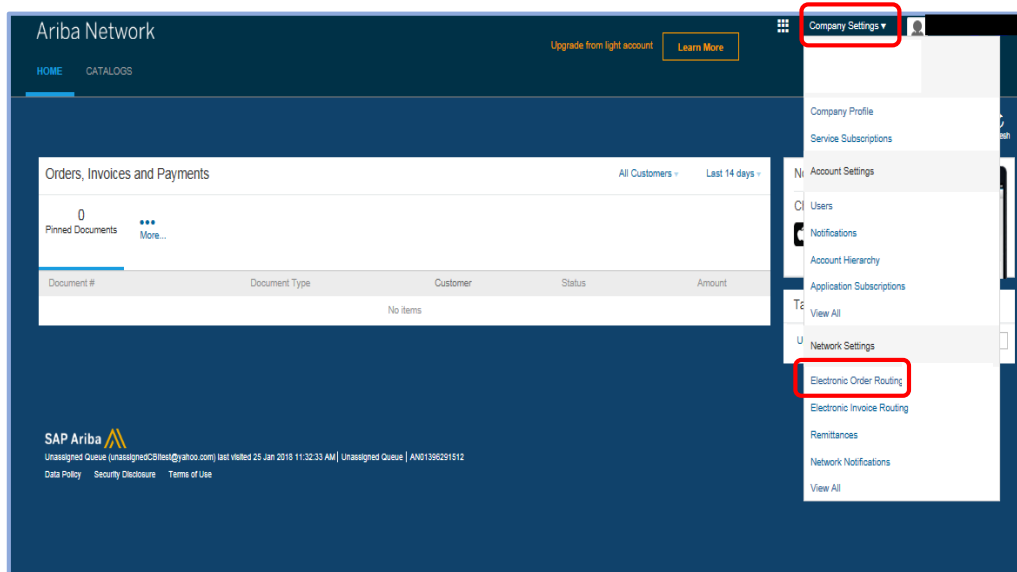


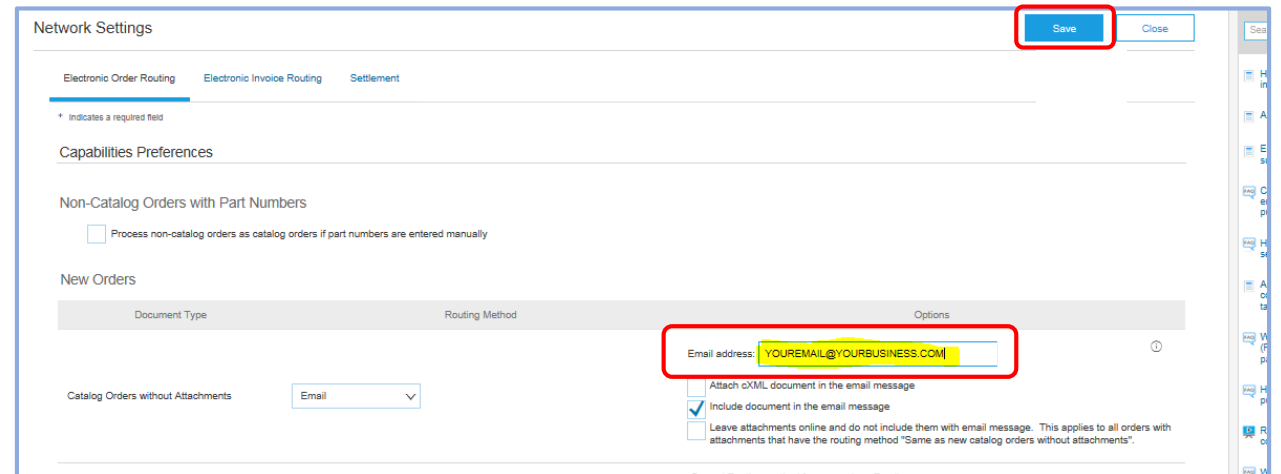
Supplier: Electronic Order Routing

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

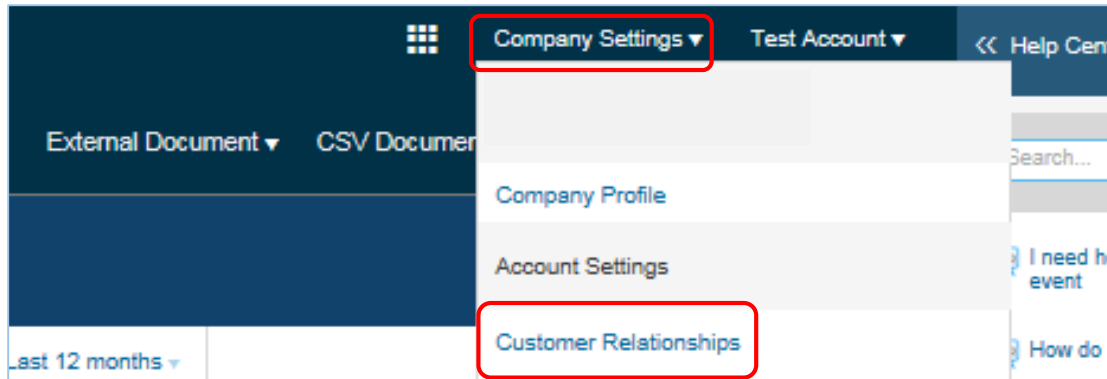
- *If your email is not listed and instead there is a “@cbrands.com” email listed, please change to the correct email address and select save (at the top). Please notify your CBI Representative of the email change so the coordinating updates can be made internally.*
- *Up to 5 email addresses can be entered in this field and separated with a comma*



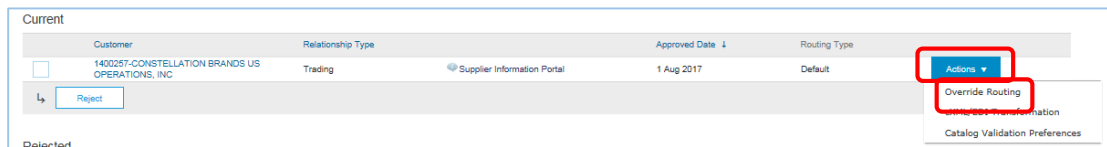
Supplier: Custom Electronic Order Routing

To create a Custom Order Routing per Customer

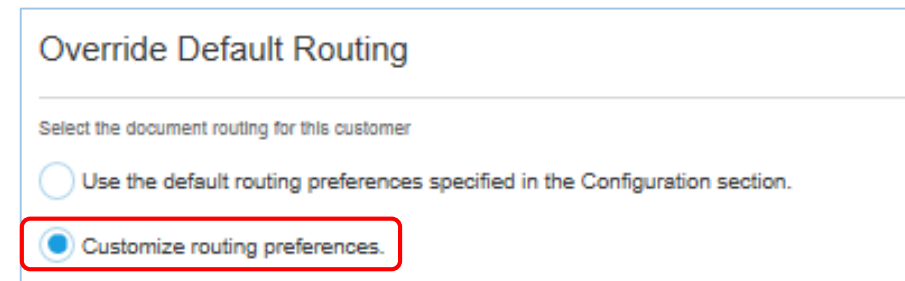
1. Company Settings > Customer Relationships



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