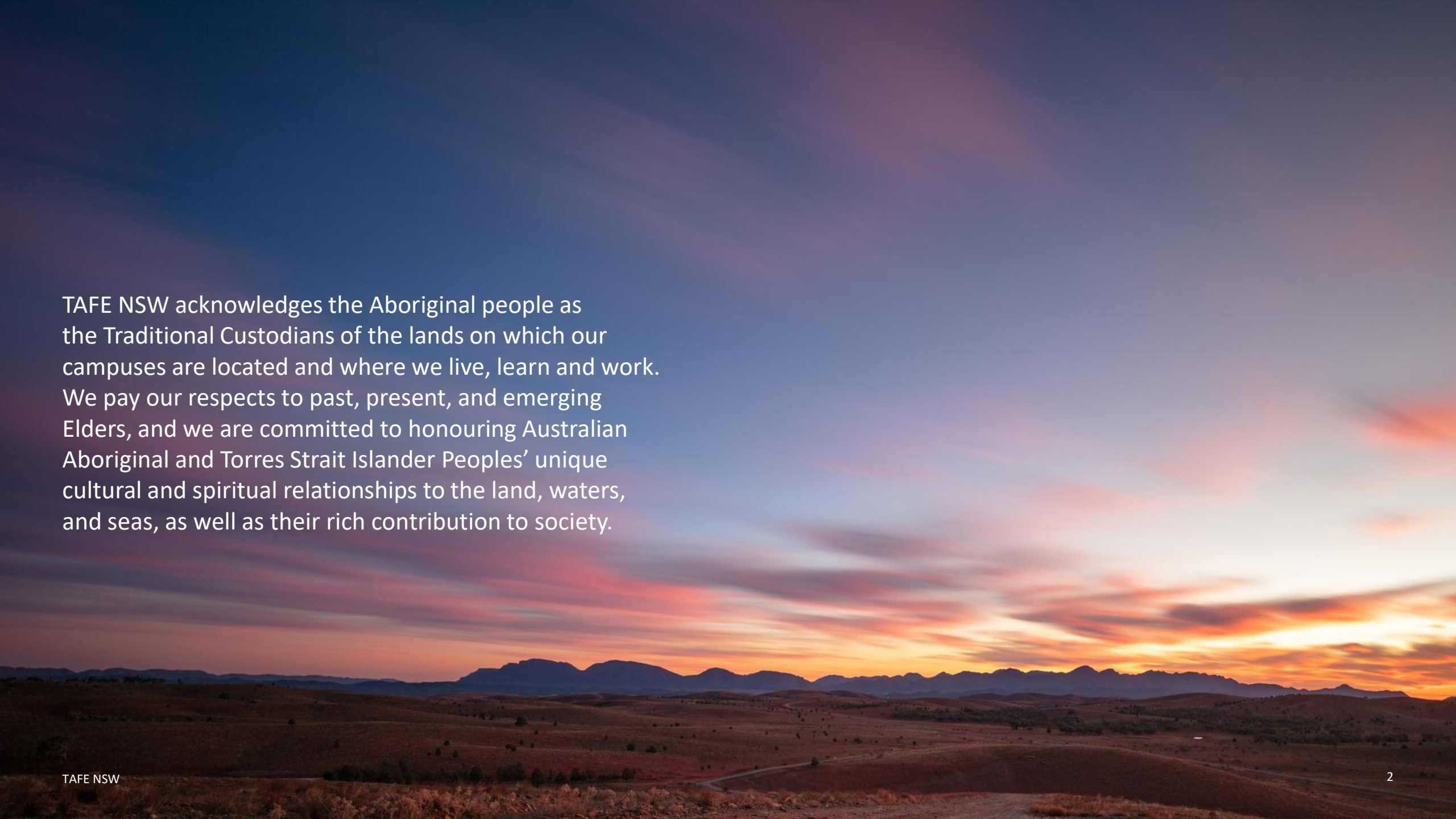Supplier QRG – Adding email addresses for Order and Invoice notifications

