

This **Supplier Quick Guide** shows you how to...

SET YOUR INVOICE NOTIFICATION PREFERENCES

...in **two simple steps**

1

Set your invoice notification preferences (1/2)



Set your invoice notification preferences (2/2)

2

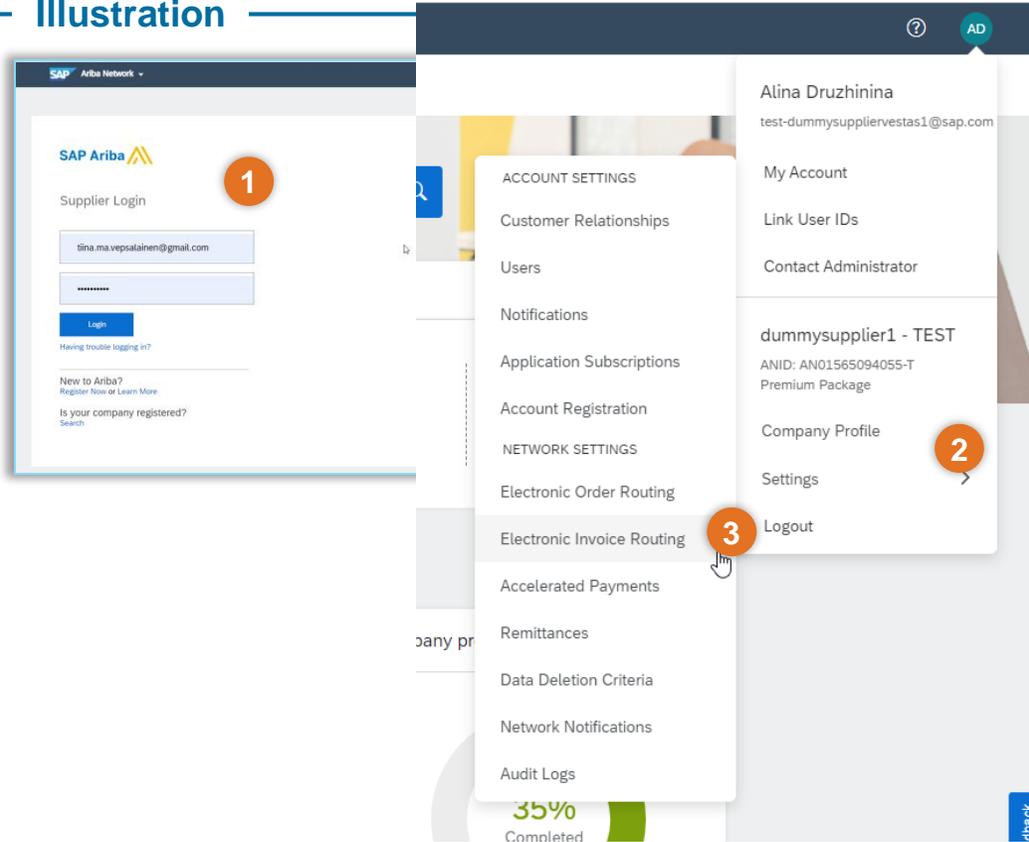


1. SET YOUR INVOICE NOTIFICATION PREFERENCES (1/2)

Step-by-step

1. Log in to your Ariba Supplier account [HERE](#).
2. Go to **Account Settings**.
3. Select **Electronic Invoice Routing**.

Illustration



Tips & Tricks

- You can specify Online, cXML, or EDI as your default routing method for invoices.

2. SET YOUR INVOICE NOTIFICATION PREFERENCES (2/2)

Step-by-step

1. Select your notification preferences in the **Notifications section**
2. Update email addresses for each notification type you've selected.
3. Click **Save**.

Illustration

Network Settings 3 Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="text"/>	Return to this site to create invoices
Customer Invoices	Online <input type="text"/>	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	1 tiina.vepsalainen@outlook.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	tiina.vepsalainen@outlook.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	tiina.vepsalainen@outlook.com

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and more Quick Guides**, visit our Digital Procurement program [website](#)

