

A male and female scientist in white lab coats and safety glasses are working in a laboratory. The male scientist is holding a clipboard and pen, while the female scientist is using a microscope. They are both smiling and appear to be collaborating on a project.

How to Set Up your Supplier Portal



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How to Set Up your SAP Ariba Business Network Account



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Ariba Proposals & Questionnaires



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Ariba Proposals & Questionnaires

1. You can navigate between the Business Network portal and the **Ariba Proposals & Questionnaires** portal (or other portals) by selecting the desired option from the dropdown menu below.

The screenshot shows the SAP Business Network portal interface. On the left, a dropdown menu is open, showing options: SAP Business Network, SAP Business Network Discovery, Ariba Proposals & Questionnaires (highlighted with a blue box and a red circle), and Ariba Contract Management. The main content area displays the Ariba Proposals and Questionnaires dashboard. At the top, there's a header with the SAP logo, 'Ariba Proposals and Questionnaires' dropdown, 'Standard Account', 'Get enterprise account' button, and 'TEST MODE' button. Below this, there's a navigation bar with 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The main content area has a 'Home' link and a 'There are no matched postings.' message. Below this, there's a section for 'Events' with a table showing 'Status: Completed (11)' and 'Status: Pending Selection (3)'. There's also a section for 'Registration Questionnaires' with a table showing 'Status: Open (1)'. The table for 'Registration Questionnaires' has columns: Title, ID, End Time, and Status. It lists one entry: 'Supplier Registration Form' with ID 'Doc1320052183', End Time '9/10/6107 3:17 PM', and Status 'Registered'. The A*STAR logo is visible on the right side of the dashboard.

2. After selecting **Ariba Proposals & Questionnaires**, the corresponding dashboard will be displayed.

3. Select **A*STAR** (if you are linked to multiple Ariba systems).

4. Respond to any pending **Sourcing Events** and/or **Registration Questionnaires** assigned to you by A*STAR.

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Home Screen



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Customise the Widgets on the Home Screen

The screenshot shows the SAP Business Network interface. A dropdown menu is open under the 'Business Network' header, with 'SAP Business Network' selected and numbered 1. The 'Home' tab is highlighted in the main navigation bar and numbered 2. The dashboard displays five key metrics: 12 New orders, 13 Items to confirm, 13 Items to ship, 36 Orders, and 17 Orders to invoice, all for the last 31 days. Below this is the 'My widgets' section, which includes a 'Customize' button and a 'Click Customize' callout. The widgets shown include 'A*STAR Research En...', 'Invoice aging', 'Paid invoices', and 'Purchase order'.

1. Navigate to the **Business Network** portal by selecting the option from the dropdown menu below.

2. In the **Business Network Dashboard**, click the **Home** tab.



The **My Widgets** section on the **Home** page provides users with a **dashboard view** of the supplier's account and related documents within the **Activity Feed**.

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Customise the Widgets on the Home Screen

3. Click **Save** to confirm and apply the changes.

Customize my widgets

Add, remove, and rearrange widgets to personalize your home page.

3

Save

Cancel

Drag and drop the widget tiles to rearrange their positions

416%
three-year ROI
when suppliers use SAP Business Network consistently

Invoice aging

¥917^K_{CNY}

¥400K

¥350K

¥300K

¥250K

¥200K

¥150K

¥100K

Paid invoices

Last 12 months

\$0^{USD}

1.0

0.9

0.8

0.7

0.6

0.5

0.4

0.3

Purchase orders

Last 3 months

¥6.84^M_{CNY}

¥6M

¥5M

¥4M

¥3M

¥2M

Available widgets

Company profile

+

My leads

+

Download app

+

On-time payment rate

+

Shipment tracking

+

Click + to add new widget tile(s)

Enablement Screen



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Enablement Screen



The **Enablement** tab provides a comprehensive overview of all enablement tasks assigned to suppliers, along with their respective statuses. These tasks serve as a structured framework to guide suppliers in completing their account configuration and ensuring they are fully prepared to conduct transactions with A*STAR.

