

Update Ariba Network Electronic Order Routing Method

Dutch (Nederlands)

English

French (Français)

German (Deutsch)

Italian (Italiana)

Mandarin (普通话)

Portuguese (português)

Spanish (Español)



Dutch



Ariba Network elektronische orderrouting bijwerken

Job hulp

Gepubliceerd: Oktober 2023
Eigenaar: Source-to-Pay Team



Doel

Het doel van deze functiehulp is om onze leveranciers een stapsgewijze handleiding te geven voor het bijwerken van de elektronische orderroutingmethode in het Ariba Network.



Doelgroep

Deze functiehulp is voor de volgende functies:

- **LyondellBasell Leveranciers**



Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- **Elektronische orderrouting bijwerken**



Referenties

U kunt hier aanvullende informatie bekijken:

- **LyondellBasell website voor leveranciers**



Elektronische orderrouting bijwerken

De volgende stappen zijn voor **Leveranciers van LyondellBasell**

- 1 Voer uw **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**.

SAP Business Network

Supplier Login

User Name

Password

1 Login

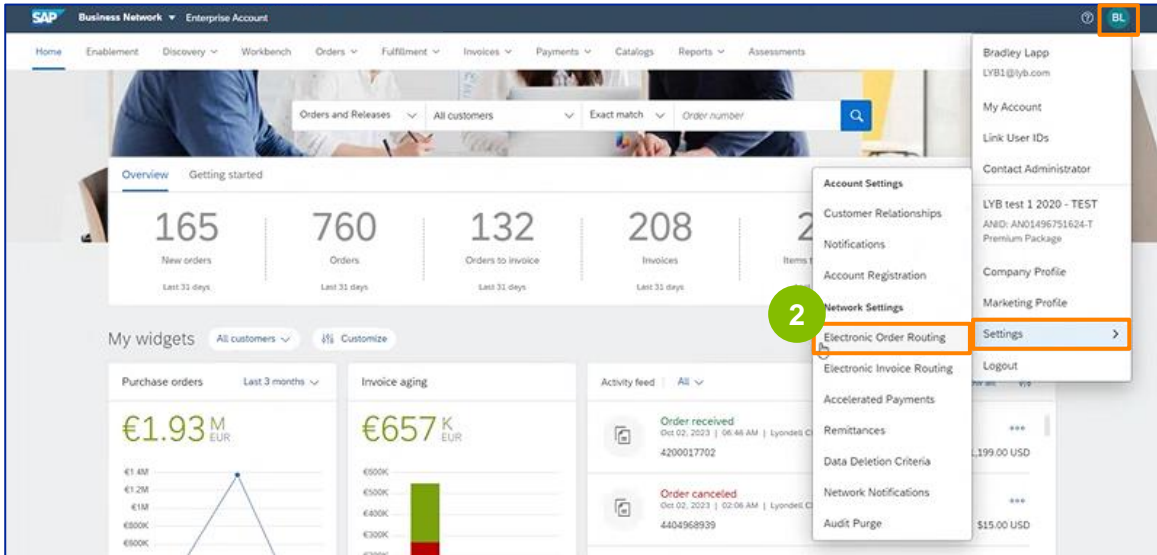
[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

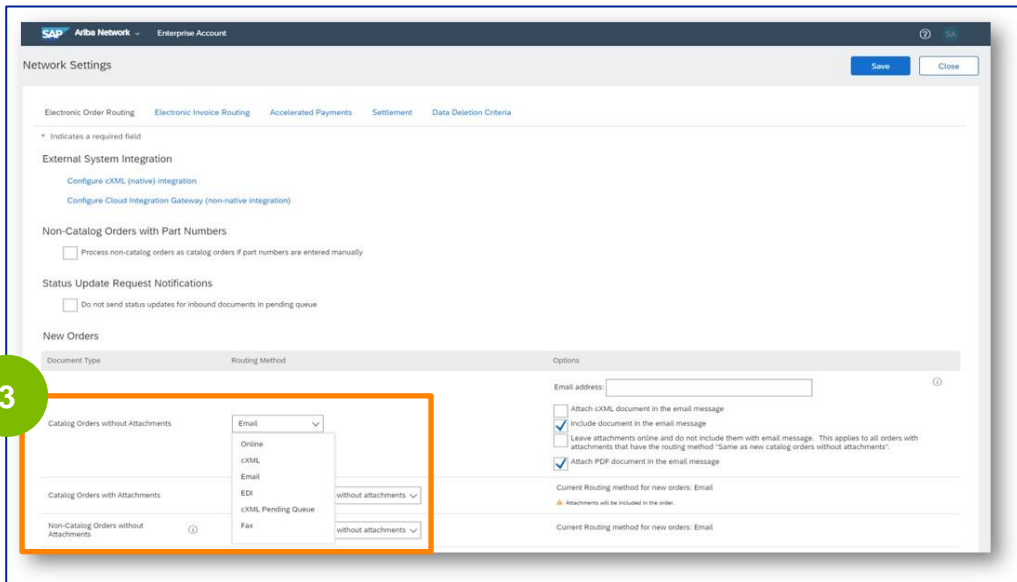
2

Klik op het pictogram **Profiel** -> **Instellingen** -> **Elektronische orderrouting** om de instellingen voor Elektronische orderrouting weer te geven.



3

De instellingenpagina **Elektronische orderrouting** verschijnt. Selecteer **E-mail** of **Online** in het veld Routingmethode voor alle vermelde documenttypes.



E-mail: Inkooporders worden rechtstreeks per e-mail naar u verzonden.
Online: Inkooporders worden rechtstreeks via het Ariba Network beheerd.

Updating Electronic Order Routing Method

4

Selecteer de optie **Document opnemen in e-mailbericht** als u **E-mail** hebt geselecteerd voor uw elektronische orderroutingmethode.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is active, showing a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row has 'Email' selected in the 'Routing Method' dropdown. In the 'Options' column, the checkbox 'Include document in the email message' is checked and highlighted with a green circle containing the number 4. Other options include 'Attach cXML document in the email message' (unchecked), 'Leave attachments online and do not include them with email message' (unchecked), and 'Attach PDF document in the email message' (checked). The 'Email address' field is also visible.

5

Selecteer de optie **PDF-document bijvoegen in het e-mailbericht** als u **E-mail** hebt geselecteerd voor uw elektronische orderroutingmethode.

This screenshot is similar to the previous one, showing the same 'Network Settings' window. In this step, the 'Attach PDF document in the email message' checkbox in the 'Options' column is checked and highlighted with a green circle containing the number 5. The 'Include document in the email message' checkbox is also checked. The 'Routing Method' dropdown for 'Catalog Orders without Attachments' remains set to 'Email'.

Updating Electronic Order Routing Method

6 Selecteer de juiste instellingen voor meldingen.

Notifications

Type

Send notifications when...

Order

Send a notification when orders are undeliverable.

Send a notification when a new collaboration request against an existing order is received.

Send notification for new purchase orders to suppliers.

Send notification to suppliers when purchase orders are changed.

Send a notification when orders are on hold due to non-payment of fee.

Send a notification when purchase order inquiries are received.

Purchase Order Inquiry

Send a notification when purchase order inquiries are undeliverable.

Time Sheet

Send a notification when time sheets are undeliverable.

To email addresses (one required)

example@sap.com

example@sap.com

example@sap.com

Extended Profile Settings and Information

Extended Profile Information

Save Close

7 Klik op **Opslaan**.

SAP Arriba Network Enterprise Account

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email

Save Close

Bedankt



English



Update Ariba Network Electronic Order Routing Method

Job Aid

Published: October 2023

Owner: Source-to-Pay Team



Purpose

The purpose of this job aid is to provide our suppliers a step-by-step guide regarding how to update the electronic order routing method in the Ariba Network.



Target Audience

This job aid is for the following roles:

- **LyondellBasell Suppliers**



Table of Contents

Navigate through the job aid by selecting the appropriate section:

- **[Update Electronic Order Routing](#)**



References

You can view additional information here:

- **[LyondellBasell Supplier Site](#)**



Update Electronic Order Routing Method

The following steps are for **LyondellBasell Suppliers**

- 1 Enter your **User Name** and **Password** in the [Ariba Network](#) login page and click **Login**.

