

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

# UPDATE YOUR PREFERRED E-MAIL ACCOUNT FOR ORDERS

...in **two simple steps**

**1** Update your preferred e-mail account for orders (1/2)

Update your preferred e-mail account for orders (2/2)

**2**

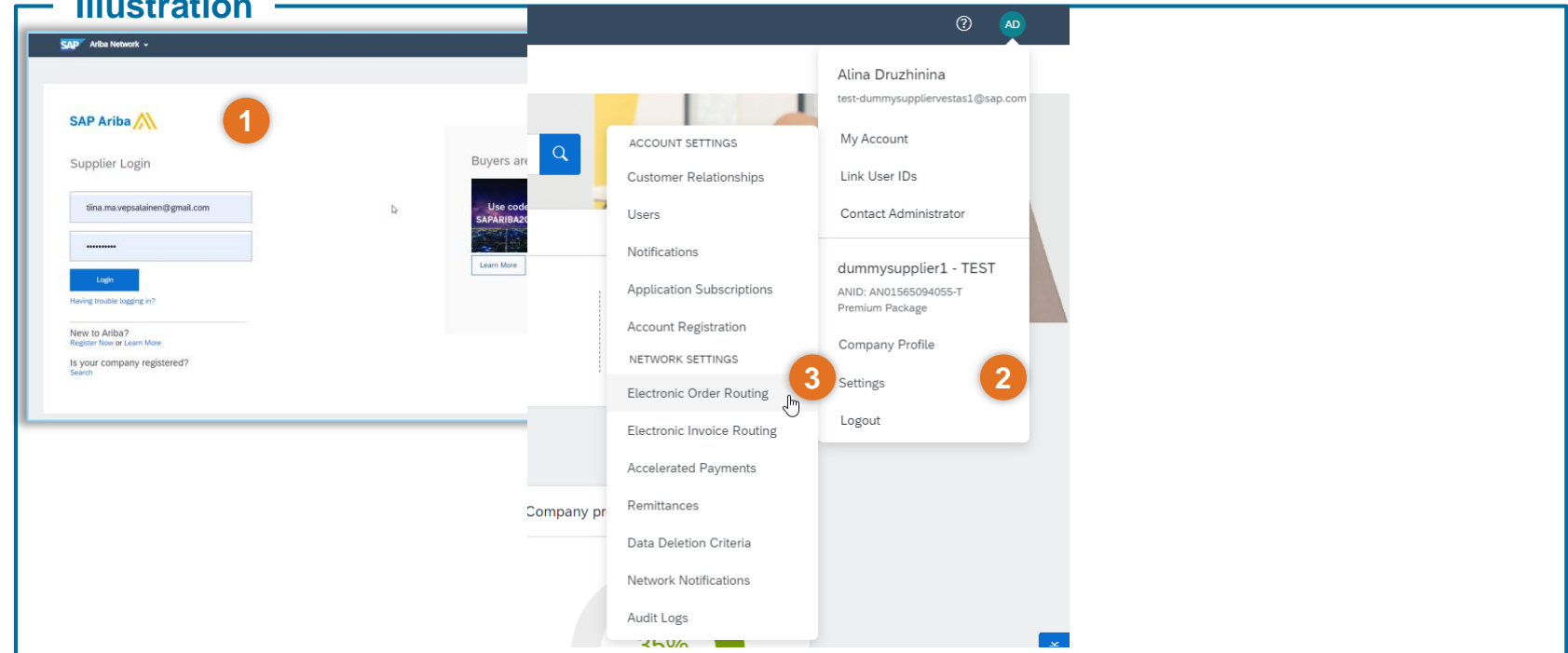


# 1. UPDATE YOUR PREFERRED E-MAIL ACCOUNT FOR ORDERS (1/2)

## Step-by-step

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

## Illustration



## Tips & Tricks

- Choose **Online** as your Routing Method under New Orders to send POs to your online inbox and gain centralized access to useful features, such as the ability to view and search orders, see real-time order status, send confirmations and ship notices, troubleshoot order problems, “flip” orders into invoices, and more from a single location – your Ariba Network account.

## 2. UPDATE YOUR PREFERRED E-MAIL ACCOUNT FOR ORDERS (2/2)

### Step-by-step

1. Update **Email** address under **New Orders** and check you've selected **Email** as your routing method.
2. Choose whether you want any documentation attached to the email order under **Options**.
3. Click **Save**.

### Illustration

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments 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	1 Email	1 Email address: timve@vestas.com 2 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> 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". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email

Save Close

# NEED HELP?

Support is available!



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



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

