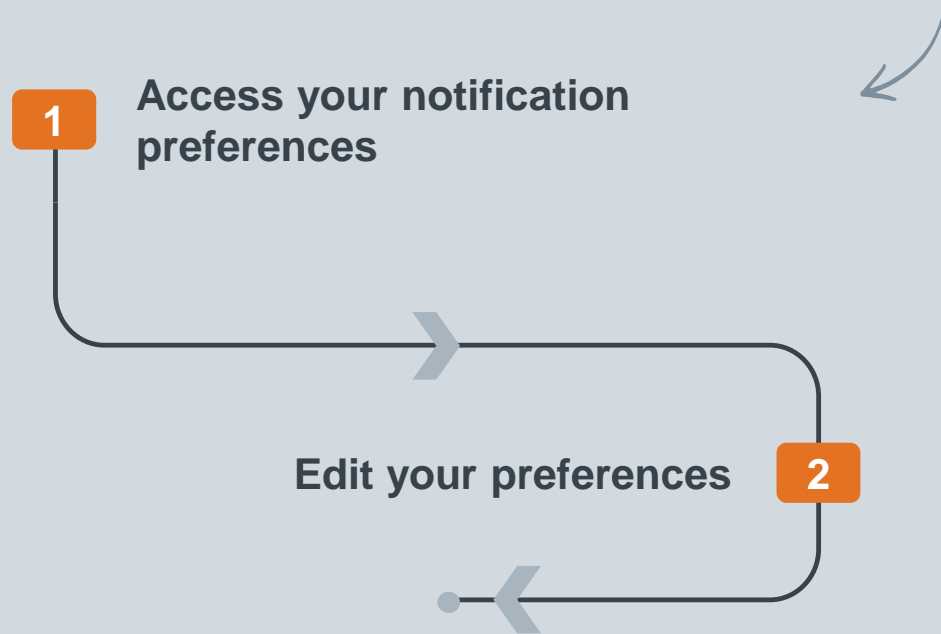


This **Supplier Quick Guide** shows you how to...

SETTING YOUR NOTIFICATION PREFERENCES

...in **two simple steps**



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

The screenshot illustrates the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. A navigation bar contains links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is present with filters for 'Orders and Releases', 'Vestas - TEST', 'Exact match', and 'Order number'. The main content area features a dashboard with five key metrics: New orders (6), Changed orders (0), Orders to invoice (6), Rejected invoices (0), and Orders (6), all for the last 31 days. Below this is a 'My widgets' section with 'Purchase orders' (235B CZK) and 'Invoice aging' (309K CZK). A user profile dropdown menu is open on the right, showing 'Alina Druzhina' and 'test-dummysupplervestas1@sap.com'. The menu includes 'ACCOUNT SETTINGS', 'CUSTOMER RELATIONSHIPS', 'USERS', 'NETWORK SETTINGS', and 'AUDIT LOGS'. The 'Notifications' option is highlighted with a red circle '2', and the 'Settings' option is highlighted with a red circle '1'.

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

Account Settings

Customer Relationships Notifications Account Registration

General Network Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	betbo.test@gmail.com,roasp.test.supplier
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	betbo.test@gmail.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	betbo.test@gmail.com
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	betbo.test@gmail.com

Other Notifications

Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	betbo.test@gmail.com
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Save Close

How to configure your user account information and company settings
How do I invoice a purchase order if I lose the email notification?
Can more than one person receive email notifications about new purchase orders?
Why am I not receiving emails from SAP Ariba?
How do I configure my email notifications preferences?
How do I complete my Customer Requested Profile?
How do I see Ariba applications in a different language?
I need help accessing a sourcing event
How do I process an order in my Ariba Network Standard account?
Does Ariba offer live webinar training?
Why does a pending task on my Enablement Tasks tab not go away?

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](#)

