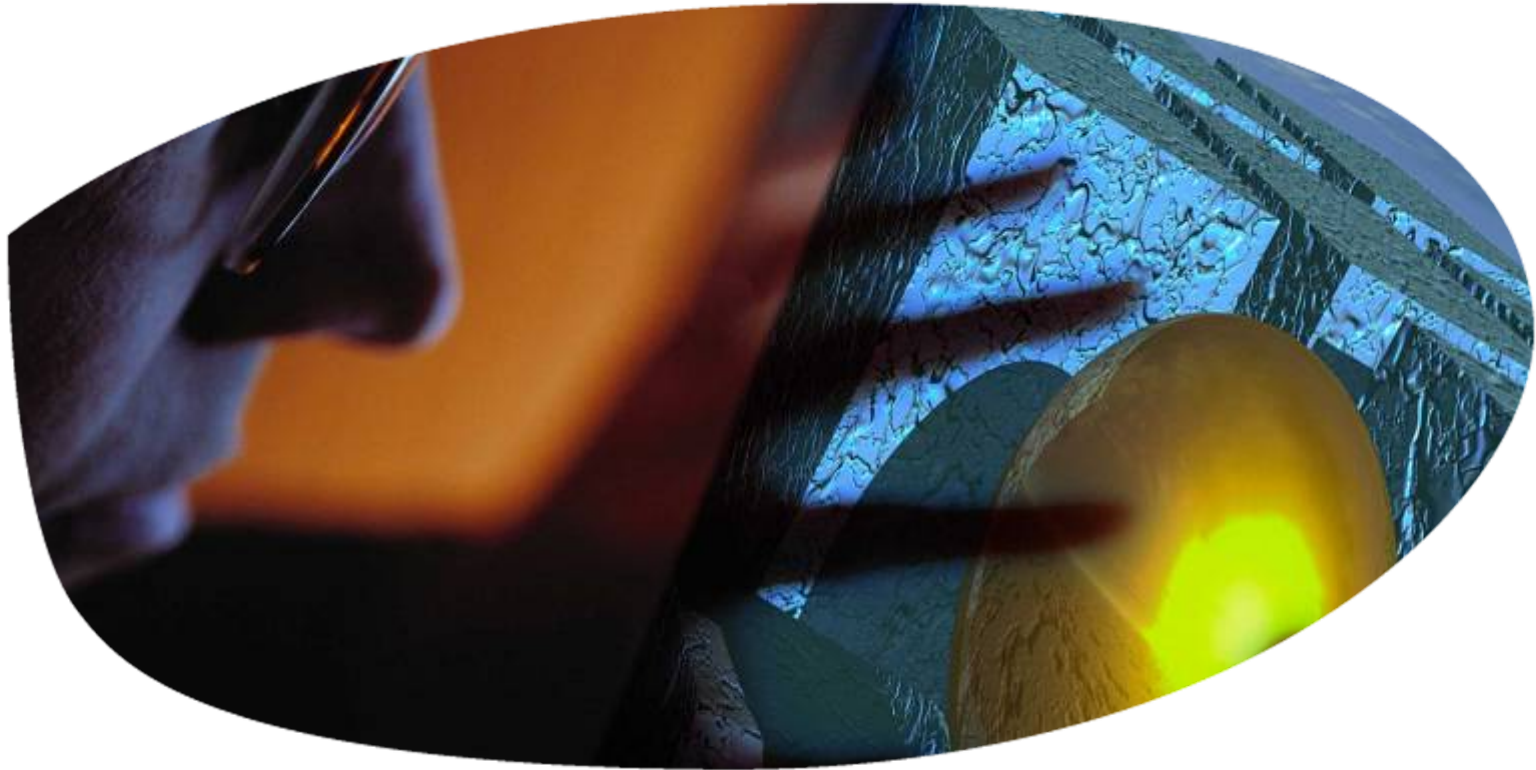


Bottomline Business eXchange™



Purchase Order Notification User Setup

Rev 12/15/09



Enabling BBeX Purchase Order Notification

Bottomline Business eXchange™ (BBeX) can be configured to notify users when new purchase orders are uploaded. Notification is sent via email to the user's email address stored in BBeX. A separate email is sent for each purchase order uploaded to BBeX. Emails are sent when the purchase order is loaded into BBeX. Johnson Controls uploads purchase order continuously throughout the day.

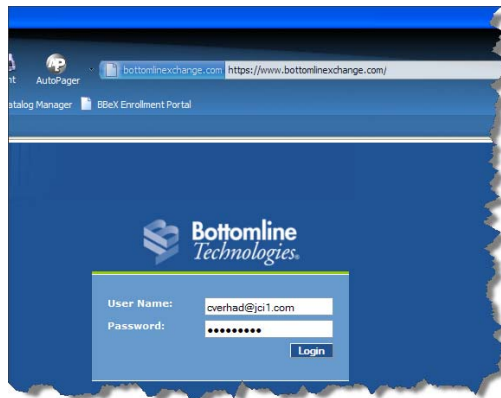
The following instructions describe the process of enabling purchase order notification for an individual user. Notification is optional and can be configured for any or all users. Notification can be disabled for a user at any time.

It is the supplier's responsibility to control purchase order notification.

Enabling BBeX Purchase Order Notification (cont.)

1. Login to BBeX

- a. In a supported internet browser enter the URL www.bottomlinexchange.com.
- b. Enter your user ID, typically your email address
- c. Enter your password. Dots will display.

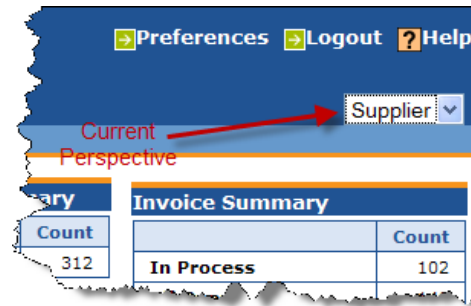


Enabling BBeX Purchase Order Notification (cont.)

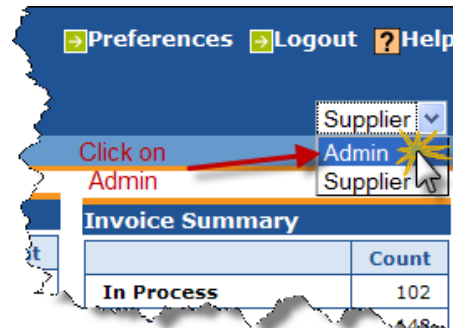
2. Change to the Admin perspective.

Depending on your settings you may need to change to the Admin perspective to edit user settings.

- a. Your current perspective is indicated in the upper right hand corner below the Logout and Help links.



- b. If your current perspective is **Supplier** use the drop down to select **Admin**.



Enabling BBeX Purchase Order Notification (cont.)

3. Select the desired user and change to edit mode.

a. In the **Admin** perspective click on the **Users** tab.



b. Click on the row of the user for which notification is to be enabled.



c. The detail view of the user is displayed. Click **Edit** below the **Users** tab to enter edit mode.



Enabling BBeX Purchase Order Notification (cont.)

4. Enable Purchase Order Notification

- a. Select the **Notifications** tab on the bottom half of the user edit screen.
- b. Mark the check box left of **Accept Purchase Order**.
- c. Click the **Save** button to save your changes.

The screenshot shows the 'Bottomline Business@Xchange' user edit screen. The 'Notifications' tab is selected and circled in red, with a red 'a.' next to it. The 'Save' button is circled in red, with a red 'c.' next to it. In the 'Trading Relationships' section, the 'Accept Purchase Order' checkbox is checked and circled in red, with a red 'b.' next to it. The 'Enabled' checkbox at the bottom left is unchecked.

Organization: JCI Test Supplier 1
Login ID: jcisupplier@jci.com
Email Address: jcisupplier@jci.com
User's Name: jcisupplier
Password: *
Password Confirmed: *
Active Date: 4/4/2008
Inactive Date:
Locale: English (United States)
Landing Page: Invoices
Security Question:
Security Answer:
Enabled:

Personal Information | Address | Roles | **Notifications** | History

Notifications

Trading Relationships

Owner	Buyer	Supplier
<input type="checkbox"/> Send Invoice	<input type="checkbox"/> Approve Invoice	<input type="checkbox"/> Send Invoice
<input type="checkbox"/> Approve Invoice	<input type="checkbox"/> Reject Invoice	<input type="checkbox"/> Reject Purchase Order
<input type="checkbox"/> Reject Invoice	<input type="checkbox"/> Send Purchase Order	<input checked="" type="checkbox"/> Accept Purchase Order
<input type="checkbox"/> Reject Purchase Order	<input type="checkbox"/> Payee Change	
<input type="checkbox"/> Send Purchase Order		
<input type="checkbox"/> Accept Purchase Order		

Financing Relationships

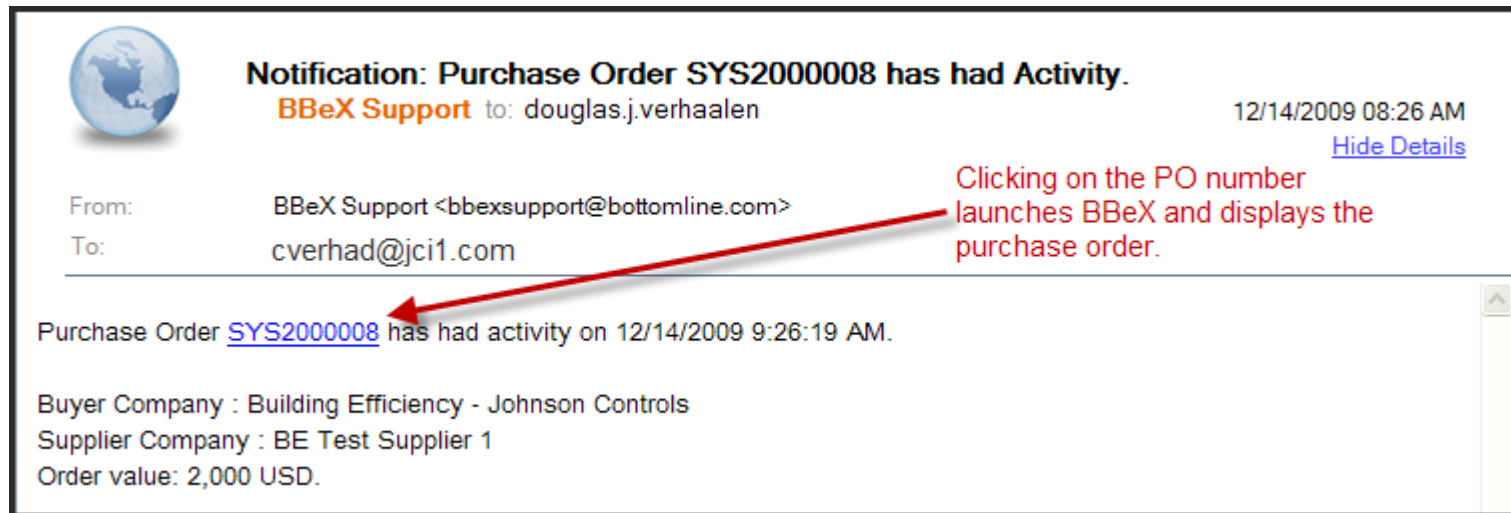
Owner	Buyer	Financer
<input type="checkbox"/> Offer for Financing	<input type="checkbox"/> Offer for Financing	<input type="checkbox"/> Accept for Financing
<input type="checkbox"/> Accept for Financing		<input type="checkbox"/> Reject for Financing


5. Click listing to return to the list of users to enable PO notification for another user.

6. To return to invoicing change perspective to Supplier or click Logout to exit.

[END]

Purchase Order Notification Email



 **Notification: Purchase Order SYS2000008 has had Activity.** 12/14/2009 08:26 AM
BBeX Support to: douglas.j.verhaalen [Hide Details](#)

From: BBeX Support <bbexsupport@bottomline.com>
To: cverhad@jci1.com

Purchase Order [SYS2000008](#) has had activity on 12/14/2009 9:26:19 AM.

Buyer Company : Building Efficiency - Johnson Controls
Supplier Company : BE Test Supplier 1
Order value: 2,000 USD.

Clicking on the PO number launches BBeX and displays the purchase order.