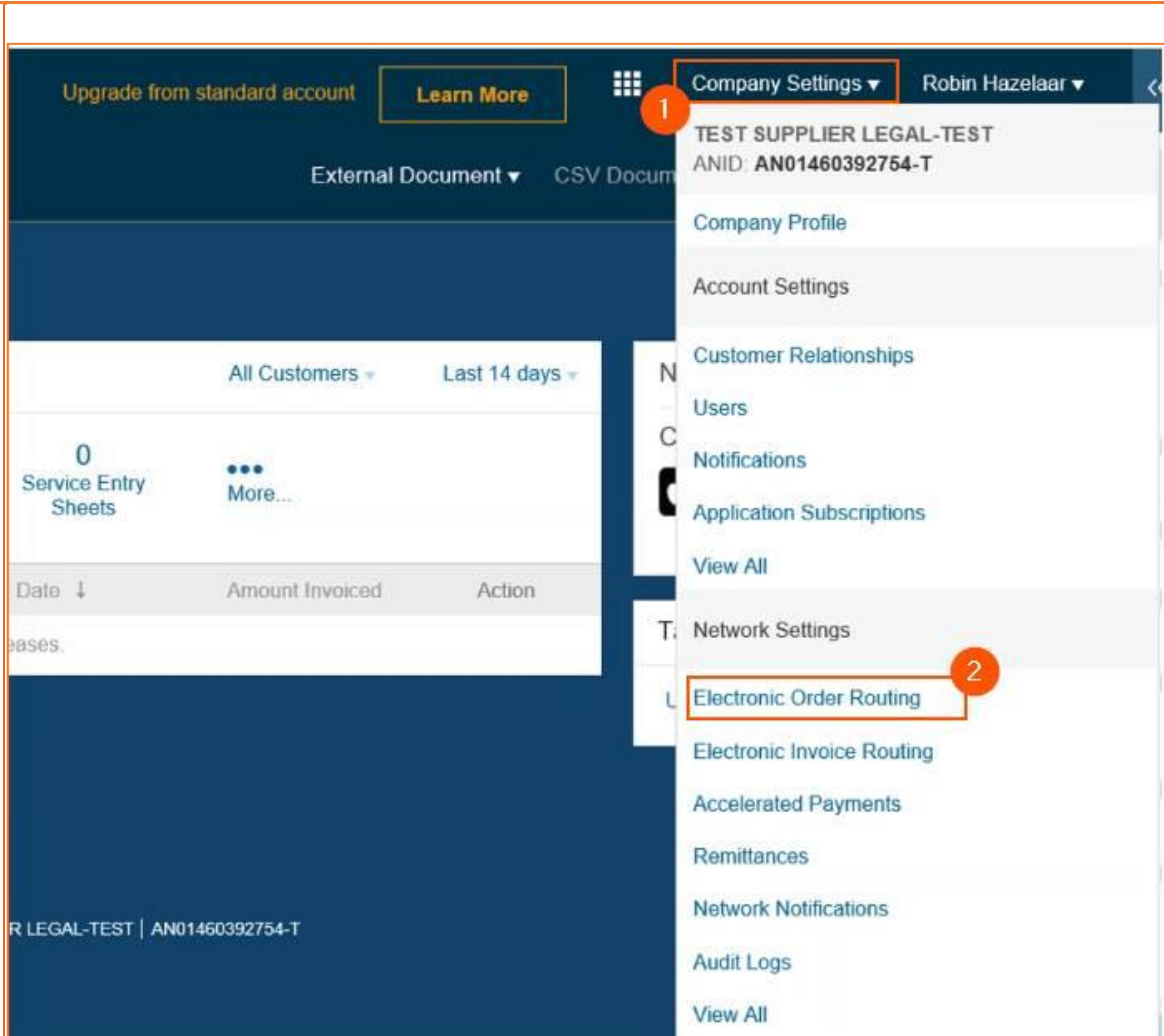


Need help?
 Please go to our information portal: [Nouryon Supplier Portal](#)

Supplier – PO as PDF attached to mail

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



- 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 type="text" value="mailto:myname@nouryon.com"/> ⓘ <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". <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 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.