User Settings

Updated: August 29, 2024

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to change user settings: establishing default cost objects and G/L accounts, delegating user authority, and changing email notification preferences in SAP Ariba. IMPORTANT: You can only delegate to a user that is at the same level or higher in the organization.

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

Google Chrome (64-bit) Apple Safari (64-bit)

Microsoft Edge (32-bit) Microsoft Edge Chromium (32-bit and 64-bit)

Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

2. From the Guided Buying homepage, click the Profile icon and select "Change your profile" from the drop-down menu.

User Settings



Updated: August 29, 2024

- 3. The Personal Profile screen opens displaying your personal info (e.g., name, email, supervisor). Click "Next".
- 4. In the Account/Ship section, default values for G/L, cost center, ship to, and unloading point can be changed. Click the dropdown in a field to search for/select a value. Enter a value in the Search field (e.g., G/L account #, cost center #, etc.). Click "Search"; the valu



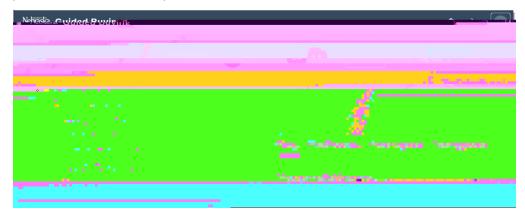




Updated: August 29, 2024

CHANGE EMAIL NOTIFICATION PREFERENCES

1. From the Guided Buying homepage, click the Profile icon and select "Change email notification preferences" from the drop-down menu.



2. From the Edit Email Notification Preferences screen, click the "Edit preferences for" dropdown and select the document type to edit. (Note: Most options won't generate notifications at all. The requisition notification is what most people will want to edit and

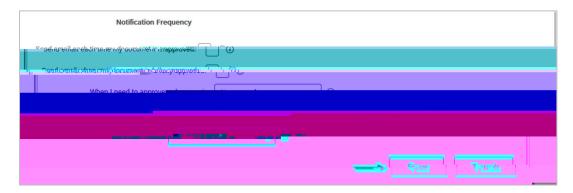






Updated: August 29, 2024

4. The Notification Frequency section allows users, watchers, and approvers to control the frequency of email notifications or discontinue receiving notifications entirely. To discontinue all notifications for a particular document type (e.g., requisitions) for all roles, uncheck both checkboxes and select "Never send" in all dropdowns. Click "Save".



5. To continue to receive emails but change the frequency, select the desired option from the dropdown (depending on your role) . Click "Save"





