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SAP Ariba

Ariba Network Commerce Automation User Manual
Configure PO Routing Notifications

Objective

The goal of this user manual is to:

- Update your PO Routing notification so you can receive email notifications each time Emirates Steel sends a PO
- You can configure up to 5 different email address to receive PO notifications on Ariba Network
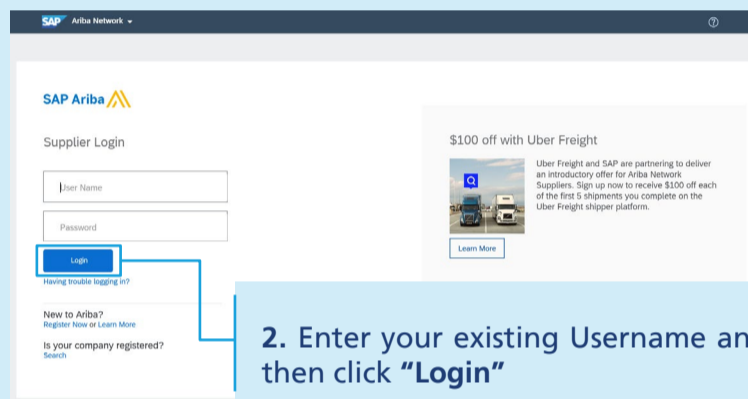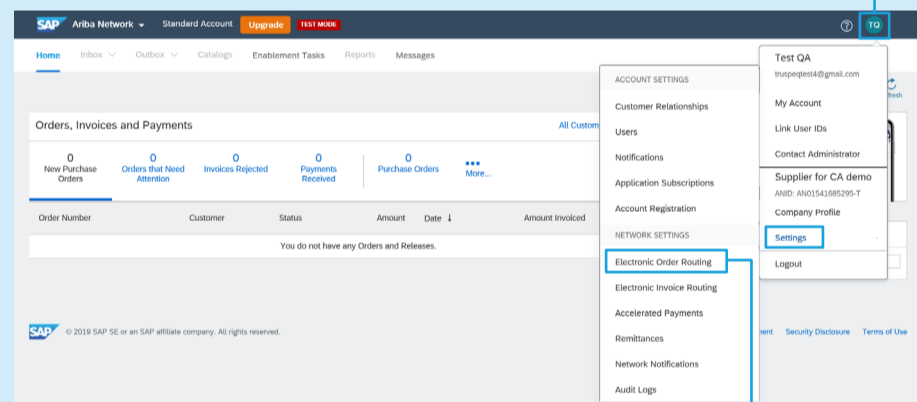
Target Audience:

Supplier User

Configure PO Routing Notifications

1. Go to **supplier.ariba.com** to **login** to your Ariba Network account for Emirates Steel

SAP Ariba

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Is your company registered?
Search

$100 off with Uber Freight

Uber Freight and SAP are partnering to deliver an introductory offer for Ariba Network Suppliers. Sign up now to receive $100 off each of the first 5 shipments you complete on the Uber Freight shipper platform.
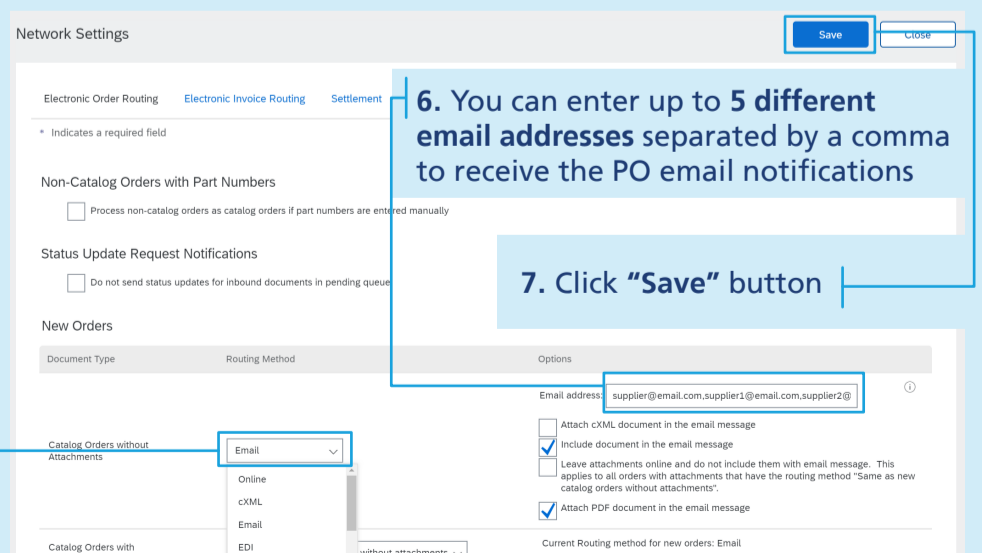
Learn More

2. Enter your existing Username and Password then click **"Login"**

3. From your home page click on the Account Settings icon and then click Settings

4. Click **"Electronic Order Routing"**

5. Choose **"Email"** from the dropdown menu next to Catalog Orders without Attachments

Network Settings   Save   Close

Electronic Order Routing   Electronic Invoice Routing   Settlement

* Indicates a required field

Non-Catalog Orders with Part Numbers

☐ 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: supplier@email.com,supplier1@email.com,supplier2@
	Online	☐ Attach cXML document in the email message
	cXML	☑ Include document in the email message
	Email	☐ 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".
	EDI	☑ Attach PDF document in the email message
Catalog Orders with Attachments		without attachments ... Current Routing method for new orders: Email

6. You can enter up to **5 different email addresses** separated by a comma to receive the PO email notifications

7. Click **"Save"** button

Thank You