

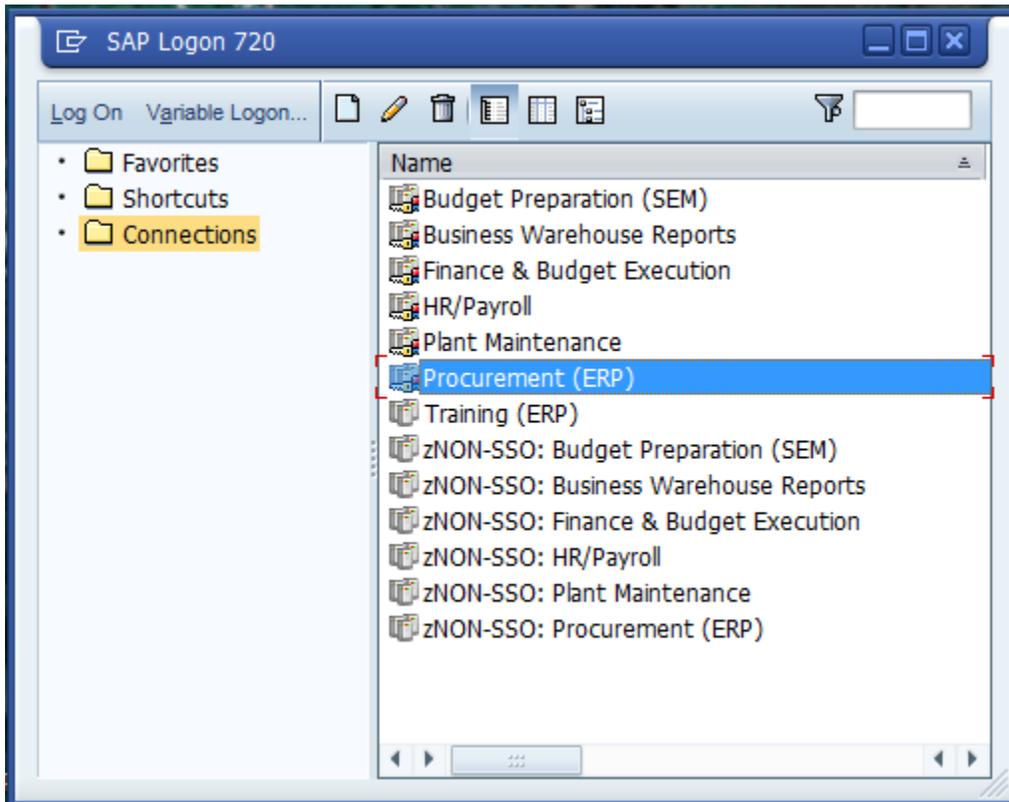
SU3 Setup for Remote Mail (Auto-PO, Auto-Fax, Alert Transmission)

Use this procedure to make sure your user settings are maintained properly.

