

VAILLANT GROUP

Vaillant Group | Ariba Support Centre

Electronic order routing | Configuration

External



An important notice



Business partners interested in registering with the SAP Business Network for the purpose of cooperation with Vaillant Group, please, before you approach the steps of the registration process, contact the Vaillant Group representative and communicate your interest.

**The above notice is issued for the purpose of initial approval of potential candidates for participation in the SAP business network by the Vaillant Group management as a settling party of the SAP Business Network tool in question.*

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
- 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
 - **Email** – This is the default settings and means that an ***email will be sent to advise that a new purchase order/s is on SAP Business Network*** from your Buyer/s
 - **cXML/EDI** – Only used when system integration is set up
- This document only directs suppliers to complete the mandatory fields required for the initial set-up, however there are many other fields that can be activated to send emails for other document types (default is set to online)

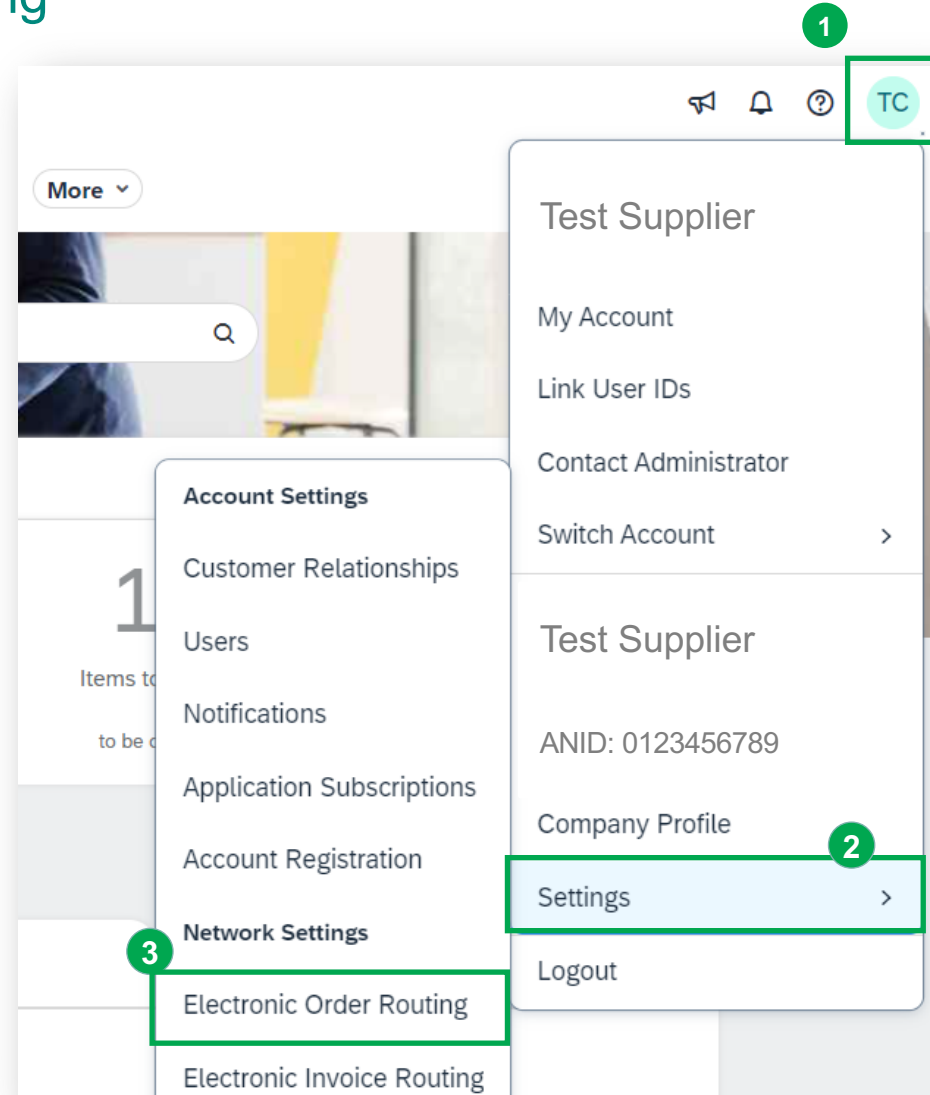
Network Settings – Electronic Order Routing

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)
- 4 Confirm or enter up to 3 emails into **Email Address**
- 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 them 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 1 Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

External System Integration

Do not send status updates for orders in the Pending Queue

New Orders 2

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email 3	4 5 <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message <input type="checkbox"/> 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". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.

Notifications 6

Type	Send notifications when...	To email addresses (one required)
	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	

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

- 1 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
- 4 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

The screenshot displays two overlapping windows from a software application. The top window, titled 'Notifications', contains a table with columns 'Type' and 'Send notifications when...'. It lists three document types: 'Order', 'Purchase Order Inquiry', and 'Time Sheet'. For each type, there are checkboxes for various notification triggers. Callout 1 points to the 'Send a notification when orders are undeliverable' checkbox, which is checked. Callout 2 points to the 'To email addresses (one required)' input field for the 'Order' type. The bottom window, titled 'Network Settings', shows a green success message: 'Your profile has been successfully updated.' Callout 3 points to the 'Save' button, and callout 4 points to the 'Close' button. Below the message are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	* <input type="text"/>
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* <input type="text"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>