SAP Business Network

Supplier Login

User Name

Password

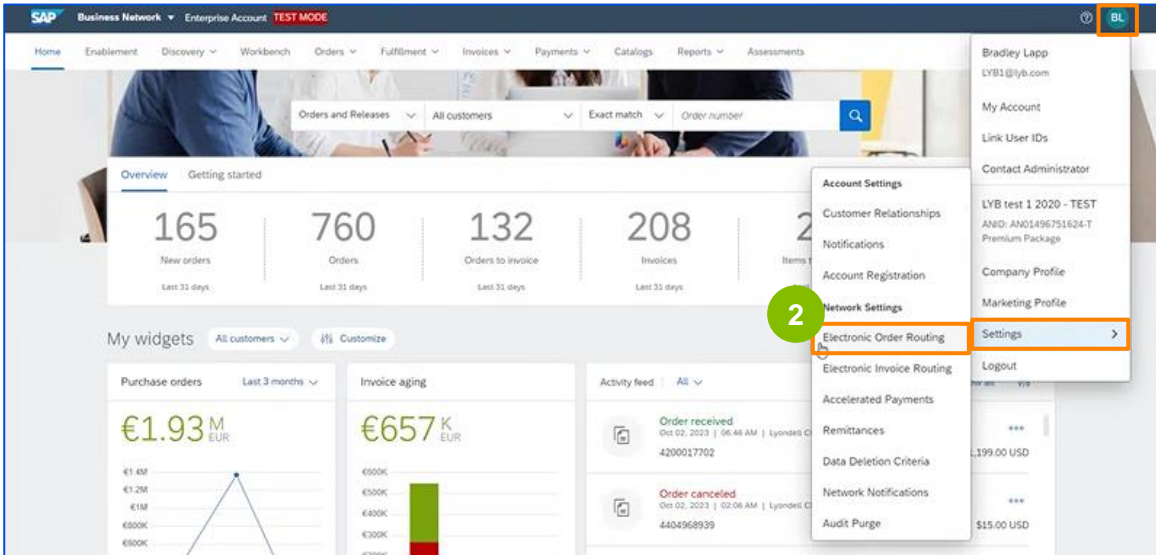
1 Login

[Forgot Username or Password](#)

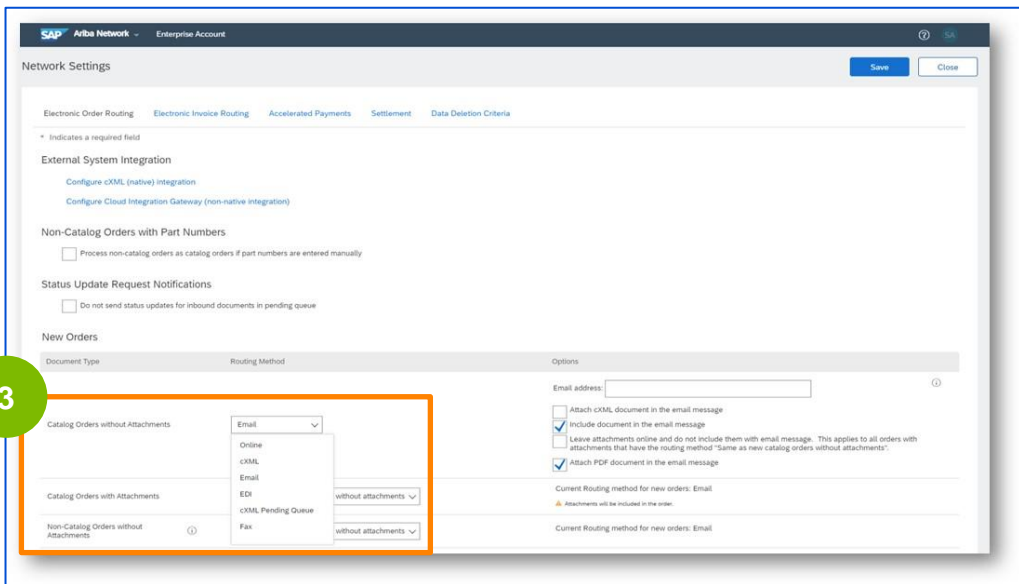
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

2 Click your **Profile icon** -> **Settings** -> **Electronic Order Routing** to view the Electronic Order Routing settings.



3 The **Electronic Order Routing** settings page appears. Select **Email** or **Online** in the Routing Method field for all document types listed.



Email: Purchase Orders will be sent directly to you via email
Online: Purchase Orders will be managed directly via the Ariba Network

Updating Electronic Order Routing Method

- 4 Select the **Include document in the email message** option if you selected **Email** for your electronic order routing method.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is expanded, showing a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email'. In the 'Options' column, the checkbox 'Include document in the email message' is checked and highlighted with a red box and a green circle containing the number '4'. Other options include 'Attach cXML document in the email message' (unchecked), 'Leave attachments online and do not include them with email message' (unchecked), and 'Attach PDF document in the email message' (checked). The 'Email address' field is also visible.

- 5 Select the **Attach PDF document in the email message** option if you selected **Email** for your electronic order routing method.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is expanded, showing a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email'. In the 'Options' column, the checkbox 'Attach PDF document in the email message' is checked and highlighted with a red box and a green circle containing the number '5'. Other options include 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message' (unchecked). The 'Email address' field is also visible.

Updating Electronic Order Routing Method

6 Select your appropriate notification settings.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	example@sap.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	example@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	example@sap.com

Extended Profile Settings and Information

▶ Extended Profile Information

Save **Close**

7 Click **Save**.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Online	without attachments
Non-Catalog Orders without Attachments	cXML	without attachments
Non-Catalog Orders with Attachments	EDI	without attachments
	cXML Pending Queue	
	Fax	without attachments

Current Routing method for new orders: Email
Attachments will be included in the order.

Current Routing method for new orders: Email

Save **Close**



Thank You



French



Mise à jour de la méthode de routage des commandes électroniques du réseau Ariba

Aide à l'emploi

Publié : octobre 2023

Propriétaire : Source-to-Pay Team



Objectif

L'objectif de cette aide à la tâche est de fournir à nos fournisseurs un guide étape par étape sur la façon de mettre à jour la méthode d'acheminement électronique des commandes dans Ariba Network.



Public cible

Cette aide à l'emploi s'adresse aux fonctions suivantes :

- **LyondellBasell Fournisseurs**



Table des matières

Naviguez dans l'aide au travail en sélectionnant la section appropriée :

- **Mise à jour de l'acheminement électronique des commandes**



Références

Vous pouvez consulter des informations complémentaires ici :

- **Site du fournisseur LyondellBasell**



Mise à jour de la méthode d'acheminement des commandes électroniques

Les étapes suivantes s'adressent aux **fournisseurs**
de **LyondellBasell**

- 1 Saisissez votre **nom d'utilisateur** et votre **mot de passe** dans la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**.

SAP Business Network

Supplier Login

User Name

Password

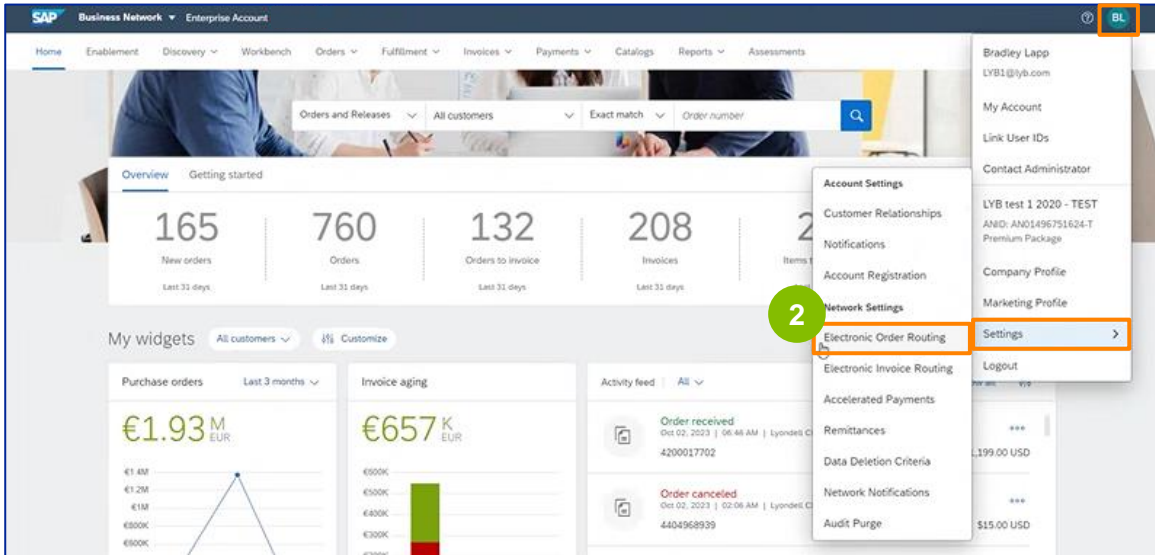
1 Login

[Forgot Username or Password](#)

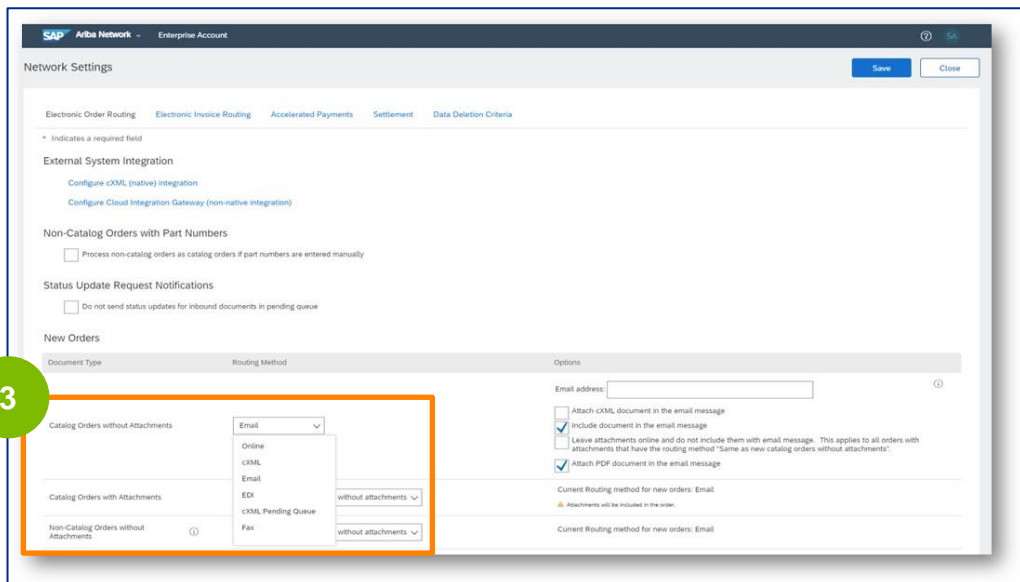
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

2 Cliquez sur l'icône de votre profil -> Paramètres -> Acheminement électronique des commandes pour afficher les paramètres de l'acheminement électronique des commandes.



