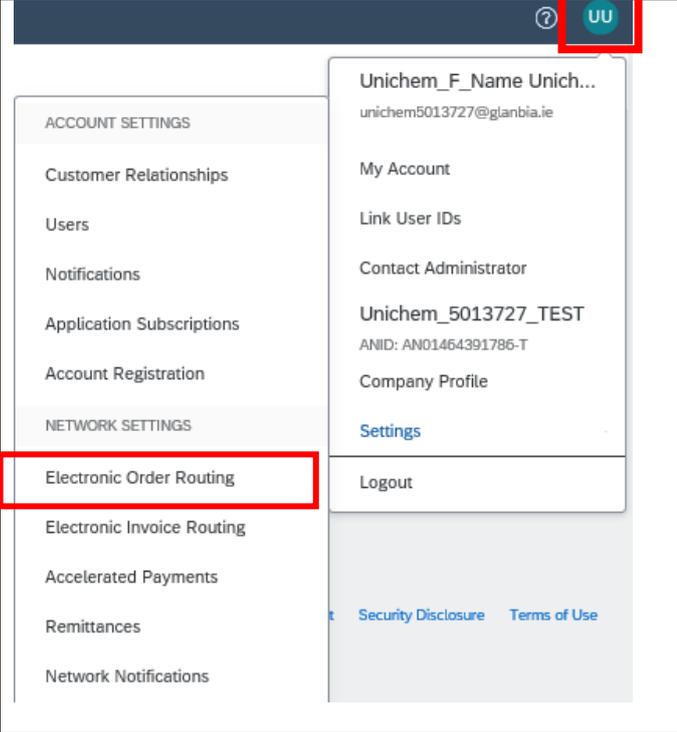
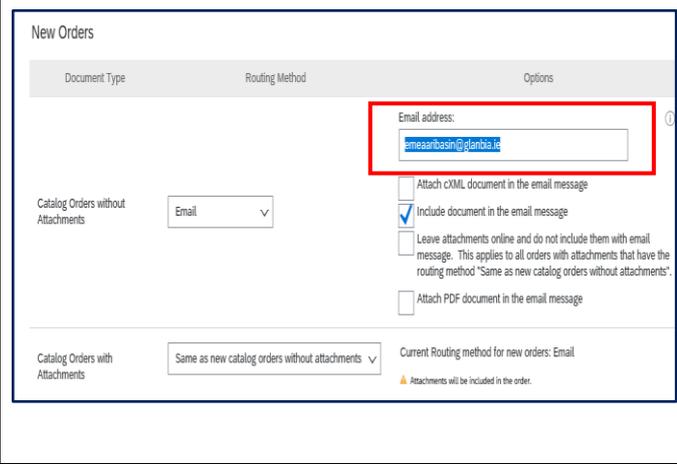


UPDATING THE PO EMAIL ADDRESS

This guide is relevant if you need to update the email address that receive Ariba's Purchase Orders (POs), or other notifications.

You may also have multiple people within your organisation who need visibility of incoming orders or access to create invoices. You can configure which email addresses you would like to receive these notifications by the following the below steps:

ACCESS ARIBA SETTINGS		
<p>1.</p>	<p>Log into Ariba using the below link and your username and password.</p> <p>Click here to login to Ariba</p> <p>In the top right-hand corner of the screen, select the Company Settings icon (showing your Initials).</p> <p>Then select Settings</p> <p>Then Electronic Order Routing.</p>	 <p>The screenshot shows the Ariba user interface. In the top right corner, there is a user profile icon with the initials 'UU' inside a red box. Below this, a dropdown menu is visible with the following options: 'Unichem_F_Name Unich...', 'unichem5013727@glanbia.ie', 'My Account', 'Link User IDs', 'Contact Administrator', 'Unichem_5013727_TEST', 'ANID: AN01464391786-T', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted in a red box. Below the dropdown, there is a list of menu items: 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Network Notifications'. The 'Electronic Order Routing' item is highlighted in a red box.</p>
<p>2.</p>	<p>In the New Orders section you can type up to 3 email addresses, separated by a comma (,) , with no spaces.</p> <p>ie.... testorders@tirlan.ie,invoices@tirlan.ie,pay@tirlan.ie</p> <p>TIP: If you require more than 3 email addresses to receive these, consider setting up a Distribution list at your organisation, and entering the DL address here.</p>	 <p>The screenshot shows the 'New Orders' section in Ariba. It has a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Email address' field is highlighted in a red box and contains the text 'emeearibasin@glanbia.ie'. Below this, there are several checkboxes: 'Attach cXML document in the email message', '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'. At the bottom, there is a dropdown menu for 'Current Routing method for new orders: Email' and a warning icon with the text 'Attachments will be included in the order.'</p>
<p>6.</p>	<p>Select Save at the top of the page to save your changes.</p>	 <p>The screenshot shows two buttons: 'Save' and 'Close'. The 'Save' button is highlighted in a red box.</p>