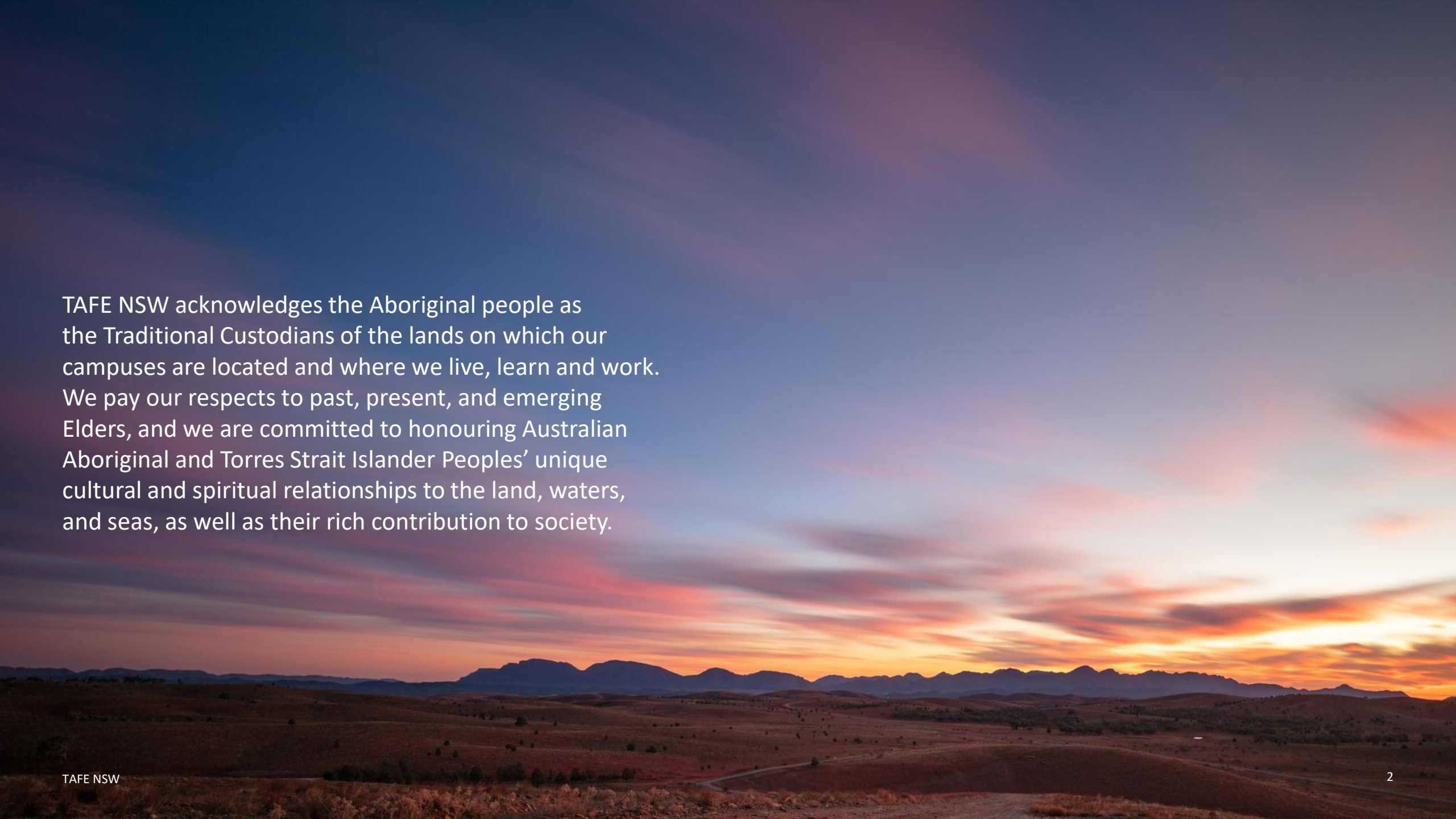


# Supplier QRG – Adding email addresses for Order and Invoice notifications

June 2025





TAFE NSW acknowledges the Aboriginal people as the Traditional Custodians of the lands on which our campuses are located and where we live, learn and work. We pay our respects to past, present, and emerging Elders, and we are committed to honouring Australian Aboriginal and Torres Strait Islander Peoples' unique cultural and spiritual relationships to the land, waters, and seas, as well as their rich contribution to society.