3 La page des paramètres d'acheminement des commandes électroniques s'affiche. Sélectionnez **Email** ou **Online** dans le champ Méthode d'acheminement pour tous les types de documents listés.



Courriel : Les bons de commande vous seront envoyés directement par courrier électronique.
En ligne : Les bons de commande seront gérés directement via le réseau Ariba.

Updating Electronic Order Routing Method

4

Sélectionnez l'option **Inclure le document dans le message électronique** si vous avez choisi l'option **Email** pour votre méthode d'acheminement des commandes électroniques.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is expanded to show 'Catalog Orders without Attachments'. The 'Routing Method' dropdown is set to 'Email'. In the 'Options' column, the checkbox 'Include document in the email message' is checked and highlighted with a red box and a green circle containing the number 4. Other options include 'Attach cXML document in the email message' (unchecked), 'Leave attachments online and do not include them with email message' (unchecked), and 'Attach PDF document in the email message' (checked). The 'Email address' field is empty.

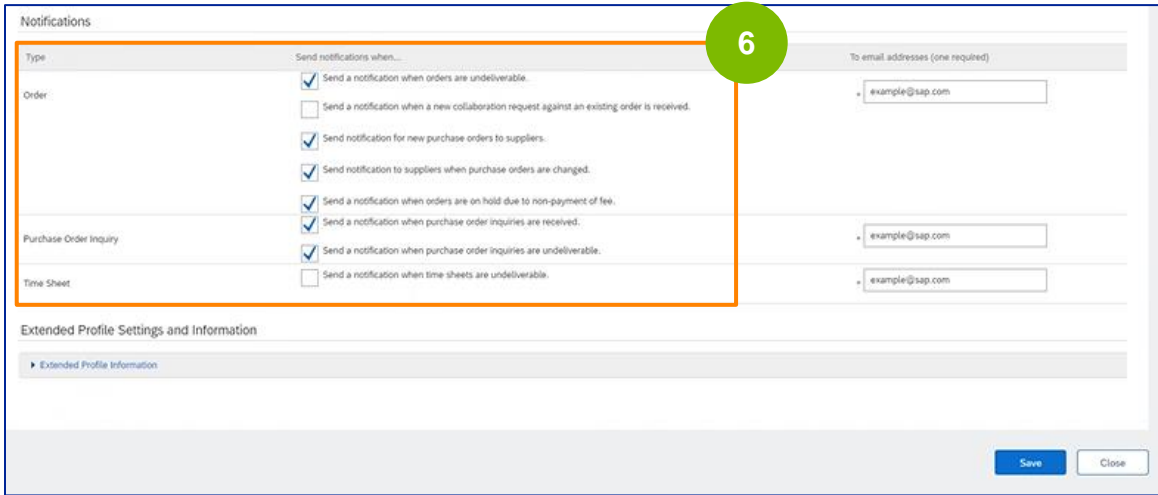
5

Sélectionnez l'option **Joindre un document PDF au message électronique** si vous avez choisi l'option **Email** pour votre méthode d'acheminement des commandes électroniques.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is expanded to show 'Catalog Orders with Attachments'. The 'Routing Method' dropdown is set to 'Email'. In the 'Options' column, the checkbox 'Attach PDF document in the email message' is checked and highlighted with a red box and a green circle containing the number 5. Other options include 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message' (unchecked). The 'Email address' field is empty.

Updating Electronic Order Routing Method

6 Sélectionnez les paramètres de notification appropriés.



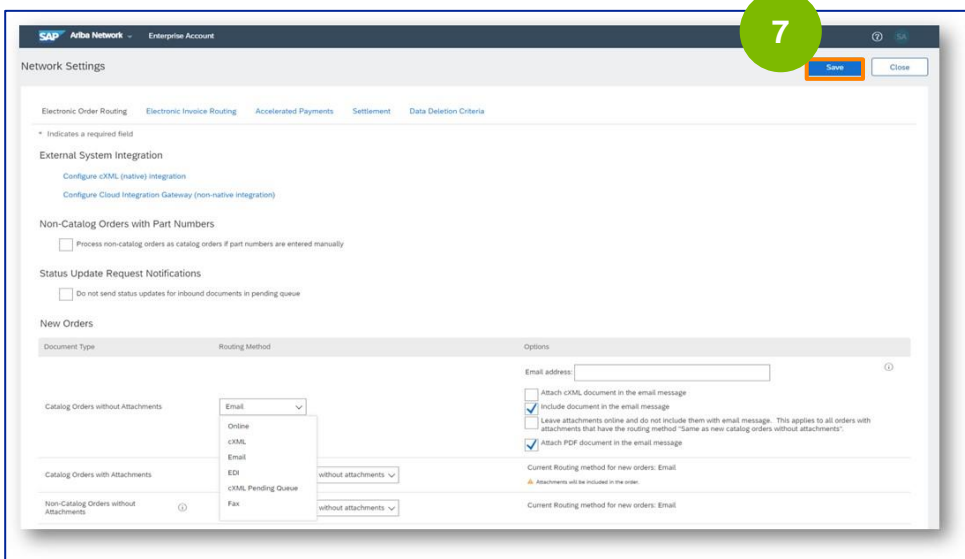
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	example@sap.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	example@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	example@sap.com

Extended Profile Settings and Information

▶ Extended Profile Information

Save Close

7 Cliquez sur **Enregistrer**.



Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Online	without attachments
Non-Catalog Orders without Attachments	cXML Pending Queue	without attachments
Non-Catalog Orders with Attachments	EDI	without attachments
	Flax	without attachments

Current Routing method for new orders: Email
Attachments will be included in the order.

Current Routing method for new orders: Email

Save Close

Merci de votre attention



German



Aktualisieren Sie die elektronische Bestellweiterleitungsmethode von Ariba Network Arbeitshilfe

Veröffentlicht: Oktober 2023
Eigentümer: Source-to-Pay Team



Zweck

Der Zweck dieser Arbeitshilfe ist es, unseren Lieferanten eine schrittweise Anleitung zu geben, wie man die elektronische Bestellmethode im Ariba Network aktualisiert.



Zielpublikum

Diese Arbeitshilfe richtet sich an die folgenden Stellen:

- **LyondellBasell Lieferanten**



Inhaltsübersicht

Navigieren Sie durch die Arbeitshilfe, indem Sie den entsprechenden Abschnitt auswählen:

- **[Elektronische Auftragsverfolgung aktualisieren](#)**



Referenzen

Weitere Informationen können Sie hier einsehen:

- **[LyondellBasell Lieferanten-Website](#)**



Aktualisieren Sie die Methode zur elektronischen Weiterleitung von Aufträgen

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**

- 1 Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Login**.

SAP Business Network

Supplier Login

User Name

Password

1 Login

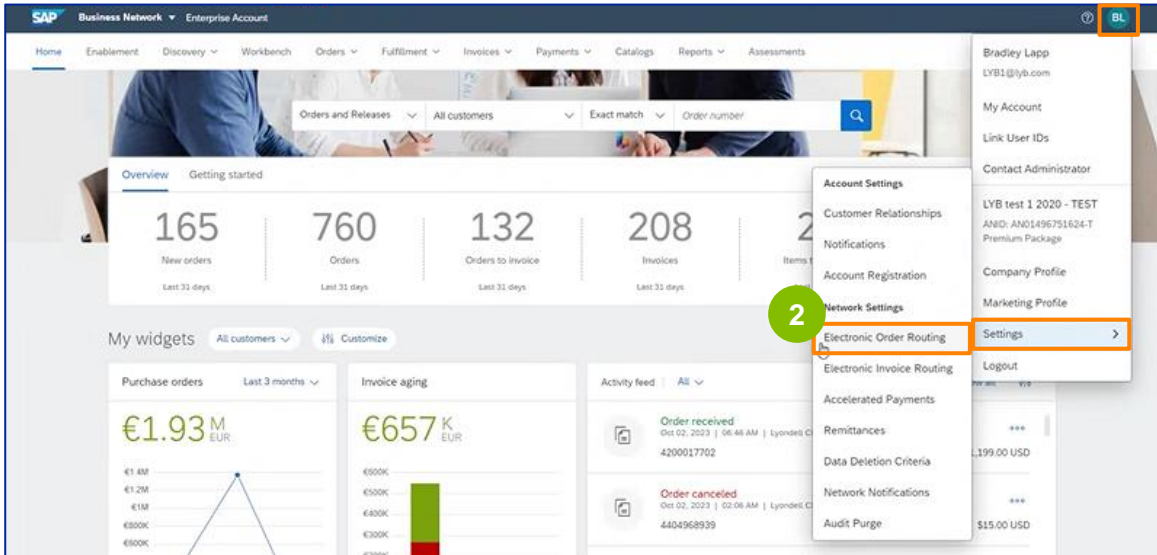
[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

