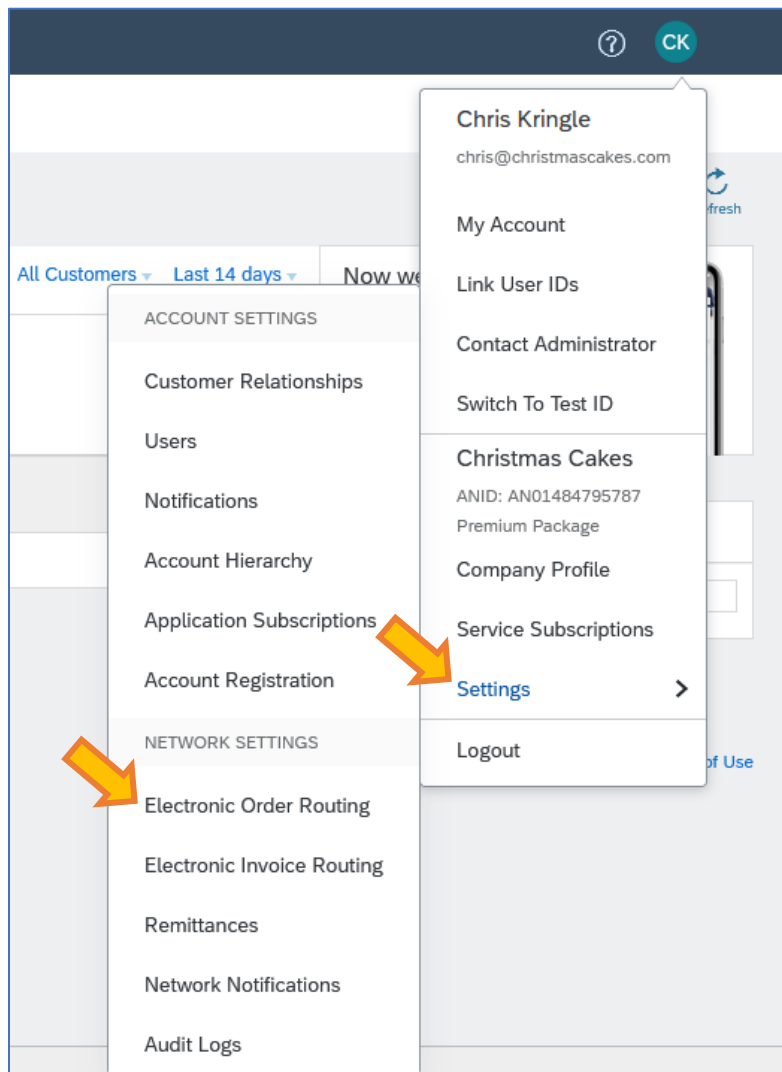


This configuration must be done by a user that has the appropriate permissions; often only the Ariba Administrator for your company can do this.

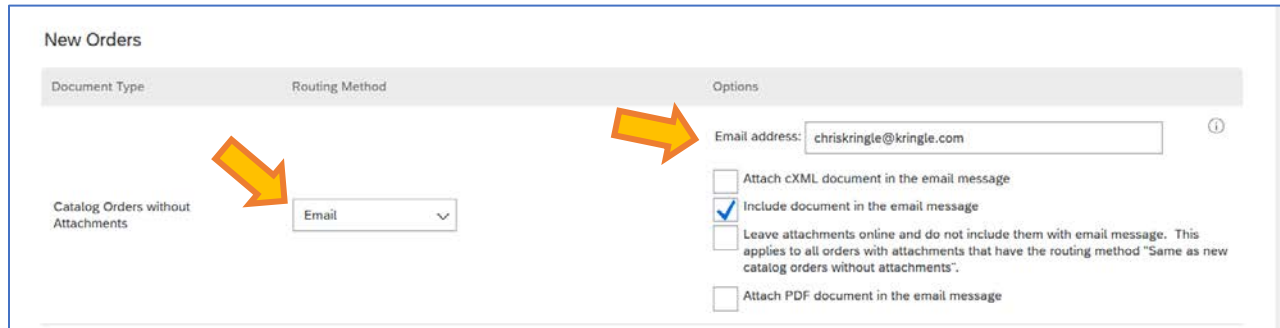
1. Log into your Ariba Supplier Account.
2. Click Account Settings (teal circle with your initials in the top right corner):



3. Select Settings/Electronic Order Routing:



4. Scroll down to the New Orders section.
5. Make sure the first option, Catalog Orders with Attachments, is set to Email. Populate the email address box – this is where you’ll receive notifications.



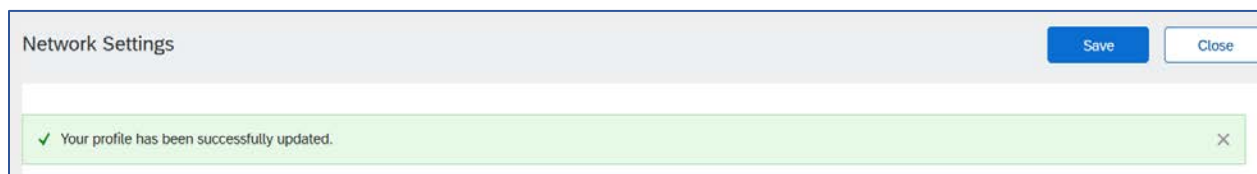
The screenshot shows the 'New Orders' configuration interface. It has three columns: 'Document Type', 'Routing Method', and 'Options'. Under 'Document Type', 'Catalog Orders without Attachments' is selected. The 'Routing Method' dropdown is set to 'Email'. The 'Email address' field contains 'chriskringle@kringle.com'. The 'Options' section includes four checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), '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".' (unchecked), and 'Attach PDF document in the email message' (unchecked).

- You can notify up to 5 different email addresses here. Separate individual addresses with a comma.
- Once you set this first option, all other PO-based notifications will go to the addresses you put here.
- Make sure there is no automatic response on the email addresses you populate here. An auto-response may cause email notifications to fail.

6. Click the Save button at the top of the page:



- You’ll see a green banner to show the save was successful:



You’re Done!