# QRG Information

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## Topic

This Quick Reference Guide (QRG) will show you how to configure your SAP Business Network (formerly Ariba Network) account to add more addresses to receive purchase order and invoice notifications.

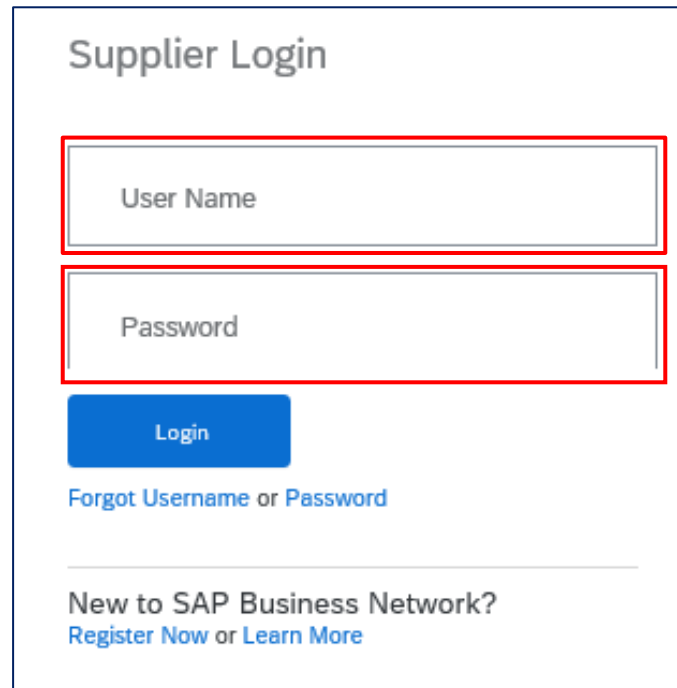
## Background

TAFE NSW uses the SAP Business Network as its preferred eProcurement Solution. TAFE NSW can only set up one email address where we will send all correspondence to suppliers, including purchase orders, invoice notifications and remittance notices.

However, supplier can add more email addresses to their SAP Business Network account so that additional staff/teams can receive notifications as required. This QRG will show suppliers how to do this.

# Step 1

Navigate to [supplier.ariba.com](https://supplier.ariba.com) and log in using your Username and Password.



The image shows a 'Supplier Login' form. It has a title 'Supplier Login' at the top. Below the title are two input fields: 'User Name' and 'Password'. Both fields are highlighted with a red border. Below the 'Password' field is a blue 'Login' button. Under the button is a link that says 'Forgot Username or Password'. At the bottom of the form, there is a horizontal line, followed by the text 'New to SAP Business Network?' and two links: 'Register Now' and 'Learn More'.

Supplier Login

User Name

Password

Login

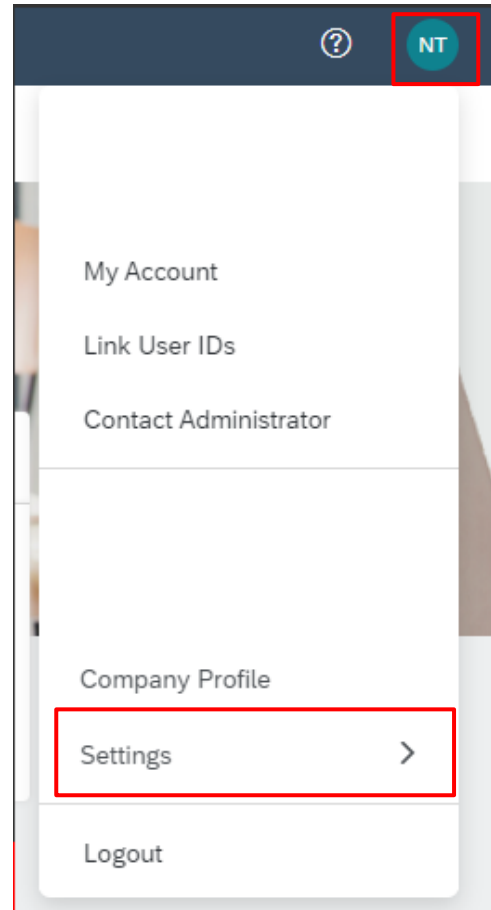
[Forgot Username or Password](#)