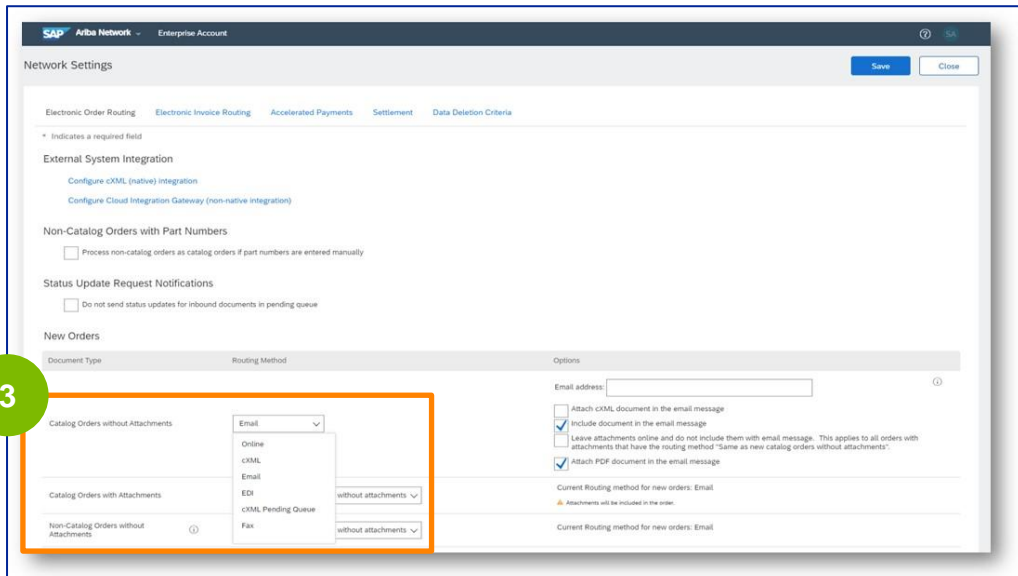
2

Klicken Sie auf Ihr **Profilsymbol** -> **Einstellungen** -> **Elektronische Bestellungsweiterleitung**, um die Einstellungen für die elektronische Bestellungsweiterleitung anzuzeigen.



3

Die Seite mit den Einstellungen für die **elektronische Weiterleitung von Bestellungen** wird angezeigt. Wählen Sie für alle aufgelisteten Belegarten im Feld Weiterleitungsmethode die Option **E-Mail** oder **Online**.



E-Mail: Die Bestellungen werden Ihnen direkt per E-Mail zugesandt.
Online: Bestellungen werden direkt über das Ariba Network verwaltet

Updating Electronic Order Routing Method

4

Wählen Sie die Option **Dokument in die E-Mail-Nachricht aufnehmen**, wenn Sie **E-Mail** als Methode zur Weiterleitung der elektronischen Bestellung gewählt haben.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is active, with a dropdown menu for 'Routing Method' set to 'Email'. A green circle with the number '4' highlights the 'Include document in the email message' checkbox, which is checked. Other options include 'Attach cXML document in the email message' (unchecked), 'Leave attachments online and do not include them with email message' (unchecked), and 'Attach PDF document in the email message' (checked). The 'Email address' field is also visible.

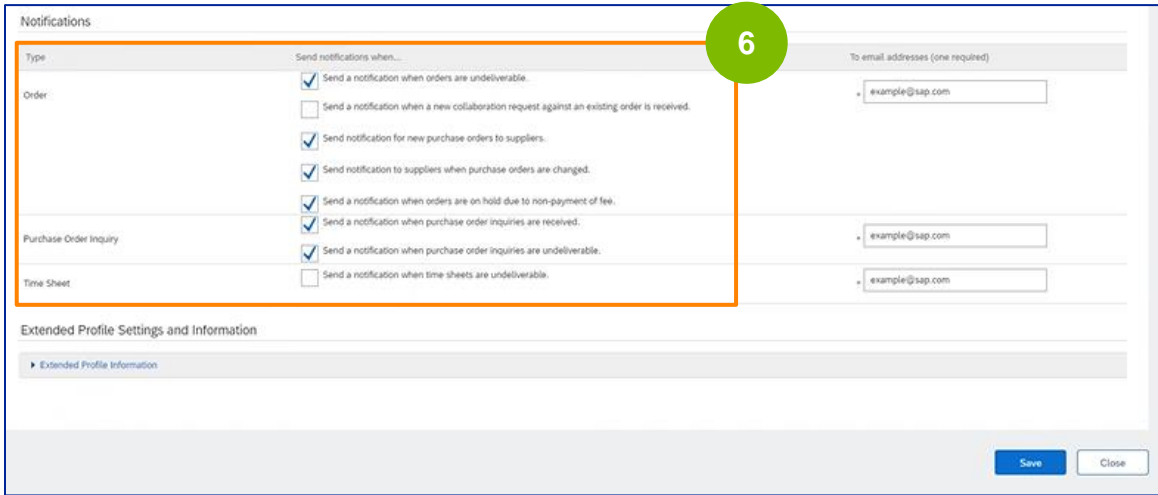
5

Wählen Sie die Option **PDF-Dokument an die E-Mail-Nachricht anhängen**, wenn Sie **E-Mail** als Methode zur Weiterleitung der elektronischen Bestellung gewählt haben.

The screenshot shows the 'Network Settings' window in SAP Arriba Network. The 'New Orders' section is active, with a dropdown menu for 'Routing Method' set to 'Email'. A green circle with the number '5' highlights the 'Attach PDF document in the email message' checkbox, which is checked. Other options include 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message' (unchecked). The 'Email address' field is also visible.

Updating Electronic Order Routing Method

6 Wählen Sie die entsprechenden Benachrichtigungseinstellungen.



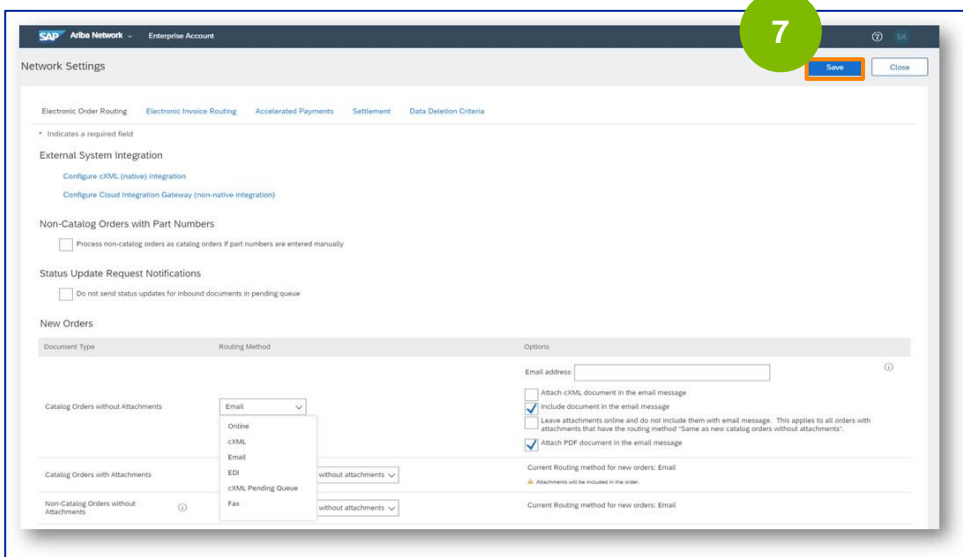
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	example@sap.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	example@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	example@sap.com

Extended Profile Settings and Information

▶ Extended Profile Information

Save Close

7 Klicken Sie auf **Speichern**.



Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Online	without attachments
Non-Catalog Orders without Attachments	EDI	without attachments
Non-Catalog Orders with Attachments	cXML Pending Queue	without attachments
Non-Catalog Orders without Attachments	Flax	without attachments

Current Routing method for new orders: Email
Attachments will be included in the order.

Save Close



Dankeschön



Italian

Publicato: Ottobre 2023
Proprietario: Team Source-to-Pay



Aggiornamento del metodo di instradamento degli ordini elettronici della rete Ariba

Aiuto al lavoro

Publicato: Ottobre 2023
Proprietario: Team Source-to-Pay



Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire ai nostri fornitori una guida passo-passo su come aggiornare il metodo di instradamento elettronico degli ordini nella rete Ariba.



Pubblico di riferimento

Questo aiuto al lavoro è rivolto ai seguenti ruoli:

- **Fornitori LyondellBasell**



Indice dei contenuti

Navigare nel manuale selezionando la sezione appropriata:

- **[Aggiornare l'instradamento elettronico degli ordini](#)**



Riferimenti

È possibile consultare ulteriori informazioni qui:

- **[Sito del fornitore di LyondellBasell](#)**



Aggiornamento del metodo di instradamento degli ordini elettronici

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**

- 1 Inserite il vostro **nome utente** e la vostra **password** nella pagina di login di [Ariba Network](#) e fate clic su **Login**.

