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)

2. Update your preferred e-mail account for orders (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.

**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.
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](#)