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)

One portal for supplier collaboration

DIGITAL PROCUREMENT

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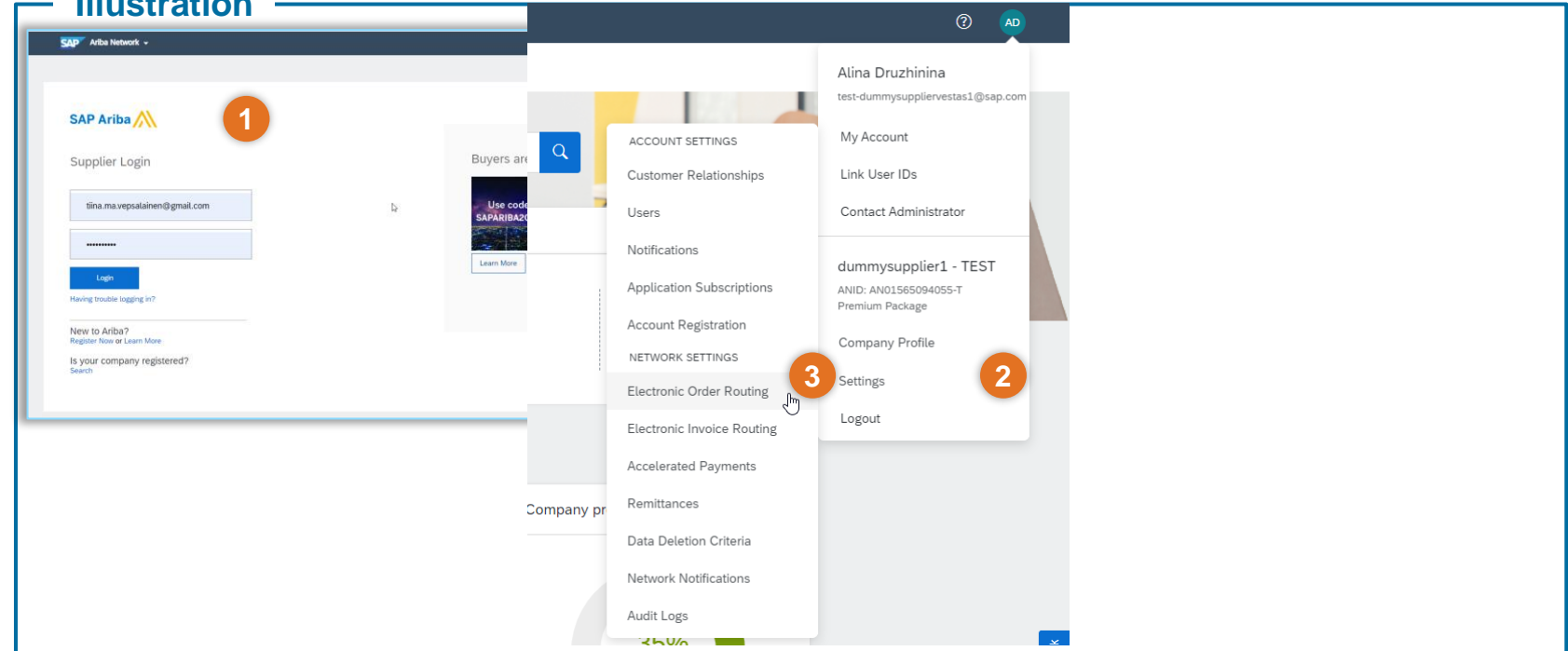
1. UPDATE YOUR PREFERRED E-MAIL ACCOUNT FOR ORDERS (1/2)

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. You can input up to 5 email address separated by comma (,) to receive the email notification.

2. Choose whether you want any documentation attached to the email order under **Options.**

3. Click **Save**.

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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](#)

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