1. In the **Business Network Dashboard**, click the **Enablement** tab.
2. Click on the **interactive links** to complete any **outstanding tasks** or to **review the details** of relevant activities.

Business Network Standard Account [Get enterprise account](#) TEST MODE

Home **Enablement** 1 [My](#) Workbench Orders Fulfillment Invoices Payments Catalogs More

Create ...

Enablement Tasks

View details of the activations requested by your customers. Click on the link to complete the activation.

Activities and Tasks for A*STAR Research Entities - TEST [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▼ Account	21 Jul 2025	2	0	0
This activity contains tasks related to account and trading relationship requests.				
✓ Completed	Accept Terms of Use of the SAP Business Network You must accept Terms of Use of the SAP Business Network.			
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.			
▼ Purchase Order	21 Jul 2025	2	0	0
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.				
✓ Completed	Purchase Order Notifications Select how you want to receive purchase orders from your customers. You can choose specific method for different types of incoming orders. In case you prefer to receive orders by email you can select 5 different email addresses. We also recommend that you include a distribution list.			
✓ Completed	Purchase Order Sent Your customer has sent you at least one purchase order.			

2 [Review](#)

[Review](#)

Buyer Task

Workbench Screen



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Workbench Screen

1. In the **Business Network Dashboard**, click the **Workbench** tab.

SAP

Business Network

Standard Account

Get enterprise account

TEST MOD

Home

Enablement

Discover

1Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Assessments

Create

...

Workbench

Customise Workbench Tiles

Customize

12

New orders

Last 31 days

13

Items to confirm

Last 31 days

13

Items to ship

Last 31 days

36

Orders

Last 31 days

17

Orders to invoice

Last 31 days

49

Invoices

Last 31 days

11

Paid invoices

Last 31 days

21

Rejected invoices

Last 31 days

New orders (12)

Edit filter

Save filter

Last 31 days

New

Customer Purchase Orders

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4900002163	A*STAR Research Entities - TEST	\$5000 SGD	Oct 15, 2025	New		...
4900002162	A*STAR Research Entities - TEST	\$5000 SGD	Oct 15, 2025	New		...

Suppliers access the **Workbench** to manage purchase orders, perform **order confirmations**, create **advance shipping notices**, and **convert purchase orders into invoices**. They can also **track the status of goods receipts** through this platform.

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Customise Workbench Tiles

2. Click Customize.

SAP Business Network Standard Account [Get enterprise account](#) **TEST MODE**

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Create ...

Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Click on any tile and drag it to the desired position.

Click **Apply** to save changes

Click **x** to remove a tile

Click **+** to add new Tile

2 **Customize**

Amount Invoiced	Actions
	...
	...
	...
	...

4810000455 A*STAR Research Entities - TEST \$200 SGD Oct 15, 2025 New

Adding a New Workbench Tile

3. Click + to add new Tile.

Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and see

12
New orders
Last 31 days

13
Items to confirm
Last 31 days

3 +

Select a tile

Tiles already selected

Click + sign to add new tile

Order

New orders

Changed orders

Orders to invoice

Orders

Items to confirm

Items to ship

Orders with service line

Items to service

Orders to Summary invoice

Fulfillment

Service sheets

Order confirmations

Ship notices

Invoice

Invoices

Rejected invoices

Overdue invoices - Not ap...

Overdue invoices - Approv...

Invoices pending approval

Approved invoices pendin...

Paid invoices

Draft invoices

Credit Memos

Debit Memos

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User Account Menu



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User Account Menu

The **Administrator** has the ability to create additional user accounts within the supplier portal.

If a user does not have administrator privileges, certain advanced settings — such as **Application Subscriptions**, **Electronic Order Routing**, **Electronic Invoice Routing**, and **Audit Logs** — will not be visible in the **User Account Menu**.

