

# QUICK REFERENCE GUIDE: ELECTRONIC ORDER AND INVOICE ROUTING

SCC DIGITAL CHAMPION CONTENT

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**molex**

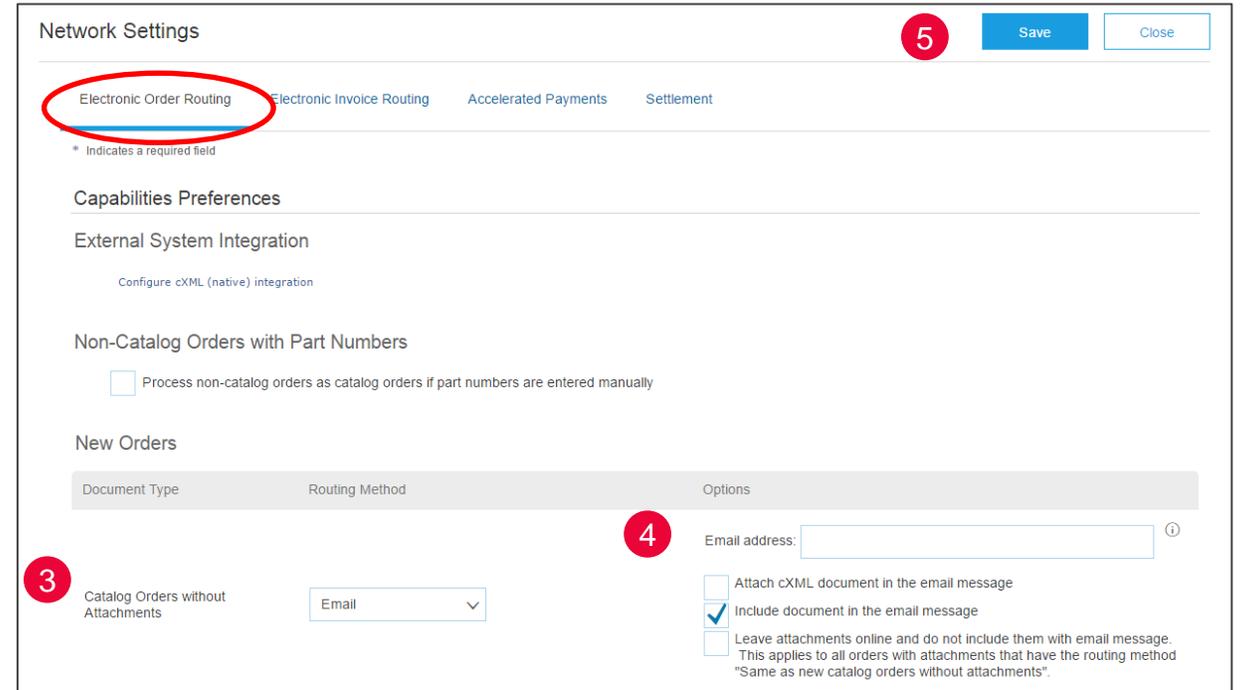
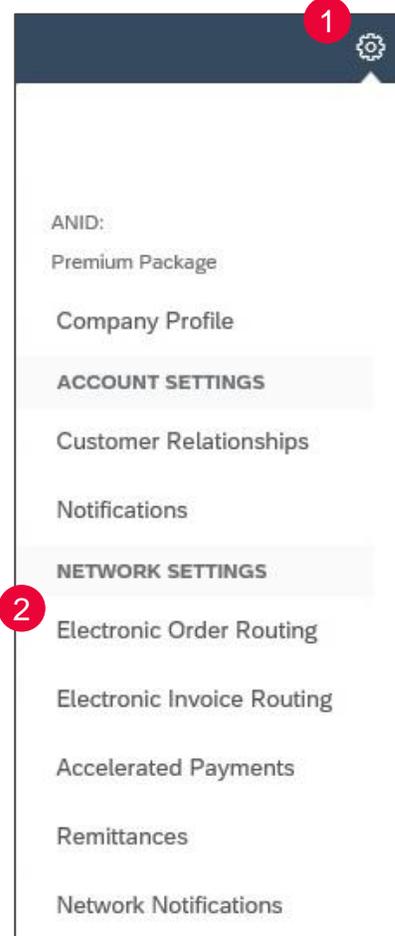
# Network Settings – Routing Processes