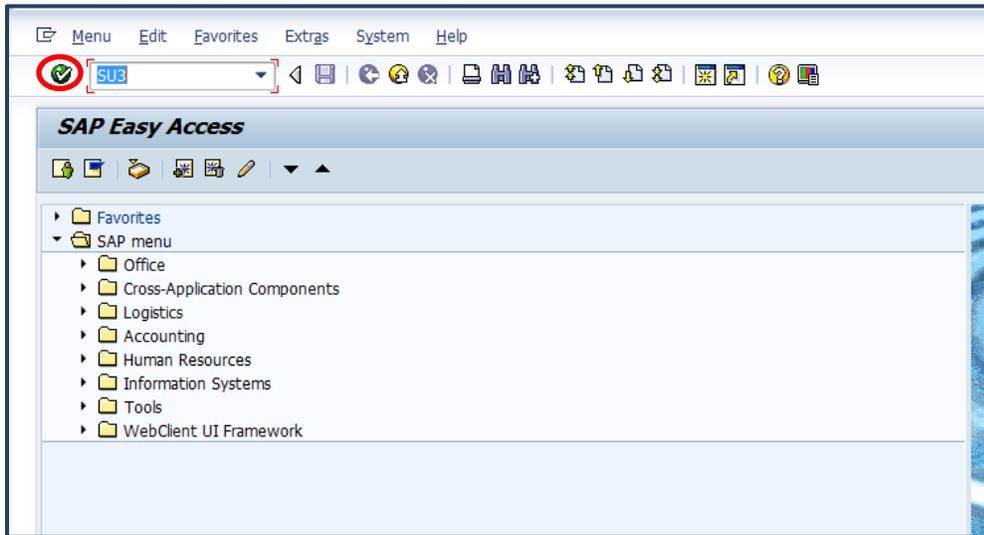
1. Select SAP Logon Pad



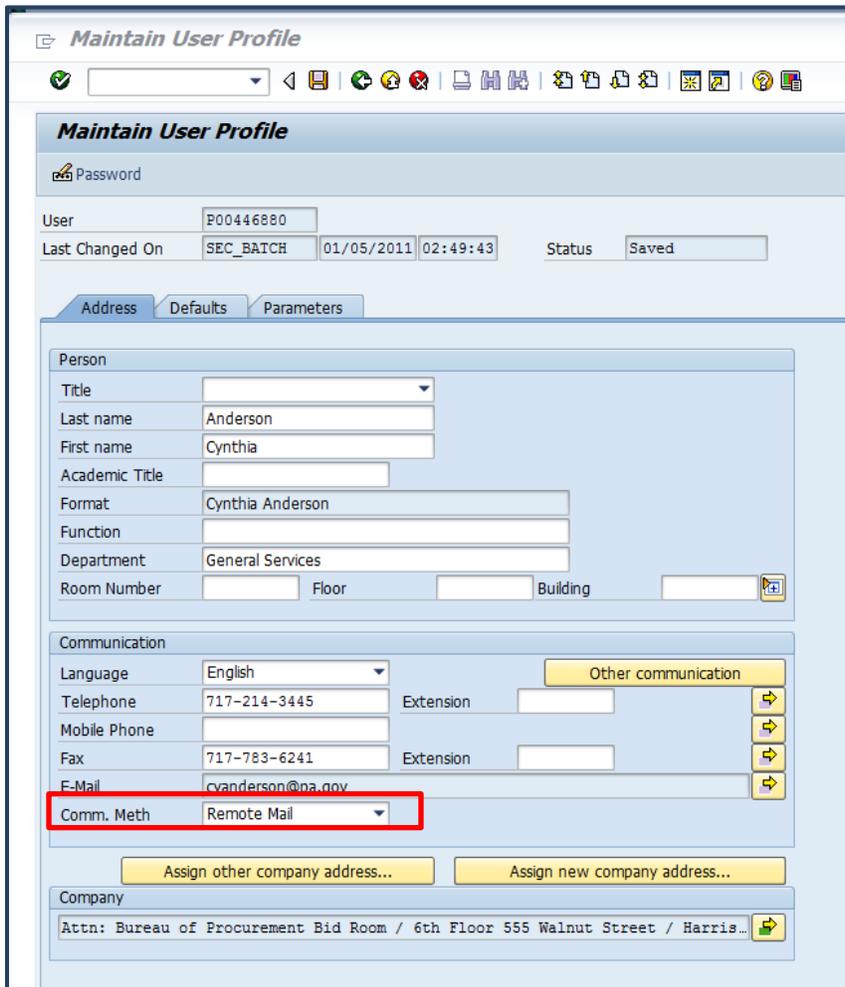
2. Select Procurement from the Connections list



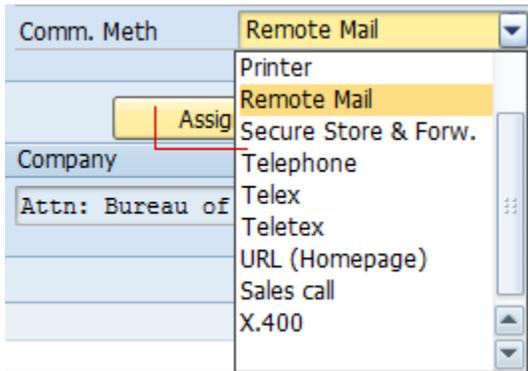
3. In the transaction field, enter SU3
 - a. Select the ENTER icon



4. On the Address tab, in the Communication Section, verify that the Communication Method is set to "Remote Mail"



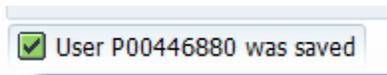
5. If the Communication Method was not set to "Remote Mail," select the dropdown menu as shown below
 - a. Select REMOTE MAIL from the list



- b. Select the SAVE button at the top of the screen



- c. A message will display on the SAP Easy Access screen - User XXXXXXXXX was saved



6. You have now completed the process and can now log out of the system