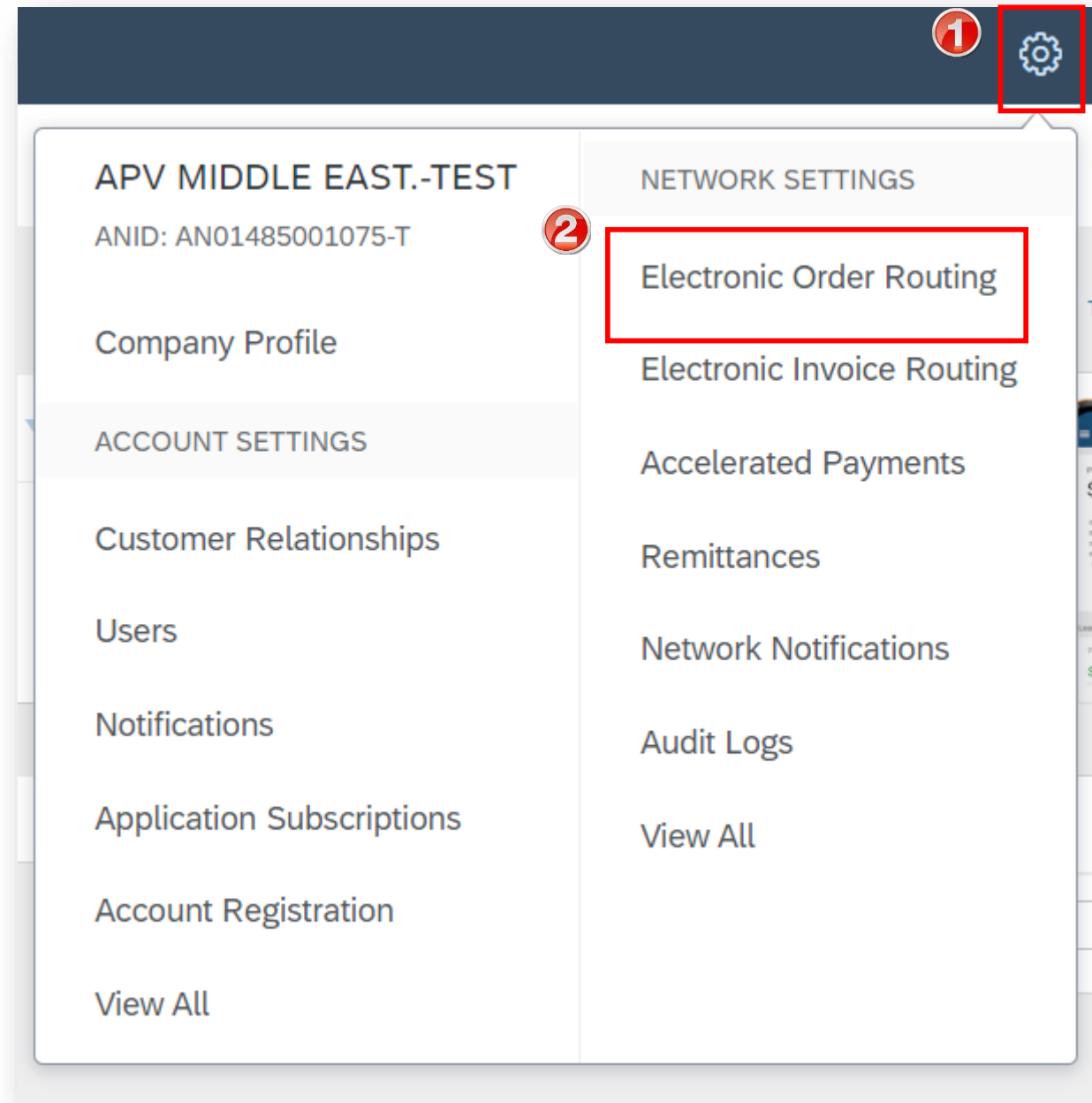




Configure PO Routing

1- Go to “Company Settings”

2- Click on “Electronic Order Routing”



3- Choose “Email” from the dropdown box next to “Catalog Order Routing”

4- Enter up to 5 emails addresses followed by a comma. These email addresses will receive a notification when orders are received within your AN Account.

5- Click on “Save”

The screenshot shows the 'Network Settings' dialog box in SAP. At the top right, there is a 'Save' button circled in red with a red circle containing the number 5. Below the tabs, there is a section for 'Capabilities Preferences' and 'External System Integration'. The 'Non-Catalog Orders with Part Numbers' section has a checkbox that is not checked. The 'New Orders' section contains a table with columns 'Document Type', 'Routing Method', and 'Options'. In the 'Routing Method' column, the value 'Email' is selected in a dropdown menu, which is circled in red with a red circle containing the number 3. In the 'Options' column, the 'Email address' field contains the text 'someone@company.com', which is circled in red with a red circle containing the number 4. Below the 'Email address' field, there are three checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and '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"' (unchecked).

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: someone@company.com ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ 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"

Thank you.