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

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.
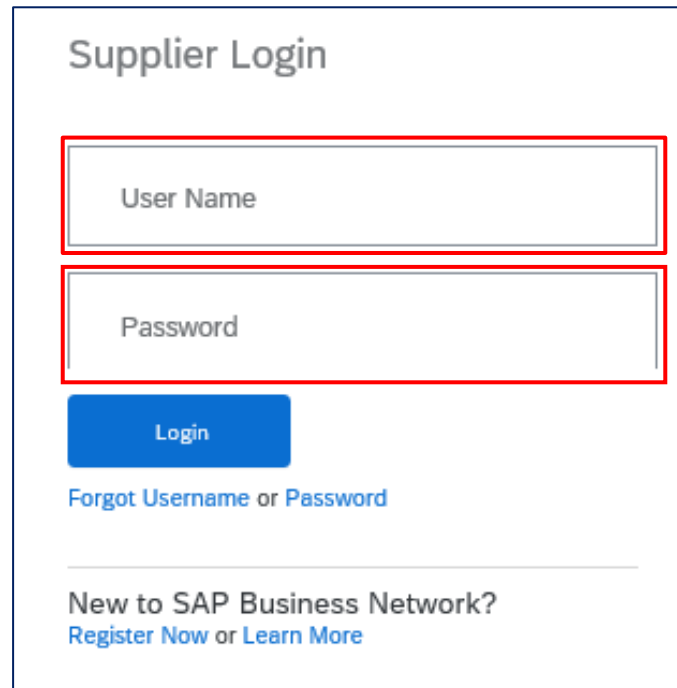
Background

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 to so that additional staff/teams can receive notifications as required. This QRG will show suppliers how to do this.

Step 1

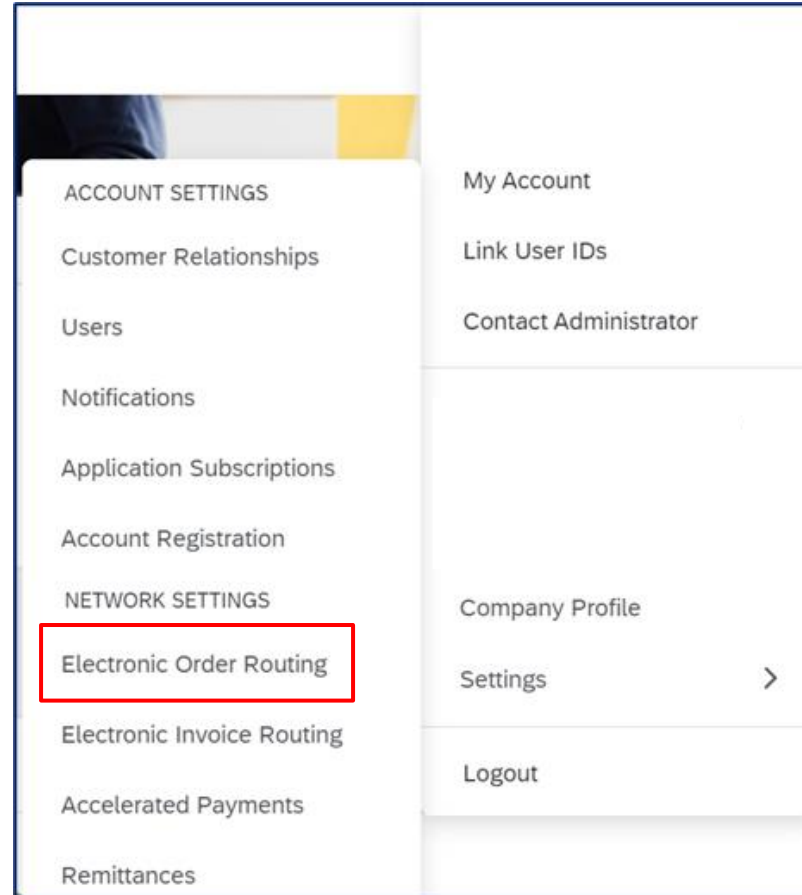Navigate to supplier.ariba.com and log in using your Username and Password.

