Managing Ariba Email Notification Preferences



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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.

	_	ية <mark>ب</mark>
		JILL BROWN Log out
	Find goods and services	Change your profile
		Change default locale
		Delegate authority
Approvals		Activate mobile device device
		Deactivate mobile device device
	13 do	Request on behalf of
	Edit Email Notification Preferences	
	Edit Email Notification Preferences	ration messages to receive and how often you want to receive them. The option Other document types sets preferences for do
	Edit Email Notification Preferences For each document type listed, specify the types of email notific Edit preferences for: (no value)	ration messages to receive and how often you want to receive them. The option Other document types sets preferences for do
	Edit Email Notification Preferences For each document type listed, specify the types of email notific Edit preferences for: (no value) ~ No document type sete Service Sheet	cation messages to receive and how often you want to receive them. The option Other document types sets preferences for do
	Edit Email Notification Preferences For each document type listed, specify the types of email notific Edit preferences for: (no value) No document type sele Other document types Service Sheet Contractor Survey	ration messages to receive and how often you want to receive them. The option Other document types sets preferences for do
TON	Edit Email Notification Preferences For each document type listed, specify the types of email notific Edit preferences for: (no value) (no value) No document type sele Other document types Service Sheet Contractor Survey Advance Payment	cation messages to receive and how often you want to receive them. The option Other document types sets preferences for do

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

Click Change email notification preferences.

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

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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					
When I am an approver: Send individual emails 🗸 i					
When I am a watcher: Send individual emails \checkmark (i)					
Notification Frequency					
Send email each time my document is approved: \checkmark (i)					
Send email when my document is fully approved: 🥡 🤅					
When I need to approve a document: Send once \checkmark (i)					
When my approval is overdue: Send once \checkmark (i)					
When I am a watcher: Send once \checkmark (i)					

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

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Under the Notification frequency section, select never send, send once, or send repeatedly.



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.

Edit Email Notification Preferences	-	select Never send for each drop down under the Notification Frequency
For each document type listed, specify the types of email notification messages to receive Edit preferences for: Requisition ~		
When Lam an approver: Send consolidated email v (i)		section to opt out of Guided BUying email notifications.
When I am a watcher: Send consolidated email V (i)	5	Scroll down and click Save
Notification Frequency		changes.
Send email each time my document is approved: 🚺 (i)		
Send email when my document is fully approved: 🖌 (i)		
When I need to approve a document: Never send		
When my approval is overdue: Never send \checkmark (i)		
When I am a watcher: Never send (i)		
5 Save Cancel		



4b Alternatively,