## Electronic Order Routing Options Information

- † There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- † In most instances the System Administrators email will auto-populate most fields
- † An Email must be provided in all fields with an asterisks, however until the option is selected by placing a tick in the associated box it will not activate
- † Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- † Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyer's require prior to logging into the SAP Business Network – SAP Ariba
- † Email addresses can include Distributions Lists, generic email boxes or specific people email addresses
  - † **Online** – This means that the Purchase Order is sent to the Ariba Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s
  - † **Email** – This is the default settings and means that an email will be sent to advise that a new purchase order/s is in the Ariba Network from your Buyer/s
  - † **cXML/EDI** – Only used when system integration is set up
- † This document only directs suppliers to complete the mandatory fields required for the initial set-up, however there are many other fields that can be activated to send emails for other document types (default is set to online)

# ELECTRONIC ORDER ROUTING

1. From the Home screen click the **gear icon**.
2. From the dropdown menu select **Electronic Order Routing** under Network Settings.
3. Choose one of the available routing methods for your purchase orders:
  - **Online**
  - **Email**
  - **Fax**
  - **cXML / EDI**
4. Configure e-mail notifications with an e-mail address matching your company specific e-mail domain.
5. Save.



# Network Settings – Routing Processes

## Electronic Order Routing – New Orders

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your Ariba Network

✦ Where a Supplier is transacting with multiple Buyers on the Ariba Network, separate routing for each different Buyers cannot occur

Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, select **Settings**

1. Click on **Electronic Order Routing** under Network Settings
2. Locate **New Orders**
3. Select the **Routing Method** (the default is Email)

4. Confirm or enter up to 5 emails **into Email Address**

5. Select the required option/s from:

- ✦ Attach cXML document in the email message
- ✦ Include document in the email message
- ✦ Leave attachments online and do not include them with email messages etc.
- ✦ Attach PDF document in the email message

✦ All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6. Scroll down to **Notifications**

**Network Settings** [Save] [Close]

Electronic Order Routing **1** Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

External System Integration

New Orders **2**

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email <b>3</b>	Email address: [ ] <b>4</b> <b>5</b> <input type="checkbox"/> Attach cXML document in the email message <input 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 are left online.
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 are left online.

Notifications **6**

Type	Send notifications when...	To email addresses (one required)
	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	[ ]

# Network Settings – Routing Processes

## Electronic Order Routing – Notifications

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when...**

At least one email address must be in the To email addresses and the System Administrator email may already be displayed

1. Select the required **Send notifications when...**, putting a tick in the associated box activates the selection
  2. Confirm or enter the **To email addresses** applicable email address
  3. Click on **Save**
- ✚ A green ribbon indicates that the information has been successfully updated, if the ribbon is red you may have missed entering information into a mandatory field
4. Click on **Close** to exit or select the next tab required
- ✚ Even if none of the selections are chosen there must be an email address in the fields with an asterisks

The image shows two screenshots from the SAP system. The top screenshot is titled 'Notifications' and contains a table with columns 'Type' and 'Send notifications when...'. The 'Type' column lists 'Order', 'Purchase Order Inquiry', and 'Time Sheet'. The 'Send notifications when...' column contains several checkboxes, with the first one checked. To the right of the table is a column for 'To email addresses (one required)', which contains three input fields with asterisks. A yellow circle '1' points to the first checkbox, and a yellow circle '2' points to the first email address field. At the bottom right of this screen are 'Save' and 'Close' buttons, with a yellow circle '3' pointing to the 'Close' button. The bottom screenshot is titled 'Network Settings' and shows a green success message: 'Your profile has been successfully updated.' Below the message are four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. At the bottom right of this screen are 'Save' and 'Close' buttons, with a yellow circle '4' pointing to the 'Close' button.

# Network Settings – Routing Processes

## Electronic Invoice Routing – Notifications

The Electronic Invoice Routing activity is required only for Notifications

✚ Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Business Representative

1. Select the required **Send notifications when...**, putting a tick in the **Send a notification when invoices are undeliverable or rejected**

✚ **Note:** Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

2. Confirm or enter the **To email addresses** applicable email address

3. Click on **Save**

✚ A green ribbon indicates that the information has been successfully updated

4. Click on **Close** to exit or select the next tab required

✚ Even if none of the selections are chosen there must be an email address in the fields with an asterisks

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

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

✓ Your profile has been successfully updated.

# ELECTRONIC INVOICE ROUTING

1. On the second tab, click on **Electronic Order Routing** under Network Settings.

2. Choose one of the available routing methods for your invoice:

- **Online**
- **cXML**
- **EDI**

3. Configure e-mail notifications with an e-mail address matching your company specific e-mail domain.

4. Save.

Ariba Network » Company Settings ▼ John Doe

Network Settings 1

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▼ 2	Return to this site to create invoices
Customer Invoices	Online ▼	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected. 3	* test@yourcompany.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* test@yourcompany.com

4 Save Close

# Thank you.

Contact information:

**Molx Supplier Enablement Team**

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