Business Network
Standard Account
[Get enterprise account](#)
TEST MODE

[Home](#)
[Enablement](#)
[Discovery](#)
[Workbench](#)
[Orders](#)
[Fulfillment](#)
[Invoices](#)
[Payments](#)
[Catalogs](#)
[More](#)

Leads
In Location
By Product

Overview
Getting started

12

New orders

Last 31 days

36

Orders

Last 31 days

21

Rejected invoices

Last 31 days

¥ 0.0 CNY

Remittances

Last 31 days

0

Open postings

Last 90 days

My widgets

A*STAR Research En...

Customize

416%

three-year ROI

when suppliers use SAP Business Network consistently

Research shows that suppliers grow on Business Network with consistent use.

Leverage cost savings from streamlined admin and operations, while accessing new business opportunities.

Normal User View

Purchase orders

Last 3 months

¥6.83 M CNY

¥6M

¥5M

¥4M

¥3M

¥2M

¥1M

¥0

Aug

Sep

Oct

A*STAR Research Entities - TEST

Invoice aging

¥898 K CNY

¥400K

¥350K

¥300K

¥250K

¥200K

¥150K

¥100K

¥50K

¥0

0-30

31-60

Sent

Rejected

Approved

Account Settings

Customer Relationships

Notifications

Manage Account Email Domains

Timezone and Currency

Network Settings

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Purge

Rachel Tan

westridge2@medicalgroup.com

My Account

Link User IDs

Contact Administrator

WESTRIDGE MEDICAL GROUP

ANID: AN11233046126-T

Standard account

Company Profile

Settings

Logout

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User Account Menu

1. On the **Home** page, users can click their **initials** in the top-right corner to open a dropdown menu. From there, **Account Administrators** can access various **settings options**.

2. Company Name and Ariba Network ID (ANID)
Account Type – Standard or Enterprise

The screenshot displays the SAP Business Network interface for an Account Administrator. The top navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is located below the navigation bar. The main content area shows a dashboard with four cards: Open postings (0), Matched Leads (0), Invited Leads (0), and Enablement Tasks (0). Below the dashboard, there are widgets for 'My widgets' and 'A*STAR Research En...'. A blue box highlights the 'Account Administrator View' label. A blue callout box states: 'Certain account information, settings, and configurations are restricted and can only be viewed or accessed by the Account Administrator.' The user account menu is open, showing the user's name 'Fullname_1', ANID: AN11210107674-T, and Standard account type. The menu also includes options for My Account, Link User IDs, Contact Administrator, Company Profile, Settings, and Logout. The 'Settings' option is highlighted, and a sub-menu is visible with options: Account Settings, Customer Relationships, Users, Notifications, Application Subscriptions, Manage Account Email Domains, Manage Account Requests, Generative AI, Timezone and Currency, Network Settings, and Electronic Order Routing. A blue box at the bottom of the screenshot reads 'Account Administrator View'.

Account Administrator View

Certain account information, settings, and configurations are restricted and can only be viewed or accessed by the Account Administrator.

Account Settings

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Manage Account Email Domains
- Manage Account Requests
- Generative AI
- Timezone and Currency
- Network Settings
- Electronic Order Routing

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Contact Administrator under User Account Menu

1. Click **Contact Administrator** to view the administrator's contact details, as illustrated below.

1

Contact Administrator

Fullname Fullname
fullname_1@ariba.com

My Account

Link User IDs

Fullname_1
ANID: AN11210107674-T
Standard account

Company Profile

Settings

Logout

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

Account Administrator Information

Name: Joel Yeo

Email Address: .com

Office Phone:

Fax:

Done

Admin and operations, while accessing new business opportunities.

