

## **Job Aids**

## 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.

Notification Method			
When I am an approver: Send individ	uat emails 🗸 🛈		
When I am a watcher: Send individ	ual emails 🗸 🛈		
Notification Prequency			
Send email each time my document is approved	: 🗸 💿		
Send email when my document is fully approved	: 🗸 0		
When I need to approve a documen	: Send once	~	0
When my approval is overdue	Send once - Sends an email per day till the approver acts	~	0
When I am a watche	Never send V		

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



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If you have any questions, please contact UPL System Governance at <u>upl.sga@msu.edu.</u>