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Vaillant Group | Ariba Support Centre

Electronic order routing | Notifications

External







Network Settings – Routing Processes - Electronic Order Routing Options

- There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- In most instances the System Administrators email will auto-populate most fields
- An Email must be provided in all fields with an asterisks, however until the option is selected by placing a tick in the associated box it will not activate
- Up to 3 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyer's require prior to logging into the SAP Business Network – SAP Ariba
- Order routing method can be modified only by **the administrator** of the account
- Email addresses can include Distributions Lists, generic email boxes or specific people email addresses
 - Online This means that the Purchase Order is sent to the SAP Business Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s (available only for Enterprise account)
 - Email This is the default settings and means that an email will be sent to advise that a new purchase order/s is in the SAP Business Network from your Buyer/s

Network Settings – Electronic Order Routing

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your SAP Business Network

 Where a Supplier is transacting with multiple Buyers on the SAP Business Network, separate routing for each different Buyers cannot occur

Open Network Settings by,

- 1 clicking on your **Initials** at the top right of your screen,
- 2 select Settings
- 3 Choose Electronic Order Routing



Network Settings – Electronic Order Routing – New Orders

- 1 Click on Electronic Order Routing under Network Settings
- 2 Locate New Orders
- 3 Select the **Routing Method** (the default is Email)
- Confirm or enter up to 3 emails into Email Address separated by comma
- 5 Select the required option/s from:
 - Attach cXML document in the email message
 - Include document in the email message (is recommended to activate)
 - Leave attachments online and do not include then with email messages etc.
 - Attach PDF document in the email message (is recommended to activate)
- All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6 Scroll down to Notifications



Network Settings – Electronic Order Routing – Notifications

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when...**

At least one email address must be in the To email addresses and the System Administrator email may already be displayed

- Select the required Send notifications when..., putting a tick in the associated box activates the selection
- 2 Confirm or enter the **To email addresses** applicable email address
- 3 Click on Save
- A green ribbon indicates that the information has been successfully updated, if the ribbon is red, you may have missed entering information into a mandatory field
- Click on Close to exit or select the next tab required
- Even if none of the selections are chosen there must be an email address in the fields with an asterisks

Notifications			
	Туре	nd notifications when	To email addresses (one required)
	Order	Send a notification when orders are undeliverable. Send a notification when a new collaboration request against an existing order is received.	- 2
or		Send notification for new purchase orders to suppliers.	
		Send notification to suppliers when purchase orders are changed.	
ох	Purchase Order Inquiry	Send a notification when purchase order inquiries are received. Send a notification when purchase order inquiries are undeliverable.	•
	Time Sheet	Send a notification when time sheets are undeliverable.	•
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n			3 Save Close
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	Network Settings		Save Close 4
Vour profile has been successfully updated.		×	
	Electronic Order Routing Electr	ronic Invoice Routing Accelerated Payments Settlement	
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#### Configure Notifications – specify which notifications to receive and to whom to send

From the home screen click on the icon with your name abbreviation

1

2

Choose **settings** from dropdown menu

Choose **notifications** in the new opened dropdown menu

The notification account settings window occurs. Maintain up to three email addresses, separated by comma, to specify who should receive each notification.





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