View the Exclusive Report →

\$0.2

\$0

Aug Sep Oct

A*STAR Research Entities - TEST

\$0.2

\$0

0-30 31-60 61-90

Sent Rejected Approved

Company profile

35% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile →

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Company Profile under User Account Menu

- 1. Click **Company Profile** to view and update the various fields of your company information. Multiple tabs are available, allowing you to make updates as required, as shown below.
- 2. Then, click **Edit**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The user account menu is open, showing 'Joel Yeo' with email 'westridge@medicalgroup.com'. The menu options are 'My Account', 'Link User IDs', 'Contact Administrator', 'WESTRIDGE MEDICAL GROUP' (with ANID: AN11233046126-T and Standard account), 'Company Profile' (highlighted with a blue box and a '1' callout), 'Settings', and 'Logout'. The main content area shows the 'Company Profile' for 'Fullname_1' with BNO ID: BNO-100000106975302-T and DUNS: -. The 'About Us' section includes fields for Employee, Business Type, Founded, Revenue, Company Aliases, and Address (Singapore). An 'Edit' button is highlighted with a blue box and a '2' callout. A line chart on the right shows 'Purchase orders' for 'Last 3 months' with a value of ¥6.83M CNY.

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Company Profile under User Account Menu

Edit About Your Company

Basic Information

Company Name:*

Fullname_1

DUNS Number:

What is DUNS Number?

Please provide your **company information** in the required fields.

Short Description:

Long Description:

Business Type:*

Number of Employees:*

Founded:*

Revenue:*

Legal Form:*

Stock Symbol:

Company Alias - 1:

Company Alias - 2:

Website URL:

Address Information

Country/Region:*

Singapore [SGP]

City:*

Singapore

Address Line 1:*

12345 Maple Lane

Address Line 2:

12345 Maple Lane

Address Line 3:

Address Line 4:

State:

Postal Code / Zip:*

123456

Please complete any additional information as needed.

Save

Cancel

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Account Settings



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Customer Relationships under Account Settings

1. Click **Settings** and select **Customer Relationships**.

Customer Relationships

Automatically accept all relationship requests: ON

Trading

1

Buyer:

Search

Trading Business Partner (1)

Linked Child Accounts (0)

Customer List

All Relationship Requests (1)

Network ID

AN1120454228

BNOID

BNO-100000104738488-T

Relationship Type

Fulfillment

Relationship Status

Approved

Country/Region

Singapore

Data Center

US20

Last Changed On

09 Dec 2024, 13:18:19

You can manage your **Trading Relationship Request (TRR)** preferences here:

Default Setting: *Automatically accept all relationship requests.*

When new TRRs are sent to your ANID, they will be **accepted automatically** and the relationship will appear under **“Current.”**

Manual Review: If changed to *“Manually review all relationship requests,”* any new TRRs will remain under **“Pending”** until you review and accept them.

Recommendation: It is advisable to keep this setting at **Default.**

Current: Customers with whom you already have an **active trading relationship.**

Pending: Customers whose trading relationship requests are **awaiting your review and manual acceptance.**

Rejected: Customers whose trading relationship requests have been **declined by you**

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Manage Account Email Domains

Manage Account Requests

Fullname Fullname

fullname_1@ariba.com

My Account

Link User IDs

Contact Administrator

Fullname_1

ANID: AN11210107674-T

Standard account

Company Profile

Settings

Logout

35% Completed

Customer List	All Relationship Requests (1)	BNOID	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
☐ Network ID	All Relationship Requests (1)						
☐ AN1120454228	Pending Requests (0) Approved Requests (1) Rejected Requests (0) Suspended Requests (0)	BNO-100000104738488-T	Fulfillment	Approved	Singapore	US20	09 Dec 2024, 13:18:19

The **Customer Relationships** is the section where you can **configure and view** all customers who have established a trading relationship with your company's **ANID**.

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Application Subscription under Account Settings (Administrator only)

1. Click **Settings** and select **Account Subscriptions**.

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

API management

Generative AI

Enable Applications

Choose and enable applications that you can later assign to users by going to the user management sections. Users can then choose which applications they want to subscribe to. You can also disable applications at any time.