SAP Business Network

Supplier Login

User Name

Password

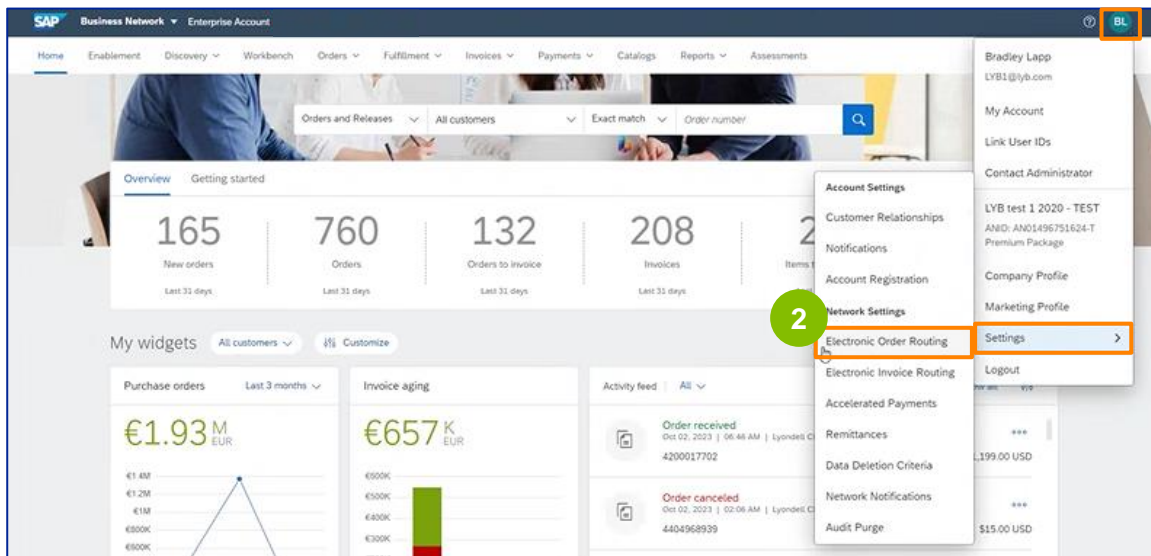
1 Login

[Forgot Username or Password](#)

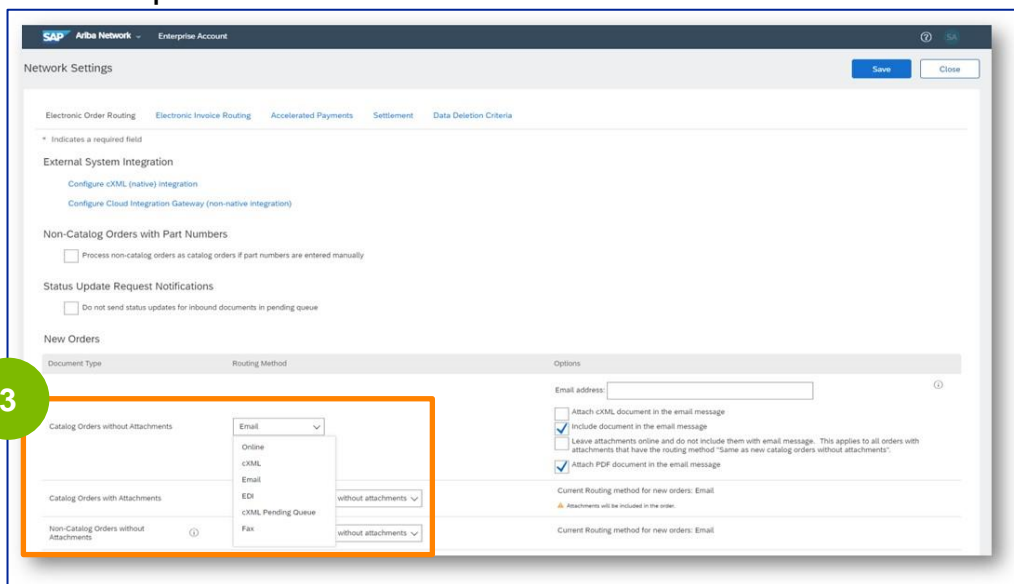
New to SAP Business Network?
[Register Now](#) or [Learn More](#)


Updating Electronic Order Routing Method

2 Fare clic sull'icona **Profilo** -> **Impostazioni** -> **Invio elettronico degli ordini** per visualizzare le impostazioni di Invio elettronico degli ordini.



3 Viene visualizzata la pagina delle impostazioni per l'**inoltro elettronico degli ordini**. Selezionare **E-mail** o **Online** nel campo Metodo di inoltro per tutti i tipi di documento elencati.

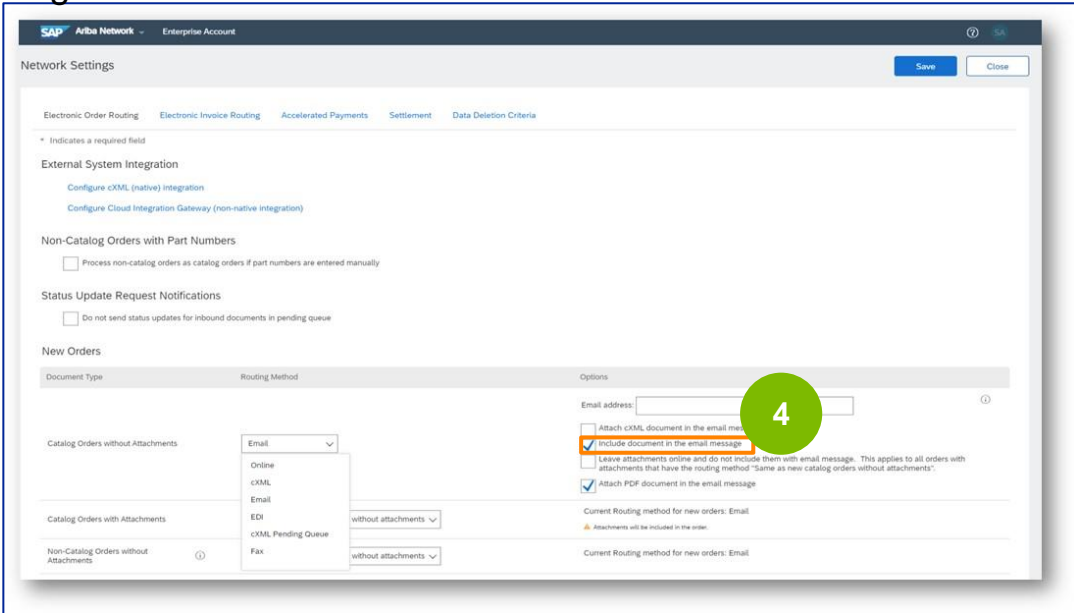


 **E-mail:** Gli ordini di acquisto vi saranno inviati direttamente via e-mail.
Online: Gli ordini di acquisto saranno gestiti direttamente tramite la rete Ariba.

Updating Electronic Order Routing Method

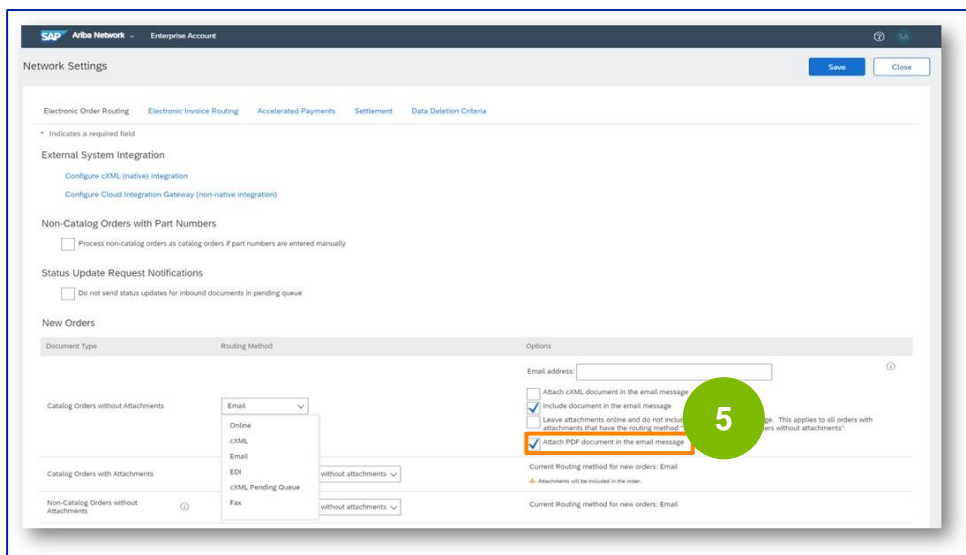
4

Selezionare l'opzione **Includi documento nel messaggio e-mail** se si è selezionato **E-mail** come metodo di instradamento degli ordini elettronici.



5

Selezionare l'opzione **Allega documento PDF nel messaggio e-mail** se si è selezionato **E-mail** come metodo di inoltro dell'ordine elettronico.



Updating Electronic Order Routing Method

6 Selezionare le impostazioni di notifica appropriate.

The screenshot shows the 'Notifications' configuration page in SAP. A table lists notification types and their settings:

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	example@sap.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	example@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	example@sap.com

Below the table is the 'Extended Profile Settings and Information' section with a dropdown for 'Extended Profile Information'. At the bottom right, there are 'Save' and 'Close' buttons.

