

Configure Purchase Order Notifications

The Electronic Order Routing section indicates which email addresses will receive Purchase Order Notifications.

To update where your purchase orders are sent:

- 1. In the upper-right corner of the application, click *your initials* > **Settings** and select **Electronic Order Routing**.
- 2. Under New Orders > Catalog Orders without Attachments make sure **Routing Method** is **Email** and enter up to five email addresses separated by a comma and no space.
- 3. Click **Save**.

The screenshot shows the application's settings menu. A yellow circle with the number '1' points to the user's initials 'FS' in the top right corner. The settings menu is open, showing a list of categories on the left and a list of specific settings on the right. A yellow circle with the number '2' points to the 'Electronic Order Routing' option in the right-hand list. A yellow circle with the number '3' points to the 'Save' button at the top right of the settings panel.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input checked="" 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".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings icon.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

