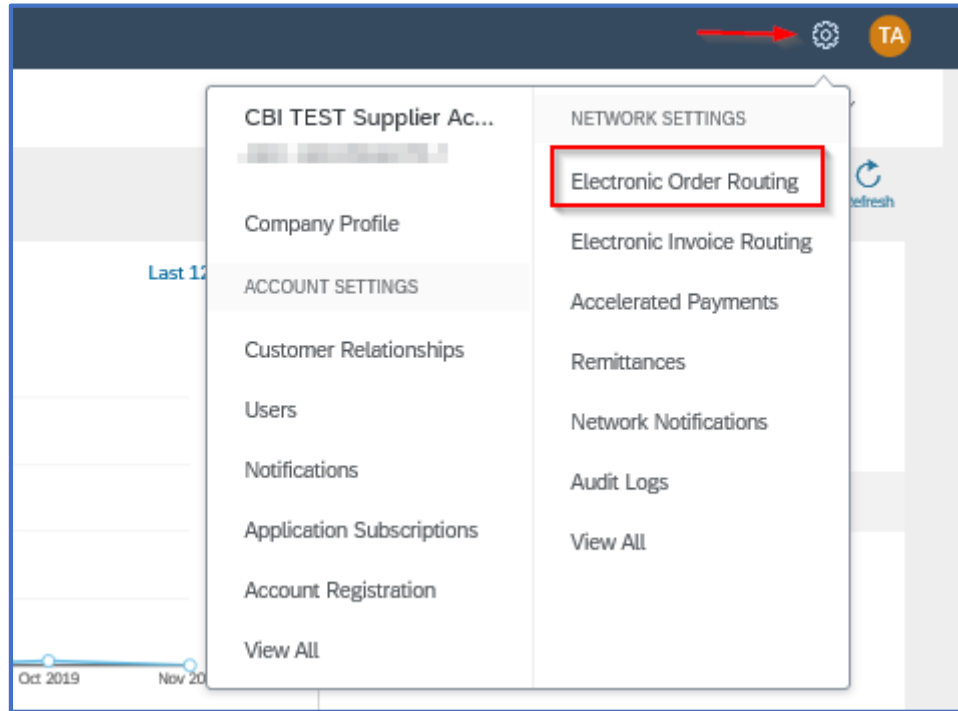


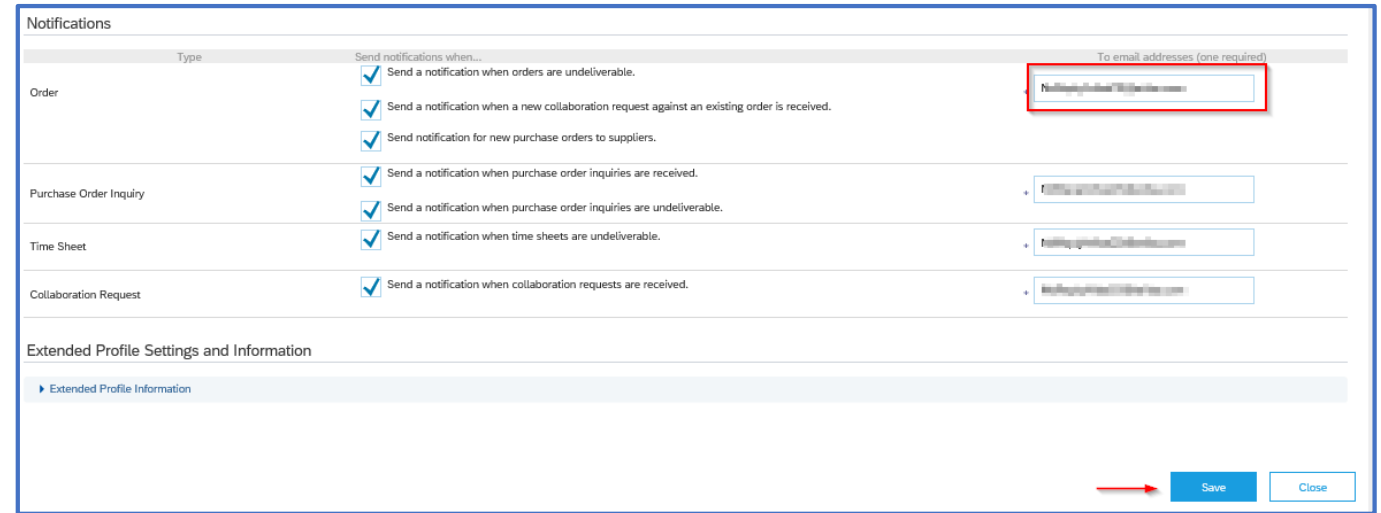
Supplier: Electronic Order Routing

1. Company Settings > Electronic Order Routing



2. Confirm the appropriate email address of the party to receive Purchase Orders is listed in the box below:

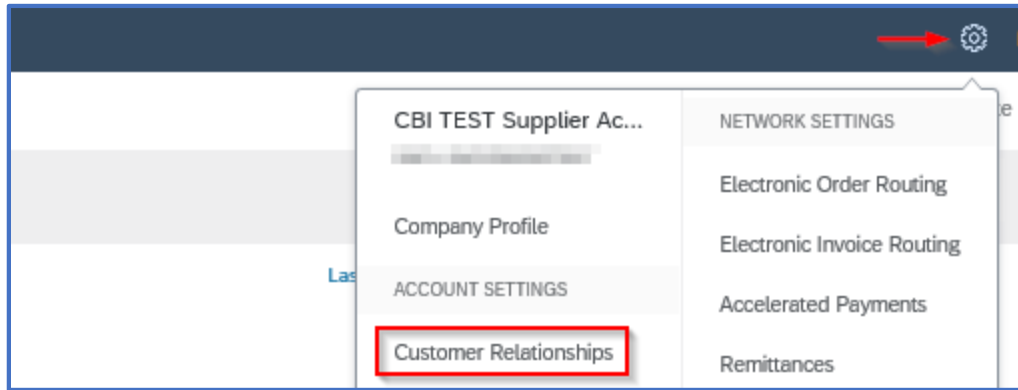
- *Up to 5 email addresses can be entered in this field and separated with a comma*



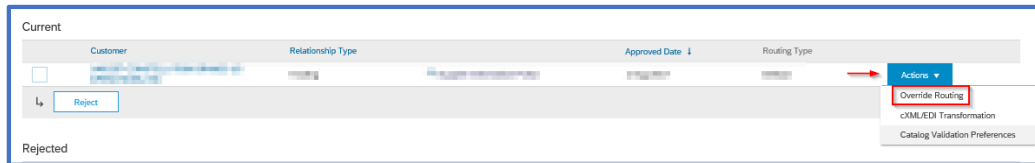
Supplier: Custom Electronic Order Routing