7 Fare clic su **Salva**.

The screenshot shows the 'Network Settings' page in SAP. The 'Save' button is highlighted in blue. The page contains several sections:

- External System Integration:** Links for 'Configure cXML (native) Integration' and 'Configure Cloud Integration Gateway (non-native integration)'. A note indicates that an asterisk (*) indicates a required field.
- Non-Catalog Orders with Part Numbers:** A checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'.
- Status Update Request Notifications:** A checkbox for 'Do not send status updates for inbound documents in pending queue'.
- New Orders:** A table with columns for 'Document Type', 'Routing Method', and 'Options'.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: [input field] <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 checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Online, cXML, Email, EDI	without attachments
Non-Catalog Orders without Attachments	cXML Pending Queue, Fax	without attachments

Grazie



Mandarin



更新 Ariba 网络电子订单路由方法 工作助手

出版日期2023 年 10 月
所有者：源到付团队



目的

本作业指导书旨在为我们的供应商提供有关如何在 Ariba 网络中更新电子订单路由方法的分步指导。



目标受众

本工作辅助工具适用于以下角色：

- **利安德巴赛尔供应商**



目录

选择适当的部分，浏览工作辅助工具：

- **更新电子订单路由**



参考资料

您可以在这里查看更多信息：

- **利安德巴赛尔供应商网站**



更新电子订单路由方法

以下步骤适用于利安德巴赛尔供应商

1

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击登录。

SAP Business Network

Supplier Login

User Name

Password

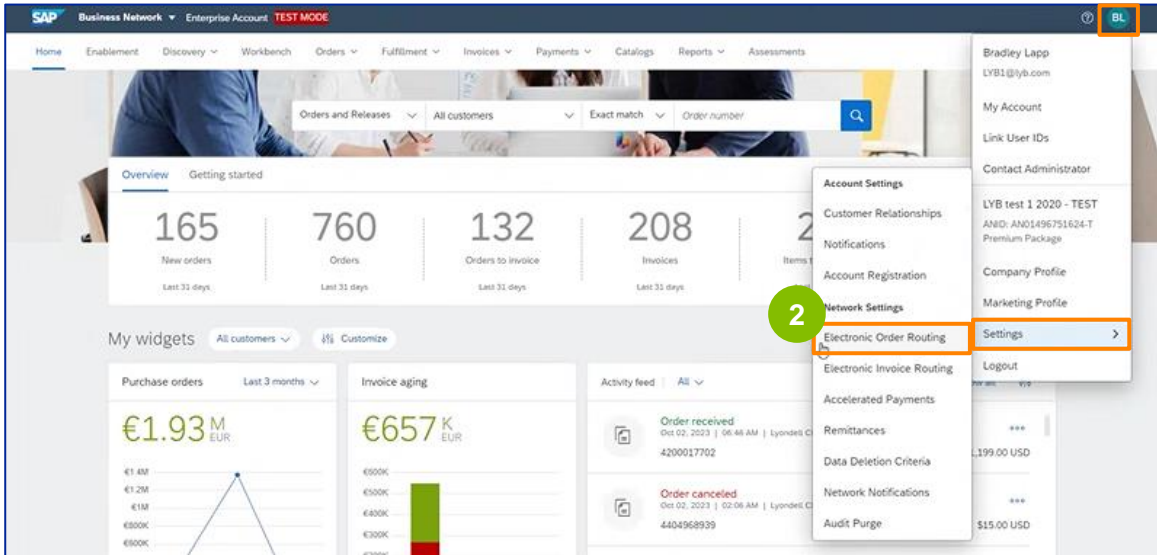
1 Login

[Forgot Username or Password](#)

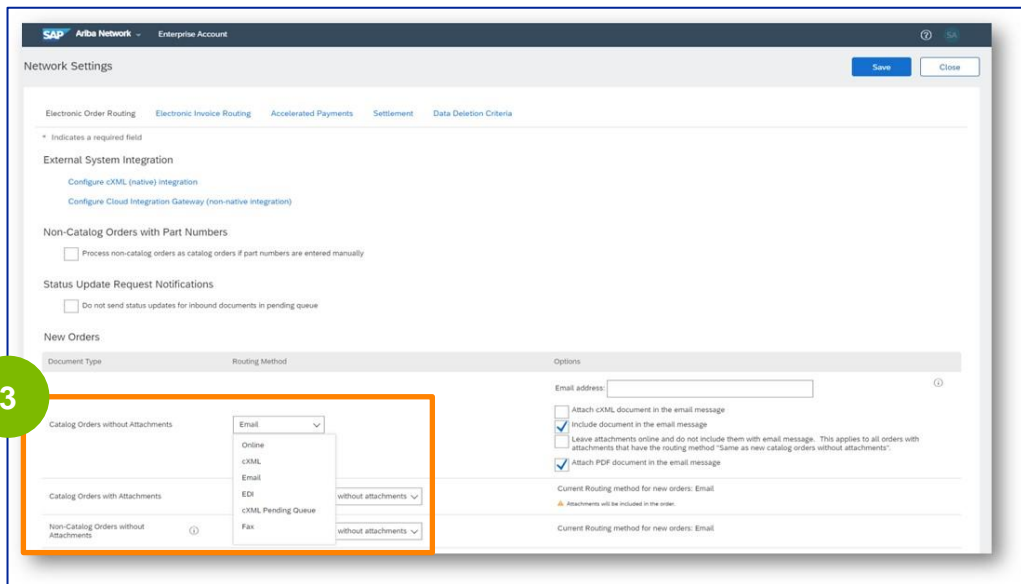
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

2 点击个人资料图标 -> 设置 -> 电子订单路由, 查看电子订单路由设置。



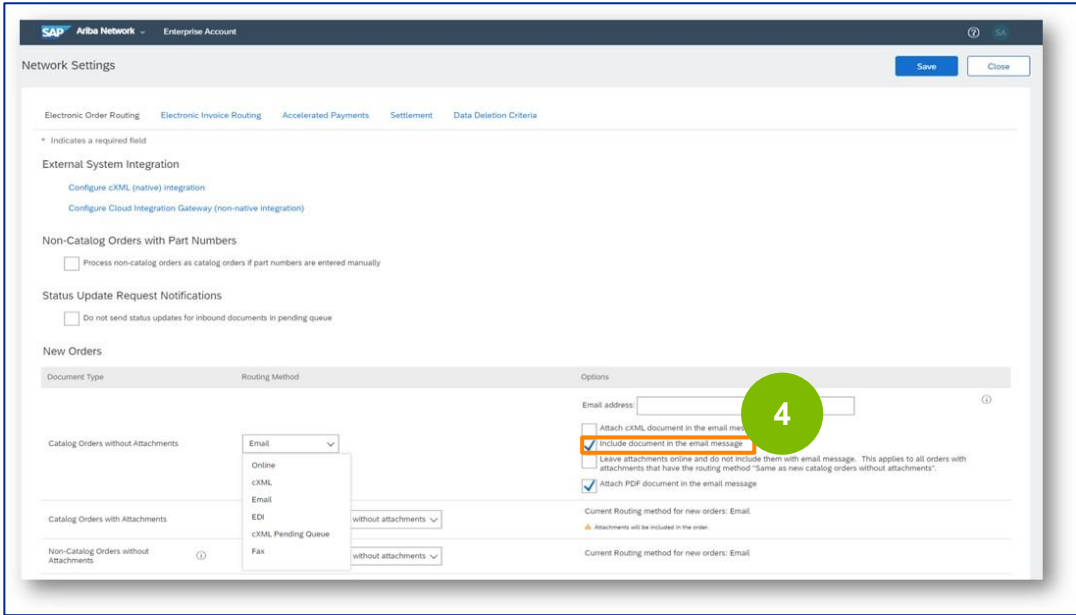
3 出现 "电子订单路由设置" 页面。在列出的所有文档类型的 "传送方式" 字段中选择电子邮件或在线。



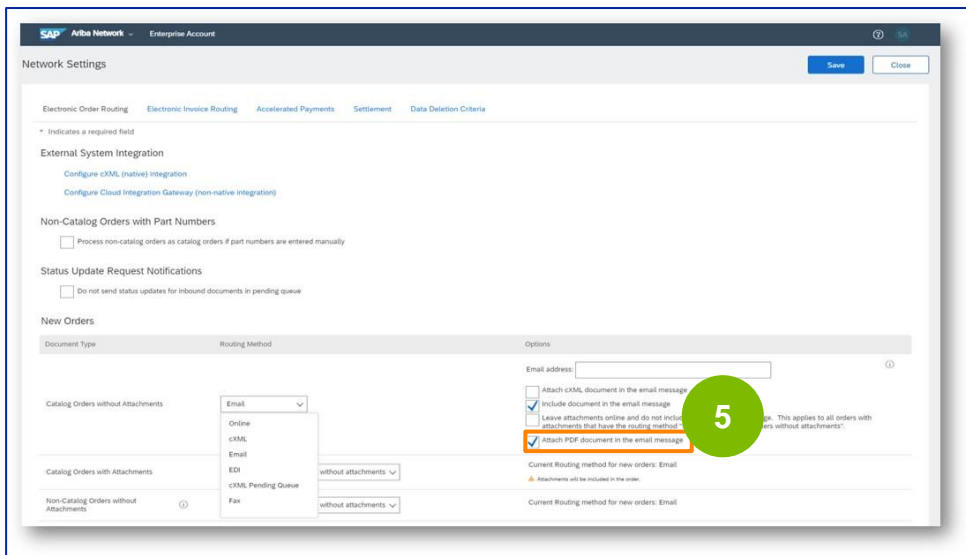
电子邮件：采购订单将通过电子邮件直接发送给您
在线：采购订单将直接通过 Ariba 网络管理

Updating Electronic Order Routing Method

4 如果选择电子邮件作为电子订单路由方式, 请选择在电子邮件信息中包含文件选项。



5 如果您选择电子邮件作为电子订单路由方式, 请选择 "在电子邮件信息中附加 PDF 文档" 选项。



Updating Electronic Order Routing Method

6 选择适当的通知设置。

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	example@sap.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	example@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	example@sap.com

Extended Profile Settings and Information

▶ Extended Profile Information

Save Close

7 单击保存。

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach XML 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 checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email

Save Close



谢谢



Portuguese



Atualizar o método de encaminhamento de pedidos eletrônicos da Ariba Network

Auxílio ao trabalho

Publicado: Outubro de 2023
Proprietário: Equipe Source-to-Pay



Finalidade

O objetivo deste auxílio de trabalho é fornecer aos nossos fornecedores um guia passo a passo sobre como atualizar o método de roteamento eletrônico de pedidos na Ariba Network.



