

# Supplier – PO as PDF attached to mail

**Step 1**

- 1) Go to 'Company Settings'
- 2) Select 'Electronic Order Routing'

The screenshot shows the SAP Ariba user interface. At the top right, the user profile 'Robin Hazelaar' is visible. A dropdown menu is open under 'Company Settings', with a red box and the number '1' highlighting the 'Company Settings' header. The menu items include: TEST SUPPLIER LEGAL-TEST ANID: AN01460392754-T, Company Profile, Account Settings, Customer Relationships, Users, Notifications, Application Subscriptions, View All, Network Settings, Electronic Order Routing (highlighted with a red box and the number '2'), Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, and View All. The background shows a 'Service Entry Sheets' card with '0' items and a table with columns for Date, Amount Invoiced, and Action.



3) Go to the 'New Orders' paragraph

4) Tick the box 'Attach PDF document in the email message' to ensure that with new Purchase Order the PO will be added as PDF attachment

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input style="width: 100%;" type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" 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". <div style="border: 1px solid orange; display: inline-block; padding: 2px 5px; margin-top: 5px;"> <input 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.