Step 2

Click on your initials in the top right-hand corner of the landing page. Select 'Settings' from the dropdown menu.
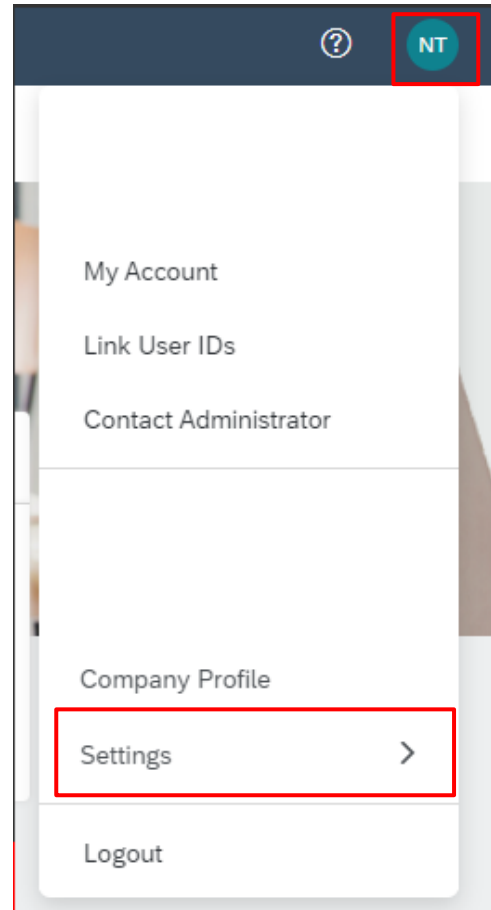
Step 3
From the Settings menu, select 'Electronic Order Routing.'

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.'

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.

ⓘ

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.
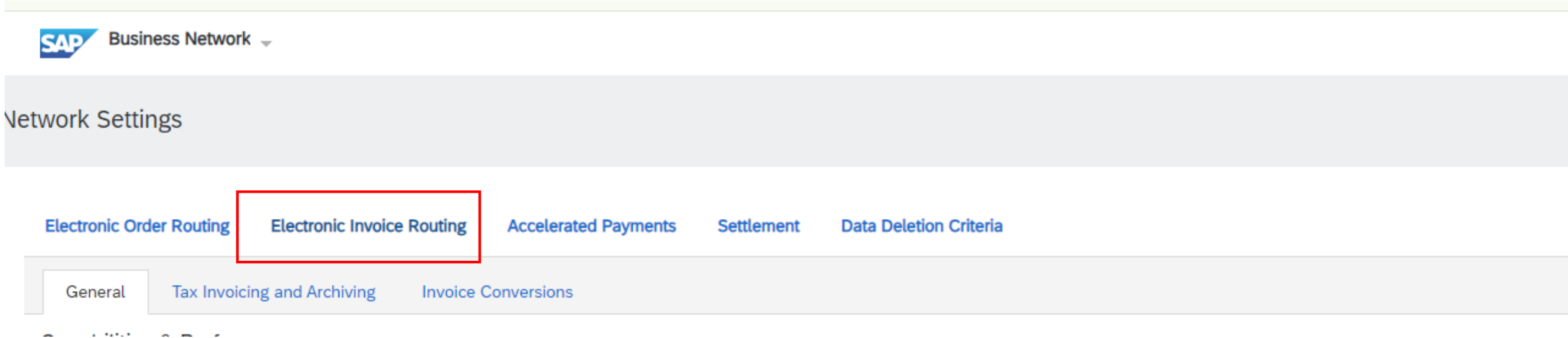
ⓘ

Email address: nicola.einstein@tafensw.edu.au,veona.carrick@tafensw.e

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.

Step 9

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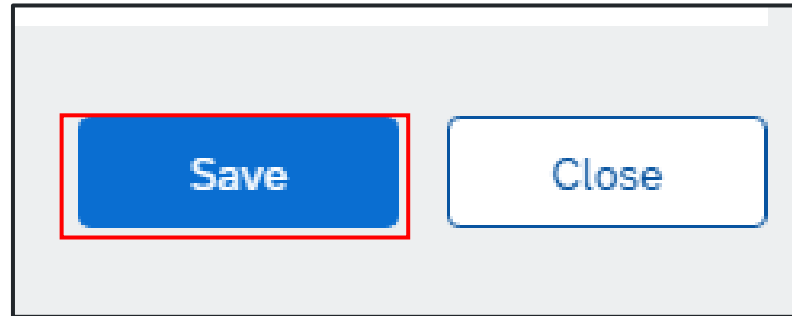
FURTHER ASSISTANCE

- For assistance with using the SAP Business Network for TAFE NSW, email suppliers@tafensw.edu.au.

- 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