Network Settings

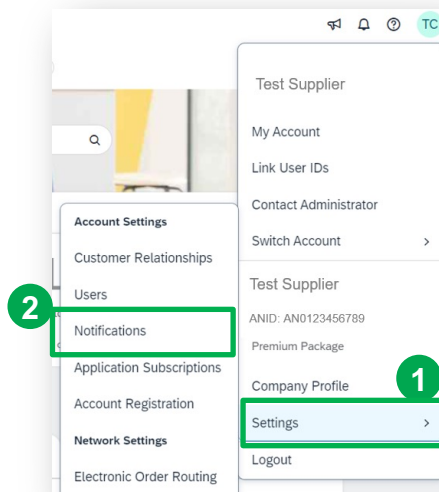
✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

Configure Notifications – specify which notifications to receive and to whom to send

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

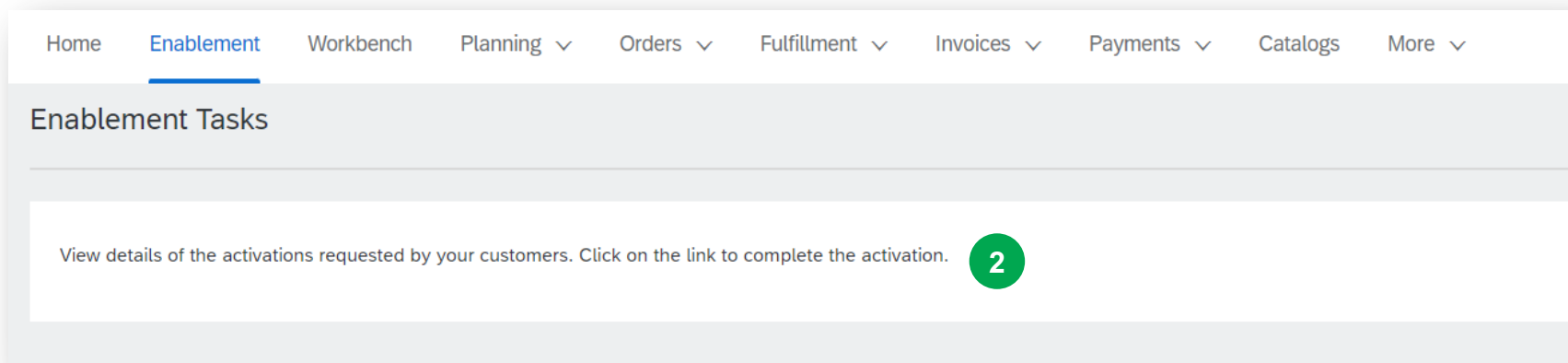
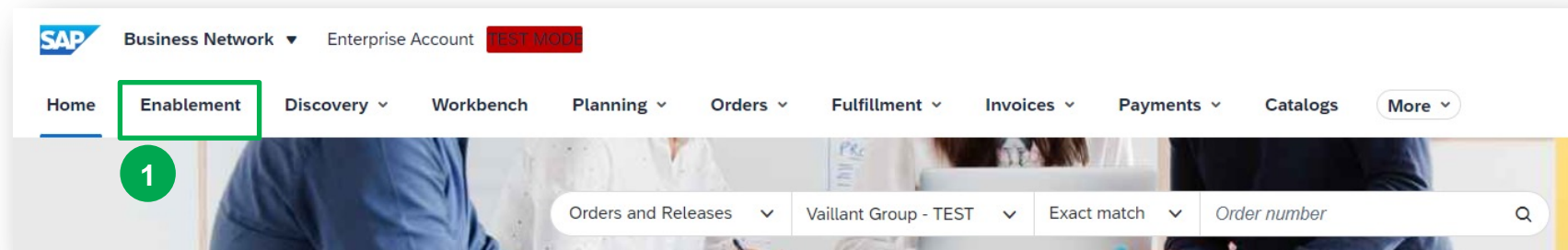
- 1 Choose **settings** from dropdown menu
- 2 Choose **notifications** in the new opened dropdown menu
- 3 The notification account settings window occurs. Maintain up to three email addresses, separated by comma, to specify who should receive each notification.



A screenshot of the 'Account Settings' window, specifically the 'Notifications' tab. The window has a header with 'Account Settings' and buttons for 'Save' and 'Close'. Below the header is a navigation bar with tabs: 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', and 'Account Registration'. The 'Notifications' tab is selected and highlighted with a green box. The main content area is titled 'Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.' Below this is a section for 'Relationship' with a table. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The first row is for 'Customer' and has a checked checkbox for 'Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.' The email address field contains 'j.black@supplier.com; m.yellow@sup'. A green circle with the number 3 is next to the email field. Below the table is a section for 'Other Notifications' with a list of notification types: 'Network Service', 'Certification Expiration Notifications', 'Reminder of Unconfirmed Orders', 'Other Notifications', 'Password Reset Notifications', and 'Domain Registration Notifications'. Below this is a section for 'Error Email Notification' with a checked checkbox for 'Send immediate notification upon failure.' and a field for 'Send notification digest this often, in hours:' set to '24'. Below this is a section for 'Electronic Order Routing' with a table. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The first row is for 'Order' and has a checked checkbox for 'Send a notification when orders are undeliverable.' and a field for 'Send a notification when a new collaboration request against an existing order is received.' The email address field contains 'suppliergroup112@yahoo.com'.

Completion of Enablement tasks

- 1 Click on the „Enablement“ on the landing page.
- 2 Check if there is any pending task from the customer, click on the link to complete the activation.



For example:

