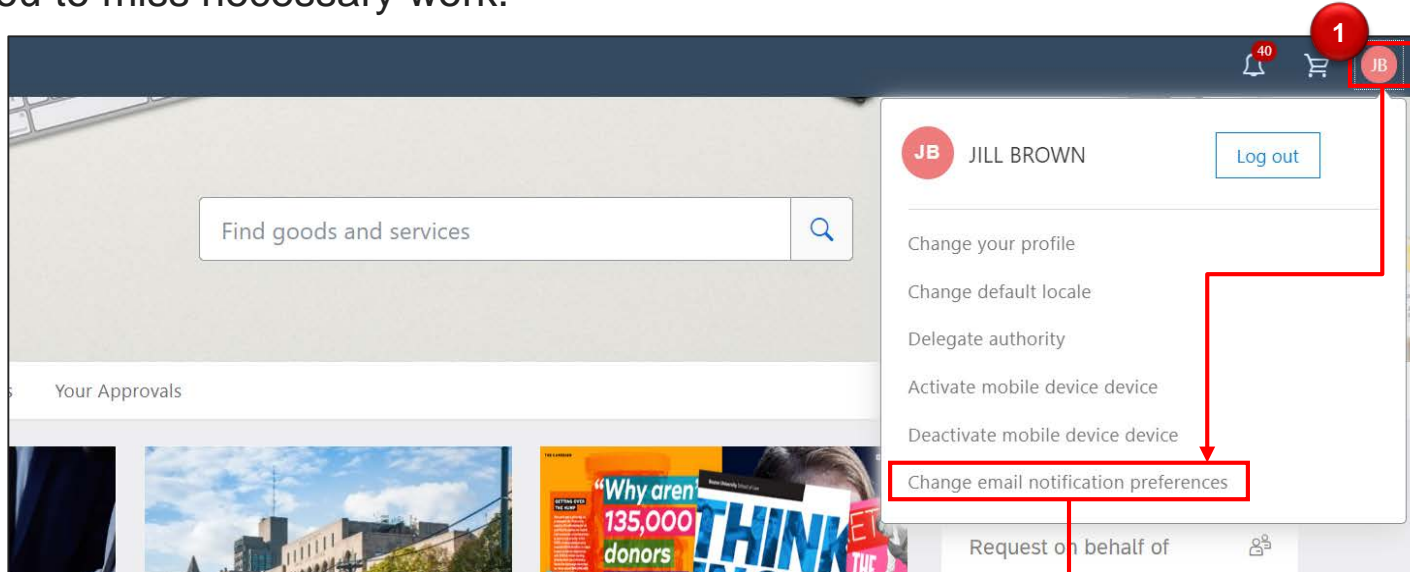# Managing Ariba Email Notification Preferences

Managing Ariba Email Notification Preferences

Ariba email notification preferences can be managed through the user profile on the homepage of **Guided BUying**. **Note**: updating notifications may cause you to miss necessary work.

1 Click the **User Profile** icon on the top right on the homepage of **Guided BUying**.

Click **Change email notification preferences**.

2 Click the **Edit preferences for** drop down and select the desired event (e.g., **Requisition**).

Guided BUying allows Requisitioners and Approvers to update notification method and frequency independently. Settings will automatically default to individual emails, sent once.

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive

Edit preferences for: Requisition

Notification Method

(3)

When I am an approver: Send individual emails   ⓘ

When I am a watcher: Send individual emails   ⓘ

Notification Frequency

Send email each time my document is approved: ☑   ⓘ

Send email when my document is fully approved: ☑   ⓘ

(4a)

When I need to approve a document: Send once   ⓘ

When my approval is overdue: Send once   ⓘ

When I am a watcher: Send once   ⓘ

(3) Under the **Notification method** section, select: **Individual:** Receive email immediately when the event is triggered. **Consolidated:** Receive one consolidated email.

(4a) Under the **Notification frequency section**, select never send, send once, or send repeatedly.

3

Requisitioners and Approvers can change the frequency of email notifications or opt out of email notifications by selecting **Never send** under the Notification Frequency section.

4b Alternatively, select **Never send** for each drop down under the **Notification Frequency** section to opt out of **Guided BUying** email notifications.

5 Scroll down and click **Save** to apply changes.

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive

Edit preferences for: [Requisition ∨]

Notification Method

When I am an approver: [Send consolidated email ∨] ⓘ

When I am a watcher: [Send consolidated email ∨] ⓘ

Notification Frequency

Send email each time my document is approved: ☑ ⓘ

Send email when my document is fully approved: ☑ ⓘ

When I need to approve a document: [Never send ∨] ⓘ

When my approval is overdue: [Never send ∨] ⓘ

When I am a watcher: [Never send ∨] ⓘ

[Save] [Cancel]