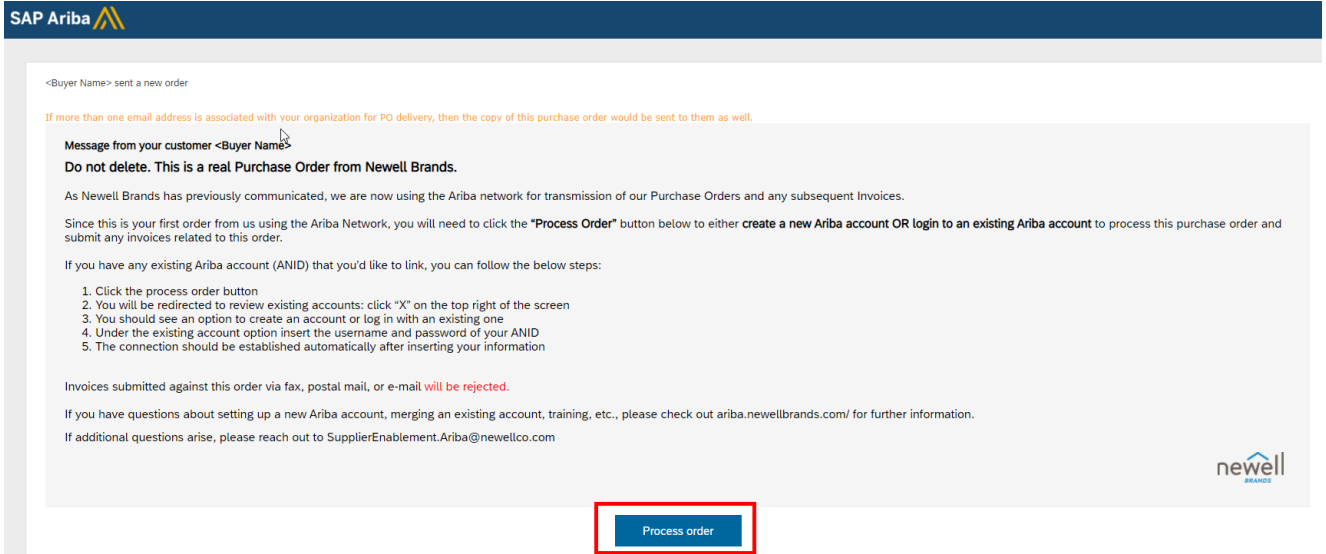


If you already have any existing ariba account that you'd like to link using interactive PO email, please follow the steps below:

- a. Find the original Ariba interactive PO email with the "Process Order" button sent from Newell brands.



- b. Click the "Process Order" button.
- c. You will be redirected to review existing accounts: click "X" at the top right corner of the screen.
- d. You should see an option to create an account or log in with an existing account.
- e. Under the existing account option, insert the username and password of your ANID#.
- f. The connection should be established automatically after inputting your information.
- g. If you want to designate or add additional email addresses you would like to receive PO emails to, you can configure notifications by following the steps below.

— **Configure Your Email Notifications**

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Click on Notifications under Account Settings.
2. Switch to the Network tab.
3. You can enter up to 5 email addresses per notification type. You must separate each address with a comma but NO space between the emails.

