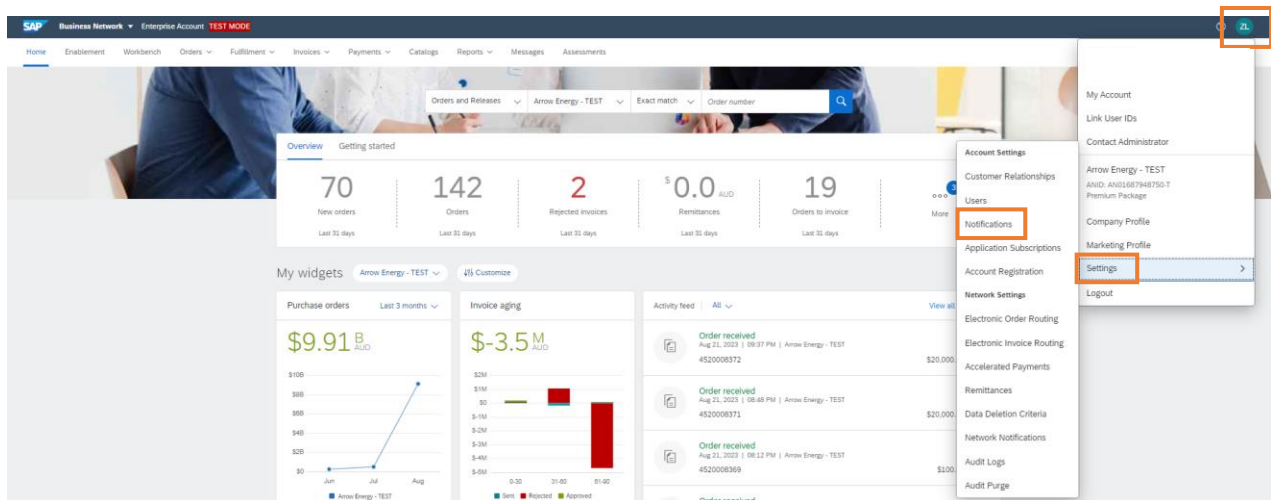# Enabling Email Notifications

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).