	Name ↑	Service ID	Status	Service Destination URL
☐	CIG	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/	Enabled	https://iplkga23bc54d1.hana.ondemand.com/integration-portal/
☐	CIG	https://integration.ariba.com/	Enabled	https://integration.ariba.com/
☐	CIG US SSO	https://integration-us.ariba.com/	Enabled	https://integration-us.ariba.com/
☐	SAP Business Networks Chatbot	https://eu2.hana.ondemand.com/hqe1mk02gz	Enabled	https://authn.eu2.hana.ondemand.com/saml2/sp/acs/hqe1mk02gz/hqe1mk02gz

Subscribe

Unsubscribe

Business Network

Standard Account

Get enterprise account

TEST MODE

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

More

Fullname Fullname
fullname_1@ariba.com

My Account

Link User IDs

Contact Administrator

Fullname_1
ANID: AN11210107674-T
Standard account

Company Profile

Settings

Logout

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Manage Account Email Domains

Manage Account Requests

35% Completed

Feedback

The **Account Administrator** can manage the company's **Application Subscription** under **Account Settings**. It is recommended to consult with your **IT department** before making any configuration changes.

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Network Settings



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Electronic Order Routing under Network Settings (Administrator only)

1. Click **Settings** and select **Electronic Order Routing**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A user profile dropdown is visible on the right, showing options like Fullname, My Account, Link User IDs, Contact Administrator, and a highlighted **Settings** option. Below Settings, a submenu is open, showing **Electronic Order Routing** as the selected option, along with other settings like Generative AI, Timezone and Currency, Network Settings, Electronic Invoice Routing, Accelerated Payments, Remittances, and Data Deletion Criteria.

On the left, the 'New Orders' section is highlighted with a blue box. It contains a table with columns 'Document Type' and 'Routing Method'. The table lists three document types: 'Catalog Orders without Attachments', 'Catalog Orders with Attachments', 'Non-Catalog Orders without Attachments', and 'Non-Catalog Orders with Attachments'. All are currently set to 'Email'. A blue callout box points to the 'Email' dropdown for 'Catalog Orders without Attachments' with the text: 'If you are logging in for the first time, this field will be set to **Online**. Please change it to **Email**.' Another blue callout box points to the 'Email' dropdown for 'Catalog Orders with Attachments' with the text: 'Do not modify these settings to ensure consistency across all configurations.'

On the right, the 'Email address' field is shown with a placeholder '.com'. A blue callout box points to this field with the text: 'You may enter up to **five (5)** email addresses to receive purchase orders. Please separate each address with a **comma (,)** and do not include any spaces.' Below the email address field, there are three checkboxes: '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. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".' (unchecked). A blue callout box points to the checked 'Include document in the email message' checkbox with the text: 'Please check these options'. Below the checkboxes, there are three rows for 'Current Routing method for new orders', all set to 'Email'. A blue callout box points to the first 'Email' dropdown with the text: 'Please check these options'.



The **Electronic Order Routing** setting allows the **Account Administrator** to update the **email addresses** designated to receive customers' **new Purchase Orders**.

Please ensure that the Account Administrator maintains accurate and up-to-date email addresses for all relevant teams or personnel in this section.

Electronic Invoice Routing under Network Settings (Administrator only)

1. Click **Settings** and select **Electronic Invoice Routing**.

Notifications

Please ensure these options are checked

Type	Send notifications when...	To email addresses (one required)
Invoice	☒ Send a notification when invoices are received or updated.	*
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	☒ Send a notification when invoice statuses change.	*
Invoice Created Automatically from Receipts	☒ Send a notification when an invoice is automatically created from a goods receipt.	*
Invoice Created Automatically from Service Sheets	☐ Send a notification when an invoice is automatically created from a service sheet.	*
Invoice conversion (Supported formats: .pdf, .png, .jpg)	☐ Send a notification when the invoice conversion fails.	
	☐ Send a notification when the status of the template changes.	

You may enter up to three (3) email addresses to receive invoice notifications. Please separate each address with a comma (,) and ensure there are no spaces.