Público-alvo

Esta ajuda de trabalho é para as seguintes funções:

- **Fornecedores da LyondellBasell**



Índice

Navegue pelo auxílio ao trabalho selecionando a seção apropriada:

- **Atualizar o roteamento de pedidos eletrônicos**



Referências

Você pode ver informações adicionais aqui:

- **Site do fornecedor da LyondellBasell**



Atualizar o método de roteamento de pedidos eletrônicos

As etapas a seguir são para os **fornecedores da LyondellBasell**

- 1 Digite seu **nome de usuário** e **senha** na página de login do [Ariba Network](#) e clique em **Login**.

SAP Business Network

Supplier Login

User Name

Password

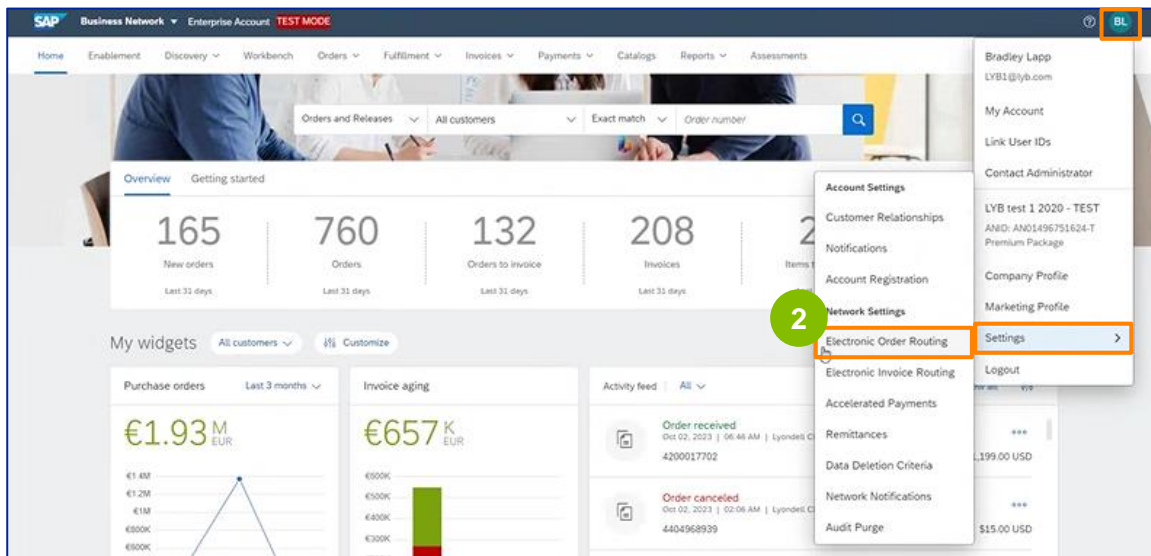
1 Login

[Forgot Username or Password](#)

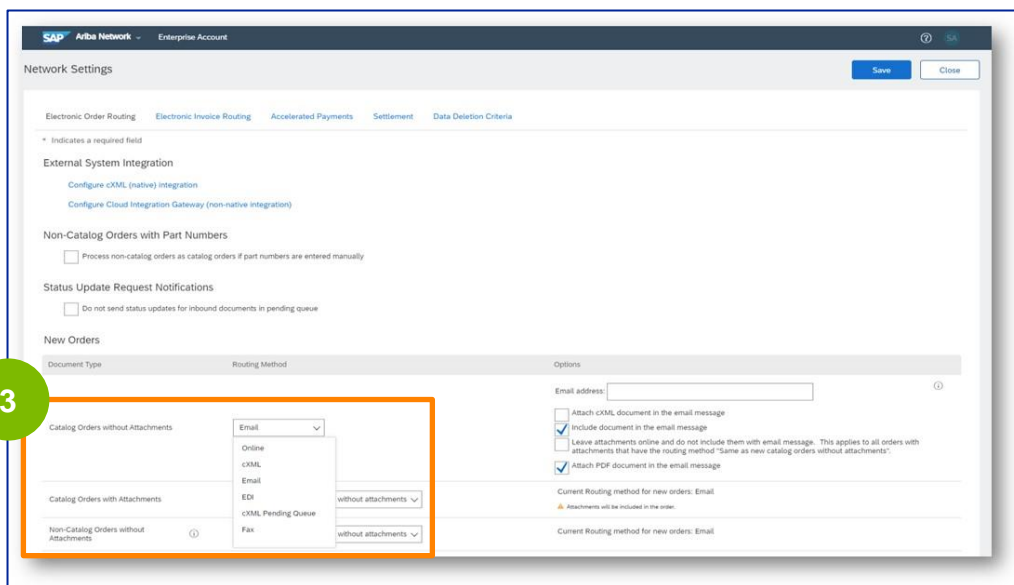
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

2 Clique no ícone Profile -> Settings -> Electronic Order Routing para visualizar as configurações de Electronic Order Routing.



3 A página de configurações do **Electronic Order Routing** é exibida. Selecione **Email** ou **Online** no campo Routing Method (Método de encaminhamento) para todos os tipos de documentos listados.

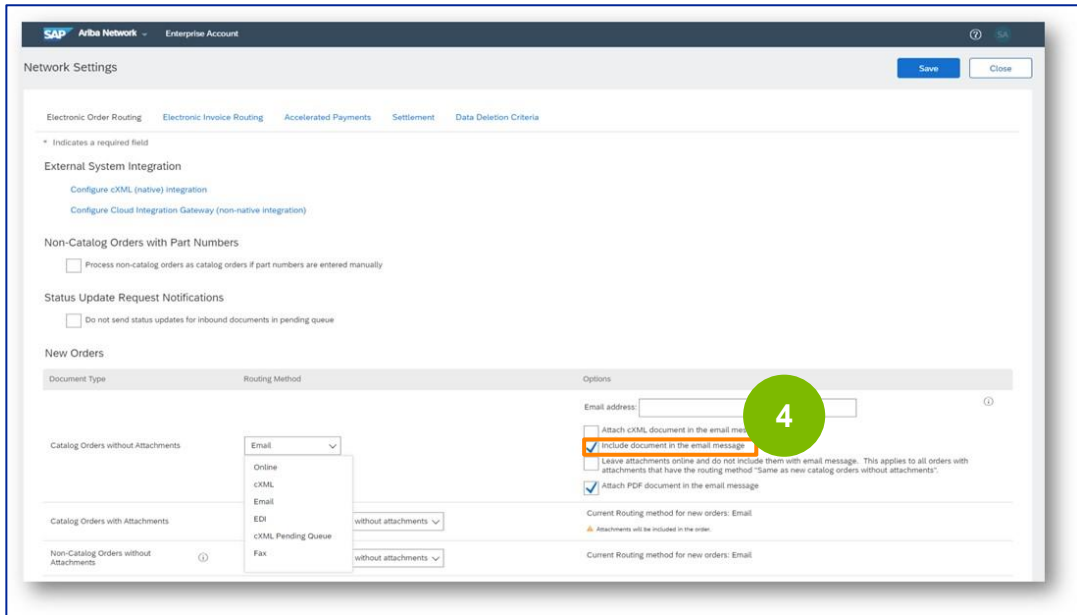


E-mail: Os pedidos de compra serão enviados diretamente a você por e-mail

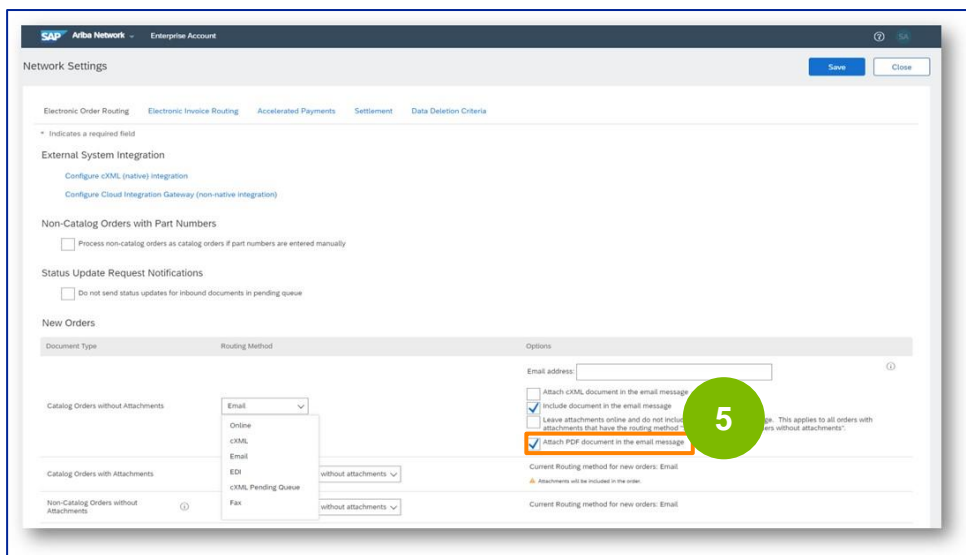
Online: Os pedidos de compra serão gerenciados diretamente pela Ariba Network

Updating Electronic Order Routing Method

- 4 Selecione a opção **Incluir documento na mensagem de e-mail** se tiver selecionado **E-mail** como método de roteamento eletrônico de pedidos.



