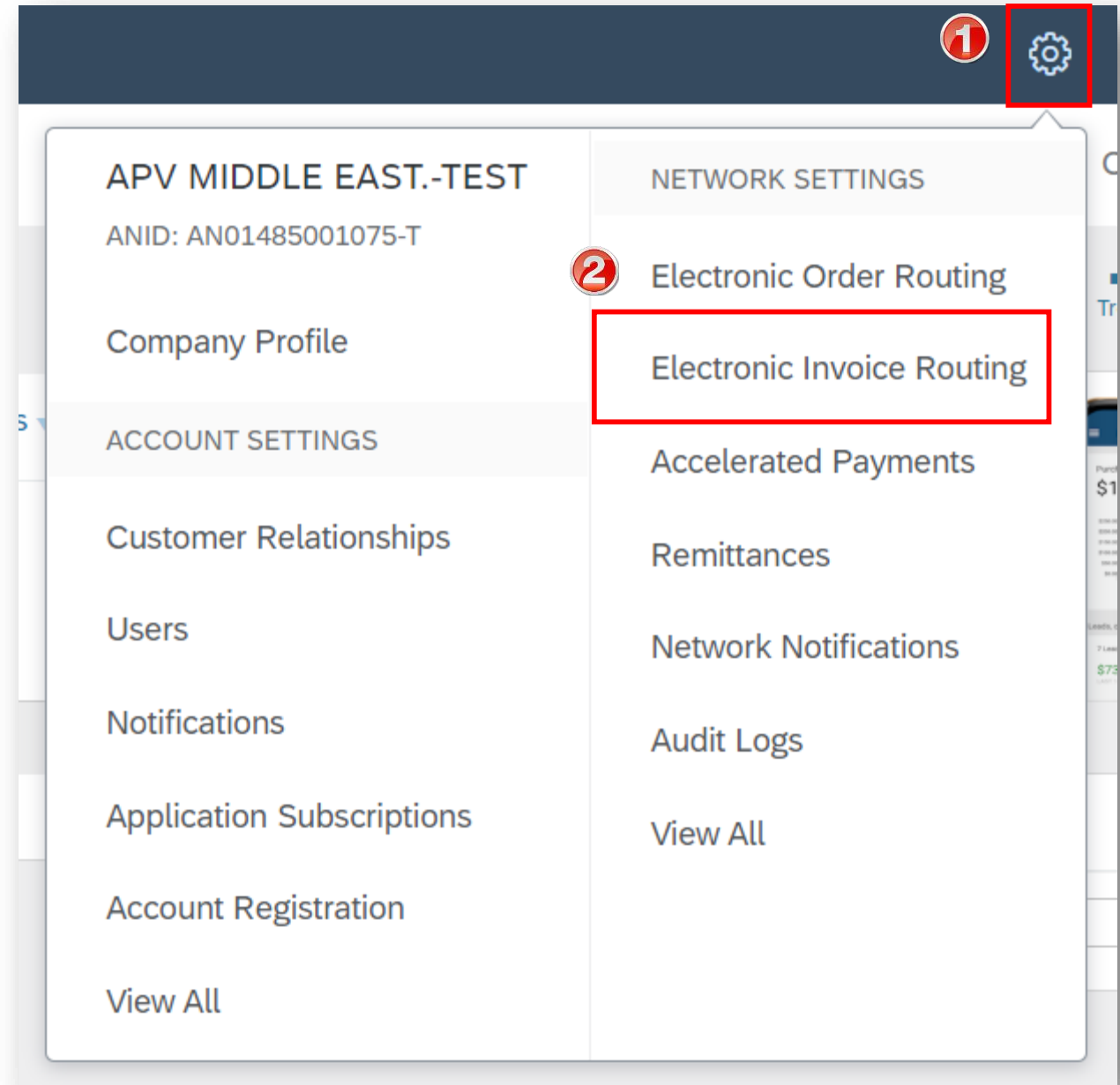




Configure Invoice Routing

1- Go to “Company Settings”

2- Click on “Electronic Invoice Routing”



3- Select Notifications you would like to receive

4- Add corresponding email address. You can enter up to 5 emails addresses followed by a comma.

5- Click on “Save”

Ariba Network

Test Mode

Company Settings

Help Center

Network Settings

5 Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☐ Send a notification when invoices are undeliverable or rejected.	
Invoice Status Change	☐ Send a notification when invoice statuses change.	
Invoice Created Automatically	☐ Send a notification when an invoice is created automatically on behalf of your company.	

Thank you.