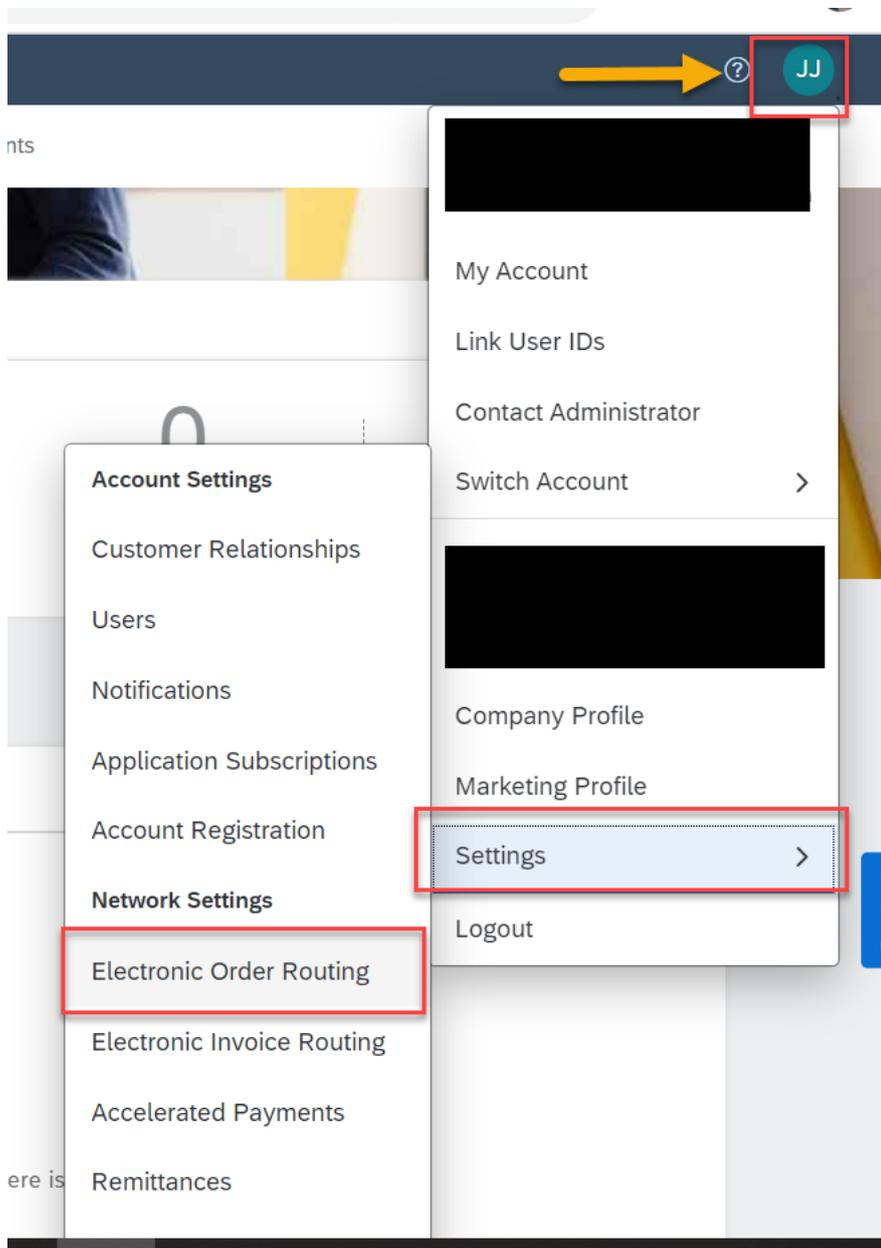


Guide on how to Change Supplier Electronic Routing Email

1. Login into **Ariba Supplier Network**
2. Go to **Account Settings > Electronic Order Routing**



3. Inside **Electronic Order Routing**:
Change the highlighted field with the new email address you want to use as the routing email address.

Notes:

- Email address(es) maintained in the below field will receive the POs from SUTD.
- You can maintain up to 5 email addresses separated by comma with no space.
For example: email1@gmail.com,email2@gmail.com,email3@gmail.com

- **All email addresses maintained must be active and valid.** If at least one email address is invalid or inactive, this may cause issues with the issuance of Goods Receipt, Service Entry Sheet, and Invoice.

The screenshot shows the SAP Business Network interface for 'Network Settings'. The 'Electronic Order Routing' tab is active and highlighted with a red box. Below the tabs, there are sections for 'External System Integration', 'Non-Catalog Orders with Part Numbers', 'Status Update Request Notifications', and 'New Orders'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Options' column for the 'Email' routing method is highlighted with a red box, and a yellow arrow points to the 'Email address' field within this box. The 'Email address' field contains a redacted email address. Below the 'Email address' field, there are four checkboxes: 'Attach online documents in the email message' (unchecked), 'Include document in the email message' (checked), '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"', and 'Attach PDF document in the email message' (unchecked).

4. Click Save button to save the changes made.