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New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

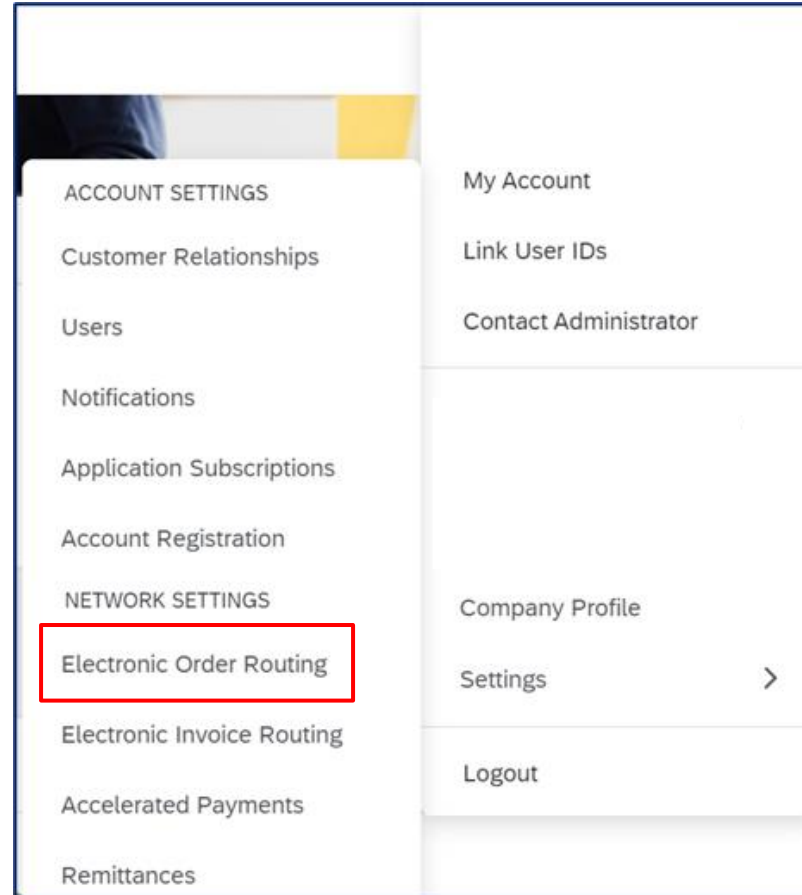
## Step 2

Click on your initials in the top right-hand corner of the landing page. Select 'Settings' from the dropdown menu.



## Step 3

From the Settings menu, select 'Electronic Order Routing.'





# Step 4

From the 'Electronic Order Routing' page, set up your preferred email address for receiving purchase orders at the top of the 'New Orders' section where it says, 'Catalogue Orders without Attachments.'

It doesn't matter if you don't have a catalogue with TAFE NSW. All the other types of orders will follow the same process as for Catalogue orders. Be sure to tick the boxes that say, 'Include the document in the email message' and 'Attach PDF document in the email message.'

SAP Business Network Enterprise Account TEST MODE

Network Settings

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlementData Deletion Criteria

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: Organisation preferred email address</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 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 checked="" type="checkbox"/> Attach PDF document in the email message</div>
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
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 will be included in the order.

## Step 5

You can have up to five email addresses in each box. Click on the 'Information' icon ⓘ for instructions on how to add more addresses – they need to be separated by a comma.

Email address:

ⓘ

For Email routing method, enter up to five email addresses separated by commas. For Fax routing method, enter a fax number, which is called from the United States. For documents routed through Email or Fax, the language used in section headings and field labels is based on the preferred language setting of the account administrator's user account.





