

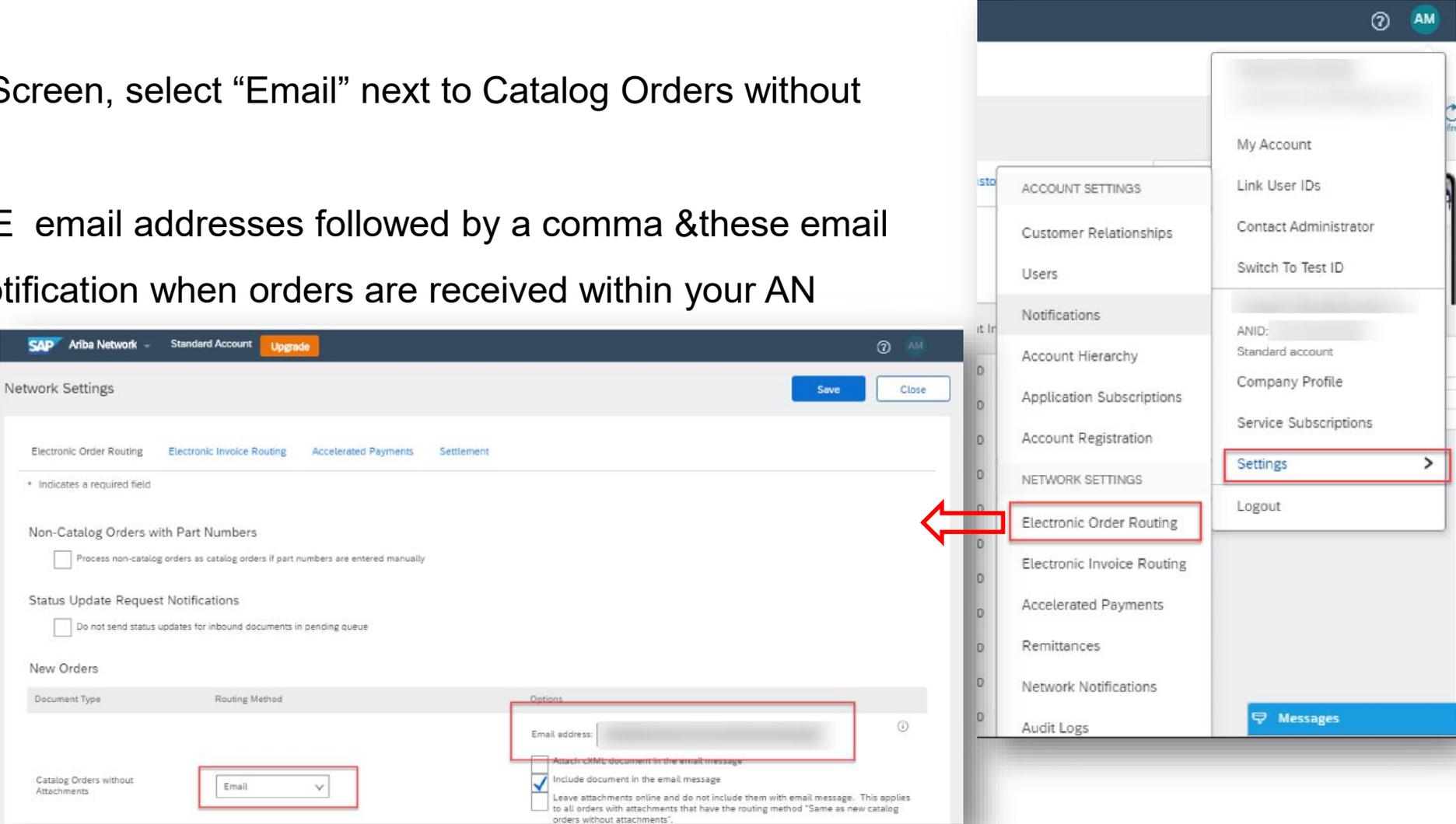


# Configure PO Routing

- 1- Go to [supplier.ariba.com](https://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”



# Thank you.