- 5 Selecione a opção **Attach PDF document in the email message (Anexar documento PDF na mensagem de e-mail)** se tiver selecionado **Email** como método de roteamento eletrônico de pedidos.



Updating Electronic Order Routing Method

6 Selecione suas configurações de notificação apropriadas.

Notifications

Type

Send notifications when...

Send a notification when orders are undeliverable.

Send a notification when a new collaboration request against an existing order is received.

Send notification for new purchase orders to suppliers.

Send notification to suppliers when purchase orders are changed.

Send a notification when orders are on hold due to non-payment of fee.

Send a notification when purchase order inquiries are received.

Purchase Order Inquiry

Send a notification when purchase order inquiries are undeliverable.

Time Sheet

Send a notification when time sheets are undeliverable.

To email addresses (one required)

example@sap.com

example@sap.com

example@sap.com

Extended Profile Settings and Information

Extended Profile Information

Save Close

7 Clique em **Salvar**.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach XML 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 checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email

Save Close



Obrigado



Spanish



Actualizar el método de enrutamiento electrónico de pedidos de Ariba Network

Ayuda al empleo

Publicado: Octubre 2023

Propietario: Source-to-Pay Team



Propósito

El objetivo de esta ayuda de trabajo es proporcionar a nuestros proveedores una guía paso a paso sobre cómo actualizar el método de enrutamiento electrónico de pedidos en Ariba Network.



Público destinatario

Esta ayuda de trabajo es para las siguientes funciones:

- **Proveedores de LyondellBasell**



Índice

Navegue por la ayuda para el trabajo seleccionando la sección adecuada:

- **[Actualizar el enrutamiento electrónico de pedidos](#)**



Referencias

Puede consultar información adicional aquí:

- **[Sitio del proveedor de LyondellBasell](#)**



Actualizar el método de enrutamiento electrónico de pedidos

Los siguientes pasos son para **los proveedores de LyondellBasell**

- 1 Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**.

SAP Business Network

Supplier Login

User Name

Password

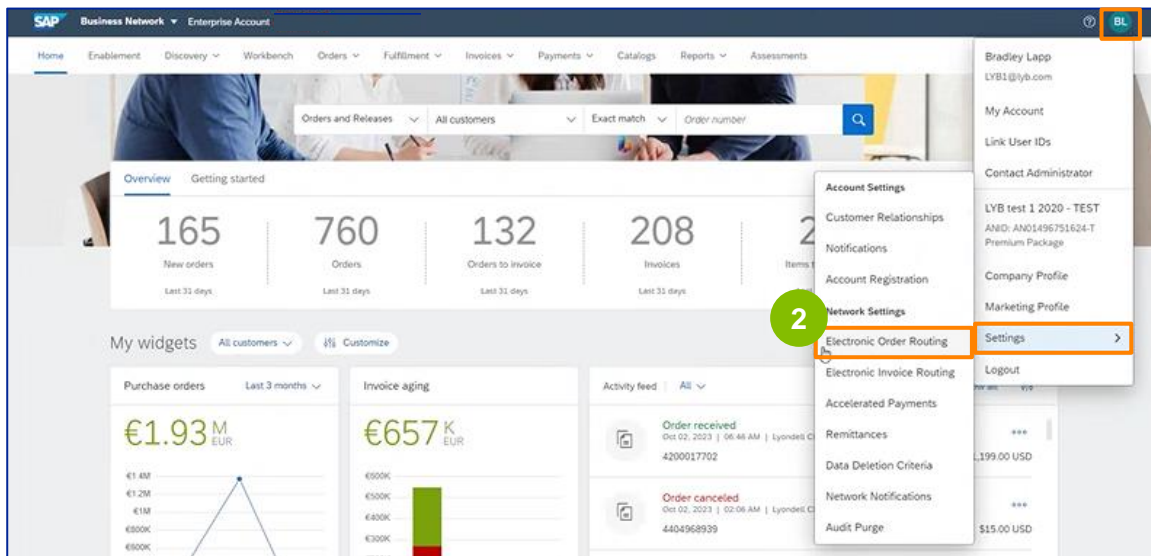
1 Login

[Forgot Username or Password](#)

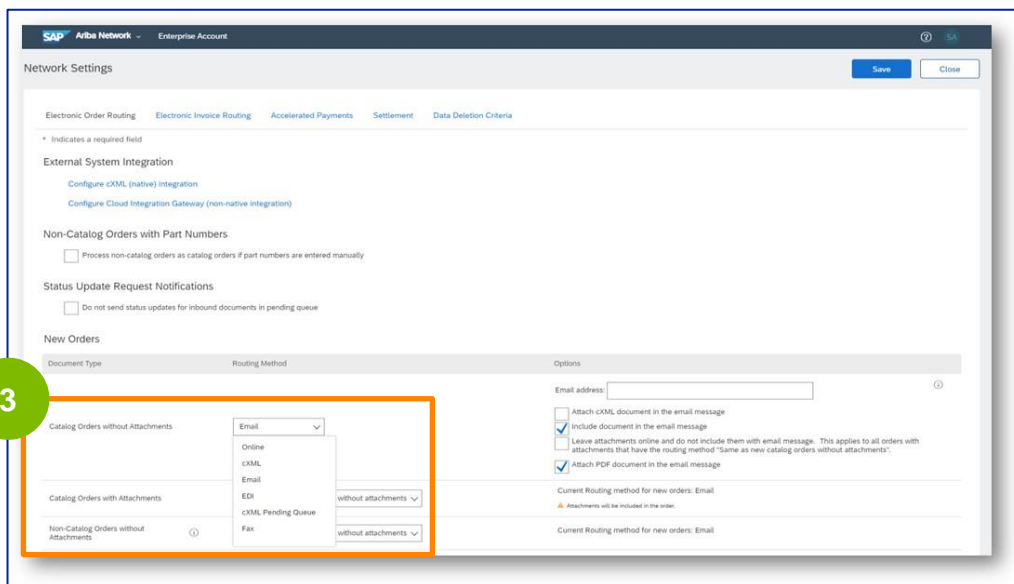
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Updating Electronic Order Routing Method

2 Haga clic en el icono de su Perfil -> Configuración -> Enrutamiento electrónico de pedidos para ver la configuración del Enrutamiento electrónico de pedidos.



3 Aparecerá la página de configuración de Enrutamiento electrónico de pedidos. Seleccione **Correo electrónico** o **En línea** en el campo Método de enrutamiento para todos los tipos de documentos enumerados.



Correo electrónico: Las órdenes de compra se le enviarán directamente por correo electrónico

En línea: Los pedidos de compra se gestionarán directamente a través de Ariba Network

Updating Electronic Order Routing Method

4

Seleccione la opción **Incluir documento en el mensaje de correo electrónico** si ha seleccionado **Correo electrónico** como método de enrutamiento de la orden electrónica.

The screenshot shows the 'Network Settings' page in SAP Arriba Network. The 'New Orders' section is expanded to show 'Catalog Orders without Attachments'. The 'Routing Method' dropdown is set to 'Email'. The 'Options' section for this routing method includes the following checked items: 'Include document in the email message' (highlighted with a red box and a green circle containing the number 4) and 'Attach PDF document in the email message'. Other options like 'Attach cXML document in the email message' and 'Leave attachments online and do not include them with email message' are unchecked. The 'Email address' field is also visible.

5

Seleccione la opción **Adjuntar documento PDF en el mensaje de correo electrónico** si ha seleccionado **Correo electrónico** como método de envío de pedidos electrónicos.

The screenshot shows the 'Network Settings' page in SAP Arriba Network. The 'New Orders' section is expanded to show 'Catalog Orders with Attachments'. The 'Routing Method' dropdown is set to 'Email'. The 'Options' section for this routing method includes the following checked items: 'Attach PDF document in the email message' (highlighted with a red box and a green circle containing the number 5) and 'Include document in the email message'. Other options like 'Attach cXML document in the email message' and 'Leave attachments online and do not include them with email message' are unchecked. The 'Email address' field is also visible.

Updating Electronic Order Routing Method

6 Seleccione la configuración de notificación adecuada.

Notifications

Type

Send notifications when...

Send a notification when orders are undeliverable.

Send a notification when a new collaboration request against an existing order is received.

Send notification for new purchase orders to suppliers.

Send notification to suppliers when purchase orders are changed.

Send a notification when orders are on hold due to non-payment of fee.

Send a notification when purchase order inquiries are received.

Purchase Order Inquiry

Send a notification when purchase order inquiries are undeliverable.

Time Sheet

Send a notification when time sheets are undeliverable.

To email addresses (one required)

example@sap.com

example@sap.com

example@sap.com

Extended Profile Settings and Information

Extended Profile Information

Save Close

7 Haga clic en **Guardar**.

SAP Arriba Network Enterprise Account

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) Integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input 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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email

Save Close



Gracias