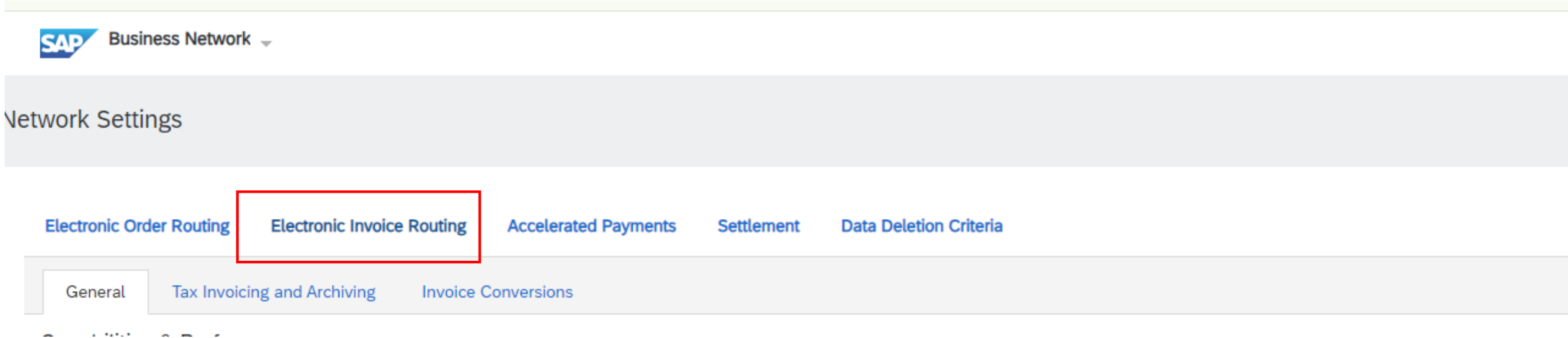
## Step 6

Scroll down the page to add the extra email addresses in all the fields. When you have finished adding your email addresses, scroll down to the bottom of the page and press '**Save.**'



# Step 7

Now you are ready to update your 'Invoice Order Routing.'



# Step 8

You can go through the same process of adding multiple emails to the fields on this page. Leave the 'Routing Method' as 'Online.' This is required by TAFE NSW.

Network Settings

SaveClose

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

Data Deletion Criteria

General

Tax Invoicing and Archiving

Invoice Conversions

Capabilities & Preferences

Sending Method

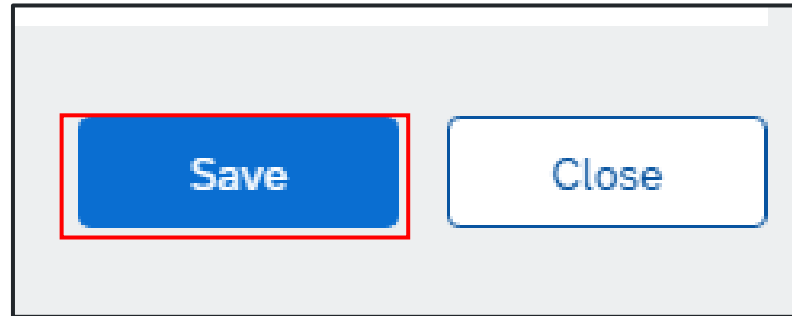
Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* nicola.einstein@tafensw.edu.au,veona.cai
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* nicola.einstein@tafensw.edu.au,veona.cai
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* nicola.einstein@tafensw.edu.au,veona.cai

## Step 9

When you have finished adding your email addresses, scroll down and press 'Save.'



# FURTHER ASSISTANCE

- For assistance with using the SAP Business Network for TAFE NSW, email [suppliers@tafensw.edu.au](mailto:suppliers@tafensw.edu.au).
- For anything to do with invoicing TAFE NSW, contact Accounts Payable on 1300 823 343, Option 2, then Option 3.
- For assistance with a purchase order, contact the requester identified in the purchase order.
- For assistance with a TAFE NSW contract, contact the TAFE NSW Business Contract Manager.

# Thank you