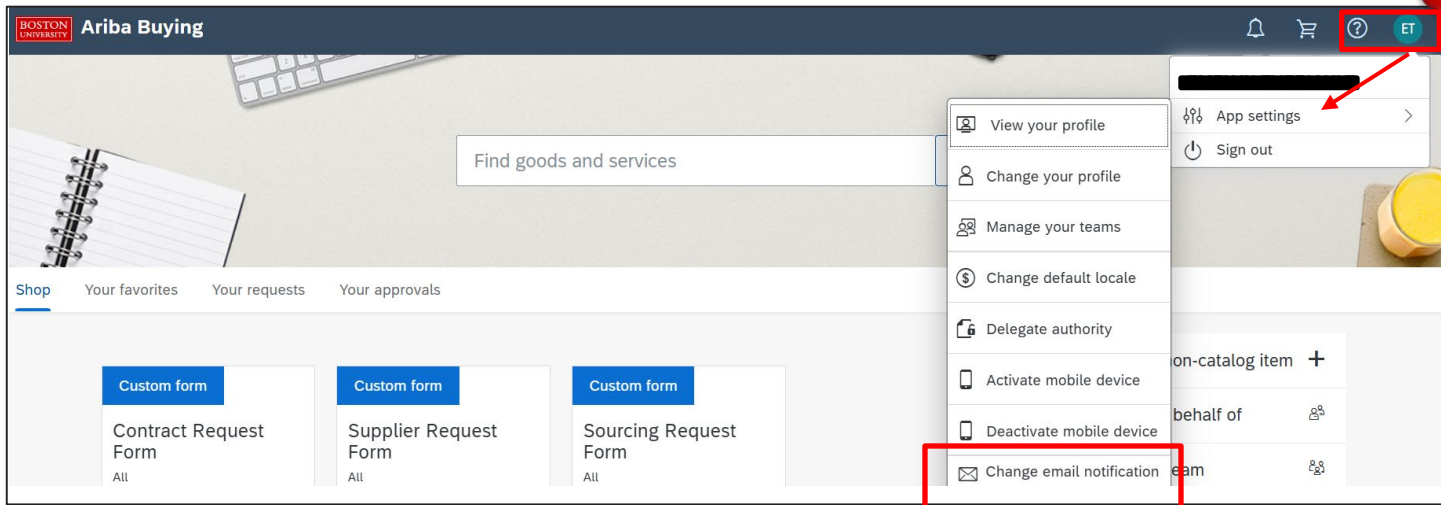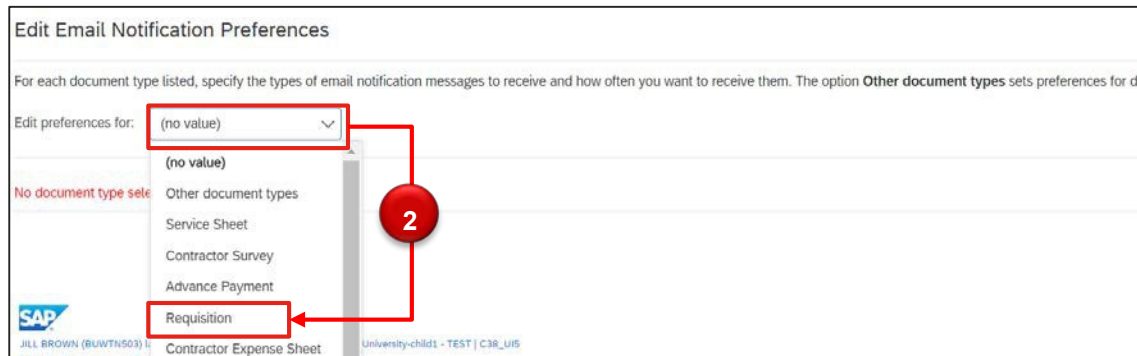# Managing Ariba Email Notification Preferences

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.

- **Guided BUying** allows requisitioners and approvers to update notification method and frequency independently.
- Settings will automatically <u>default</u> 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 ⓘ **3**

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: ✓ ⓘ

When I need to approve a document: Send once ⓘ **4a**

When my approval is overdue: Send once ⓘ

When I am a watcher: Send once ⓘ

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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."

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- Requisitioners and approvers can <u>opt out </u>of email notifications by selecting **Never send** under the Notification Frequency section.

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

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

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

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