



Updating SAP Ariba Notification Settings

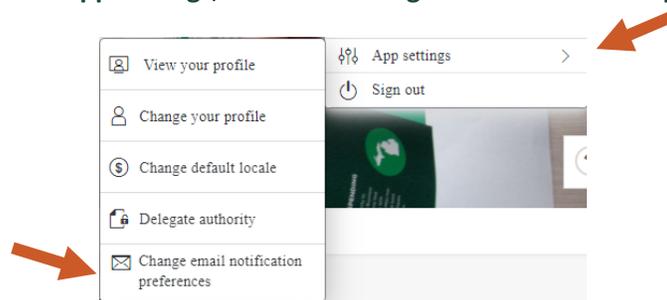
Overview: This tutorial outlines how to change email notification preferences within SAP Ariba for requisitions, invoice reconciliations, user profile, administrative emails, and other document notifications.

Change Notification Preferences

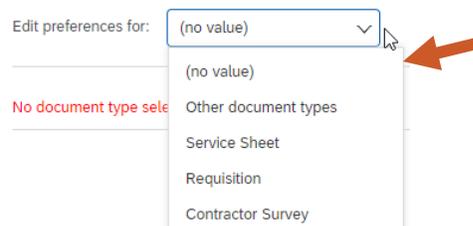
1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tab.
2. In the upper right corner, click the user profile button containing the initials of your last and first name.



3. In the expanded menu, click **App settings**, then click **Change email notification preferences**.



4. Click the **Edit preferences for** drop-down menu to choose the relevant document type.



5. Adjust the document type notification settings based on the options provided, which include the notification methods and notification frequency.

6. Click **Save** in the bottom right corner to save your changes.

