



## **Enabling Email Notifications**

## **Quick Reference Guide**

This document shows the steps to enable notifications in supplier portal to stay updated.

**Step-1:** Log into Ariba Network, at the home page, click on the profile icon -> 'Settings' -> 'Notifications':



**Step-2:** Tick the box(es) and enter the email address according to your preference, once completed, click 'Save' -> 'Close':

Note: Maximum THREE emails for each notification box and each emails need to separate with "," (You may use different Emails for different notification tasks).

count Settings		Seve
Customer Relationships Users Notifications Applic	ation Subsolptions Account Registration API management	
General Network Discovery Sourcing & Contr	racts Messaging	
Enter up to three comma-separated email addresses per field. Ens The Preferred Language configured by the account administrator of	sure that you have any required user consents before adding email addresses for sending notifications. controls the language used in these notifications.	
Error Email Notification		
General Notification Options	more stare contribution upport failure.     Send metilization dignet this affect, in hours: 24	Alphana Jagoda () anowenergy can au
Electronic Order Routing		
Type	Send notifications when	To email addresses (one required)
Order	Send a notification when orders are undeliverable.           Send a notification when a new collaboration request against an existing order is received.         Send a notification when a new collaboration request against an existing order is received.	<ul> <li>alphone lego/all anonerary/con.au</li> </ul>
	Send notification for new purchase orders to suppliers.	
	Send notification to suppliers when purchase orders are changed.	
	Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	Stend a notification when purchase order inquiries are received.           Stend a notification when purchase order inquiries are undeliverable.	<ul> <li>alphonse.legoria@arrowenergy.com.au</li> </ul>
Time Sheet	Send a notification when time sheets are undeliverable.	* NoReplyArbaC5@arba.com
Pending Queue	Send a notification when items delivered through pending queue are not acknowledged.	NoReplyHtbaCS(#arlba.com
Order Confirmation Failure	Send a notification when order confirmations are undeliverable.	alphonse.lagoria@arrowenergy.com.au
Approval	Send a notification when order confirmation approval status changes.	NoReplyArbaC5@arba.com
Catalog Subscriptions		

