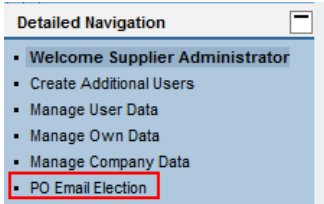
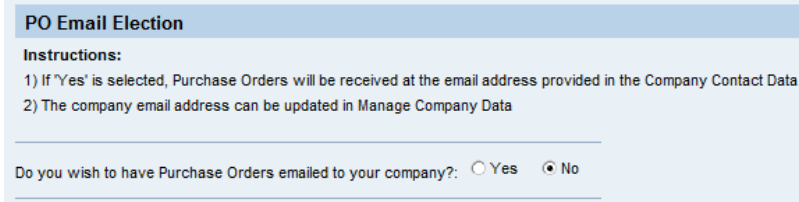


Purchase Order Email Election

As the vendor administrator, if you need to update your record, please access by clicking on the 'PO Email Election' option in the Detailed Navigation pane:



You will be directed to a page with the option to change your selection:



The image shows a page titled 'PO Email Election'. It contains the following text:

PO Email Election

Instructions:

- 1) If 'Yes' is selected, Purchase Orders will be received at the email address provided in the Company Contact Data.
- 2) The company email address can be updated in Manage Company Data

Do you wish to have Purchase Orders emailed to your company?: Yes No