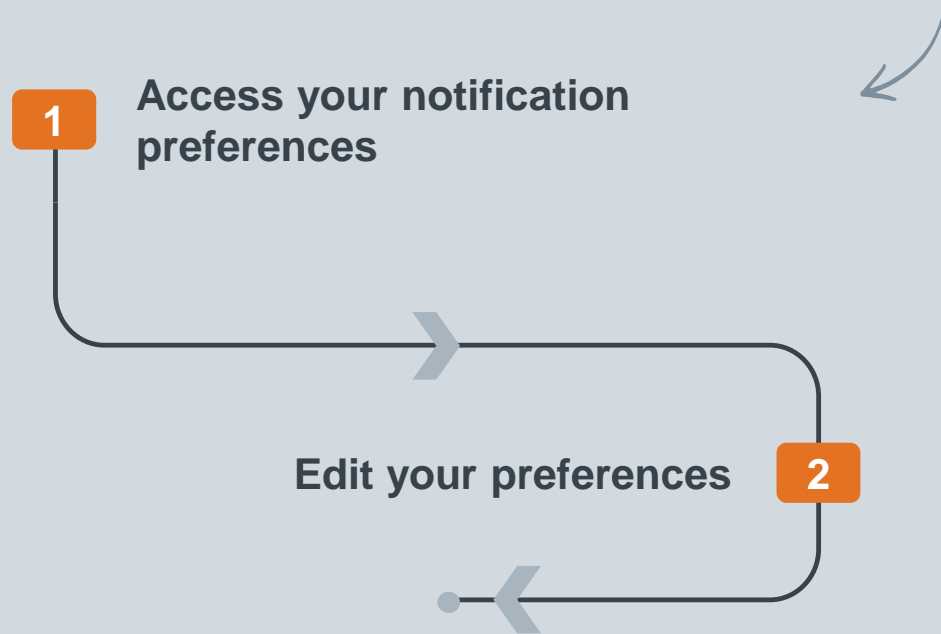This **Supplier Quick Guide** shows you how to…

SETTING YOUR NOTIFICATION PREFERENCES

…in two simple steps

1 Access your notification preferences

Edit your preferences **2**

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One portal for supplier collaboration

Vestas

1. ACCESS YOUR NOTIFICATION PREFERENCES

Step-by-step

1. Select **Notifications** from the Company Settings menu,.

2. Here, you can set your notification preferences for **General Notifications, Network, Discovery**, or **Sourcing & Contracts**.

Illustration

Classification: Public

2. EDIT YOUR PREFERENCES

Step-by-step

1. Click on the **check box** next to any notification you would like to receive.
2. **Enter up to three email addresses**, separated by commas, to specify who should receive each notification.
3. Click **Save**
4. Click **Close** to exit.

Illustration

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NEED HELP?

Support is available!

📞 For **questions or technical support** please contact the [Vestas SSC Ariba team](#)

ⓘ For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)

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