To create a Custom Order Routing per Customer

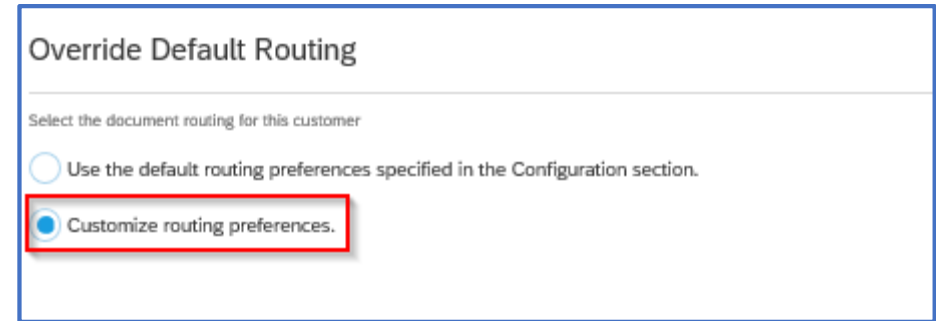
1. Company Settings > Customer Relationships



2. Actions > Override Routing



3. Select Customize Routing Preferences, then select **OK**



4. Configure the Document Routing Settings

5. Click **Next**

6. Choose whether to expose routing details to your Customer

7. Click **Next**

8. Click **Submit** on the Order Routing Summary page to save your changes