

Configure PO Routing



- 1- Go to supplier.ariba.com and log in to your Ariba account
- 2- Click on "Account Settings"
- 3- Click on "Settings"
- 4- On your Order Routing Screen, select "Email" next to Catalog Orders without attachments
- 5- You can enter up to FIVE email addresses followed by a comma & these email
- addresses will receive a notification when orders are received within your AN

Account.

6- Click on "Save"



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My Account

Link User IDs

Contact Administrator

Switch To Test ID

Messages

ACCOUNT SETTINGS

Users

Customer Relationships



Thank you.

