

# Account Administration Set Up

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How to **Configure Order Routing** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

*“I want to receive my Purchase Orders from Rio Tinto via email, so I configure order routing in my SBN account”*

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**Version Number**

1.0

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[Click here for further context on the Account Administration Set Process](#)



# Configure Order Routing

1. From the SAP Business Network Home Page navigate to and click your *initials*
2. Click **Settings**
3. Click **Electronic Order Routing**
4. Click the **Routing Method** drop-down under **New Orders**
5. Enter the **email address** of the person or team responsible for processing new orders within your organization
6. Click the **checkbox** of the email attachment option that is most appropriate for your organisation
7. Scroll down to **Notifications** and click the **checkbox** of the notification option that is most appropriate for your organisation
8. Click **Save**



**Note:** The default **Routing Method** is Email

**Note:** You can enter up to 5 emails by adding a comma after entering each email address

The screenshot shows the SAP Business Network interface. At the top right, the user's name 'Mia Del Popolo' and initials 'MDP' are visible, with a red circle '1' next to it. Below the navigation bar, a dropdown menu is open, showing 'Electronic Order Routing' selected, with a red circle '3' next to it. The 'Settings' option is also highlighted with a red circle '2'. In the 'New Orders' section, the 'Routing Method' is set to 'Email', with a red circle '4' next to it. The 'Email address' field contains 'jen.williams@sap.com,DL@outlook.com.au', with a red circle '5' next to it. The 'Options' section shows a checked checkbox for 'Include document in the email message'. In the 'Notifications' section, a red circle '7' highlights a checked checkbox for 'Send a notification when orders are on hold due to non-payment of fee'. At the bottom right, a blue 'Save' button is highlighted with a red circle '8'.

# Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.