1



The **Electronic Invoice Routing** setting allows the **Account Administrator** to update the **email addresses** designated to receive **invoice-related notifications**.

Please ensure that the Account Administrator includes the email addresses of all relevant teams or personnel in this section.

Remittance under Network Settings

1. Click **Settings** and select **Remittance**.

Click **Create** to add a new remittance address. This information will be displayed on your company's invoices.

Please **check or uncheck** the options according to your preferences to ensure you receive the **appropriate notifications** and can take prompt action. You may enter up to **three (3) email addresses** to receive purchase orders. Separate each address with a **comma (,)** and do not include any spaces.

1



The **Remittance** setting is used to configure the **email addresses** designated to receive **payment remittance notifications**.

Data Deletion Criteria under Network Settings

1. Click **Settings** and select **Data Deletion Criteria**.

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A navigation bar contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. On the right, a user profile dropdown menu is open, showing options like 'Fullname Fullname', 'My Account', 'Link User IDs', 'Contact Administrator', 'Fullname_1', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted, and a sub-menu is visible with options: 'Generative AI', 'Timezone and Currency', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Data Deletion Criteria'. The 'Data Deletion Criteria' option is highlighted with a blue circle and the number '1'. In the background, the 'Network Settings' page is visible, showing tabs for 'Electronic Order Routing' and 'Electronic Invoice Routing'. A blue callout box points to the 'Request' button under 'Recurring deletion' with the text: 'Click **Request**, enter the **retention period in months** according to your legal requirements, and then click **Submit**.' Another blue callout box points to the 'Request recurring deletion' modal, which contains the text: 'Delete transactions older than 90 months. If you would like to request less than 18 months, please log a [service request](#).' The modal has 'Submit' and 'Cancel' buttons.



Both **Account Administrators** and **standard users** can configure **data deletion criteria** to ensure documents are retained in your **Ariba Network** account in accordance with your organisation's legal requirements. The maximum retention period is **999 months** (approximately 83 years). However, it is **recommended** to set the retention period to **no more than 100 months** (approximately 8.3 years).

Network Notifications under Network Settings

1. Click **Settings** and select **Network Notifications**.

The screenshot shows the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A navigation bar contains links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. On the right, a user profile dropdown menu is open, showing options like 'Fullname Fullname', 'My Account', 'Link User IDs', 'Contact Administrator', 'Fullname_1', 'ANID: AN11210107674-T', 'Standard account', 'Company Profile', 'Settings' (highlighted with a blue box and a right arrow), and 'Logout'. Below the profile menu, a 'Generative AI' dropdown is also visible, with 'Network Notifications' highlighted at the bottom (marked with a blue circle and the number '1').

The main content area displays two notification configuration sections: 'Ship Notice' and 'Receipt'. Each section has a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'.

Ship Notice Section:

- Ship Notice Failure:** The checkbox 'Send a notification when ship notices are undeliverable.' is checked. An arrow points from a blue callout box stating 'Please check or uncheck the options as needed to receive the appropriate notifications for issue rectification.' to this checkbox.
- Ship Notice Declined:** The checkbox 'Send notification when a Declined Document status update request is received.' is checked. An arrow points from the same blue callout box to this checkbox.
- Ship Notice Accepted with Changes:** The checkbox 'Send notification when an Accepted with Changes Document is received.' is unchecked.

Receipt Section:

- Receipt:** The checkbox 'Send a notification when a new receipt is received.' is checked. An arrow points from a blue callout box stating 'Please select this option to receive notifications for Goods/Services Receipts.' to this checkbox.

Email Address Instructions:

A blue callout box points to the email address input fields, stating: 'You may enter up to three (3) email addresses. Please separate each address with a comma (,) and ensure there are no spaces.' The input fields show placeholder text and are marked with an asterisk (*) to indicate they are required.



The **Network Notifications** setting is used to configure the **email addresses** designated to receive notifications for various document types. This can be managed by both **Account Administrators** and **standard users**.

Thank You



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