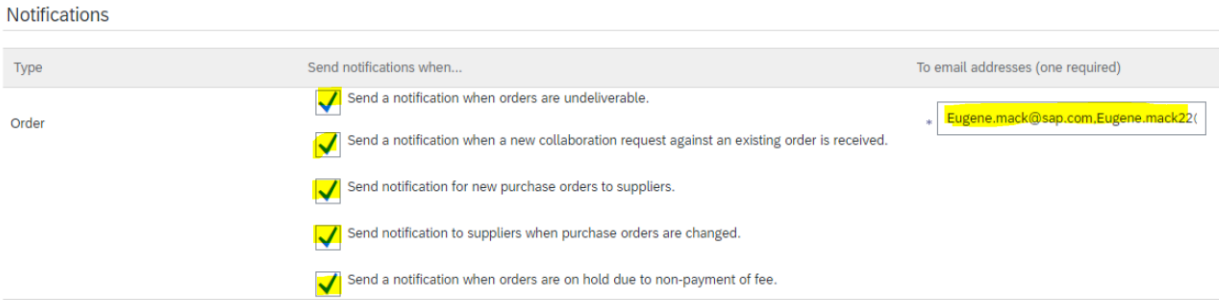


Configuring Invoice/PO Notifications

Description	Screenshot
<ol style="list-style-type: none">1. Login to your supplier account at supplier.ariba.com2. Click initials in top right-hand corner of homepage and click settings:3. Select "Electronic Order Routing"4. In the New orders section find the "New catalog orders without attachments" document type and select "email". Then in the email address box on the right-hand side insert up to 3 email addresses who you would like to receive a copy of the PO (ensure email addresses are separated by a comma and no space). You may also select the check box of how you would like the PO to show within the email:	<p>The screenshot displays the user interface for configuring invoice/PO notifications. It includes a user profile menu, a navigation bar with 'Settings' and 'Logout' options, and a 'New Orders' section. The 'New Orders' section features a table with columns for Document Type, Routing Method, and Options. The 'Catalog Orders without Attachments' document type is selected with the 'Email' routing method. The 'Email address' field contains 'eugene.mack@sap.com,Eugene.mack22@sap.com'. The 'Options' section has checkboxes for 'Attach cXML document in the email message', 'Include document in the email message', 'Leave attachments online and do not include them with email message', and 'Attach PDF document in the email message'.</p>

Description	Screenshot
<p>5. Scroll down to the bottom of the screen until you see “Notifications” and select the specific notifications you would like to receive regarding your Purchase Orders. You may also add up to three email addresses to receive these notifications (as long as they are separated by a comma and no space):</p>	
<p>6. Click “Save” at the bottom of the screen to save your settings:</p>	