

## UPDATING THE PO EMAIL ADDRESS

This guide is relevant if you need to update the email address that receive Ariba 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 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                    | Log into Ariba to locate the PO that requires action by clicking <a href="#">here</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <div>Supplier sign-in</div> <div><input type="text" value="Username"/></div> <div>Password</div> <div><input type="password"/></div> <div><div>Sign in</div></div> |
| 2.                    | Enter your <b>username</b> and <b>password</b> that you generated during the registration process. <div>See guide: <a href="#">Ariba Registration Guide</a>.</div> Select <b>Sign In</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                    |
| 3.                    | In the top right-hand corner of the screen, click your Initials, then click <b>Settings</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                    |
| 4.                    | In the User Preferences section, under Transactions area, select <b>Document Routing</b> . <div><div><div>Upgrade</div><div><div><div><div><div><div></div><div></div><div></div><div></div><div></div></div><div>PJ</div></div></div><div><div>Prachi Jain</div><div>GenesisVendor5089015@tirlan.ie</div><div>Genesis Test Supplier</div><div>AN11291772889</div><div>BNO-100000167404085</div><div>Basic</div><div>Company Profile</div><div>Settings</div><div>Service Subscriptions</div></div></div></div><div><div>User Preferences</div><div>Account Administration</div><div>User Preferences</div><div>User Account</div><div>User Notifications &amp; Preferences</div><div>Account Administration</div><div>Customer Relationships</div><div>Manage Users</div><div>Manage Roles</div><div>Account Security</div><div>Notifications</div></div></div></div> |                                                                                                                                                                    |
| 5.                    | Click Edit in the top right corner of the screen.<br><br>Scroll down the <b>Order Notifications</b> section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |
| 6.                    | Tick the box next to ' <b>Send a notification when a new order is received</b> '<br><br>Add the email address(es) that these notifications will be sent to. <div><div>New Purchase Orders</div><div>Send a notification when a new order is received:<div><input checked="" type="checkbox"/></div></div><div>Email(s):*<div><div>est-Genesystestvendor@glanbia.ie</div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                    |
| 7.                    | Select Save at the bottom of the page to save your changes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <div><div>Save</div><div>Discard Draft</div></div>                                                                                                                 |