1. Login into **Ariba Supplier Network**
2. Go to **Account Settings** > **Electronic Order Routing**
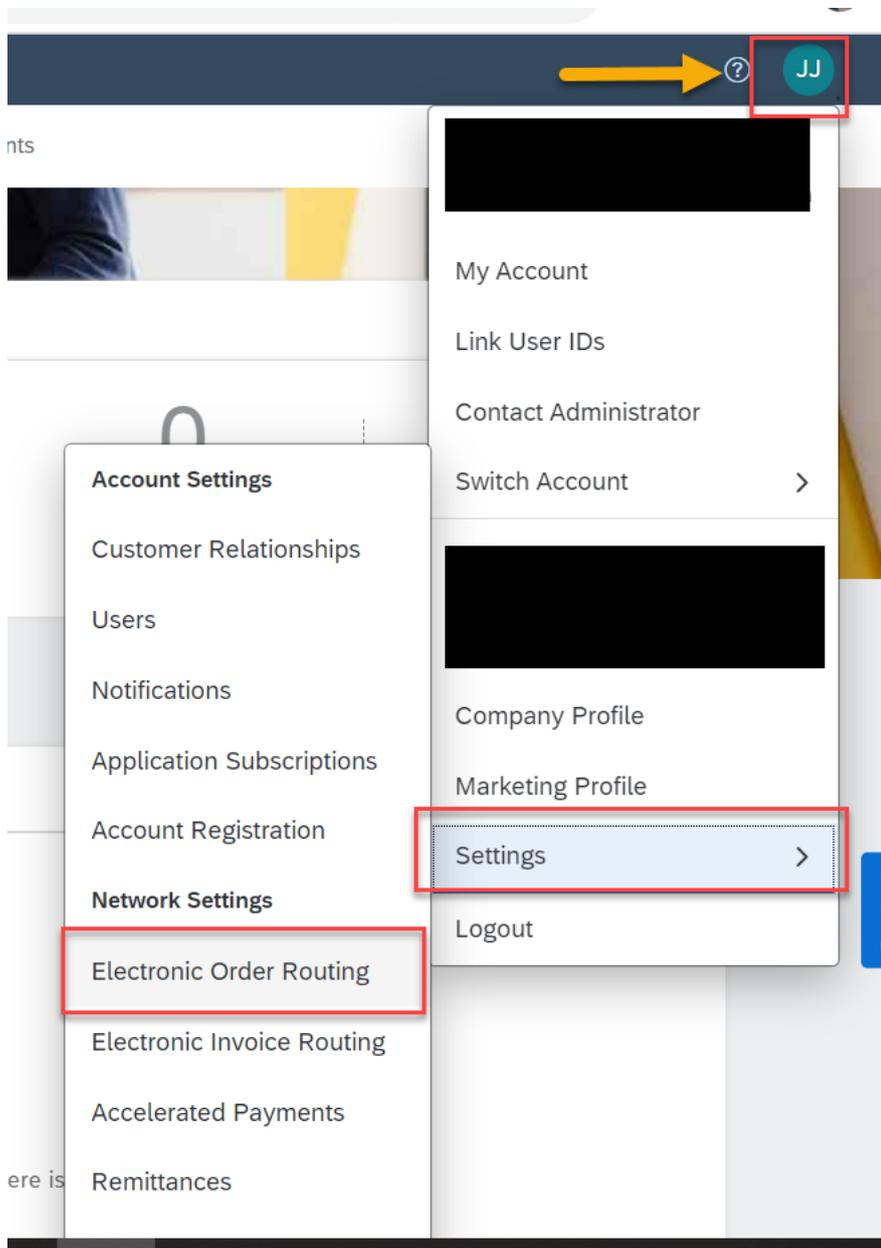
3. Inside **Electronic Order Routing**:
   Change the highlighted field with the new email address you want to use as the routing
   email address.
   Notes:
   ➢ Email address(es) maintained in the below field will receive the POs from SUTD.
   ➢ You can maintain up to 5 email addresses separated by comma with no space.
     For example: email1@gmail.com,email2@gmail.com,email3@gmail.com

➢ **All email addresses maintained must be active and valid.** If at least one email address is invalid or inactive, this may cause issues with the issuance of Goods Receipt, Service Entry Sheet, and Invoice.

4. Click Save button to save the changes made.