

Managing Notification Preferences

PURPOSE

This Quick Reference Guide (QRG) is to demonstrate how to change email notifications.

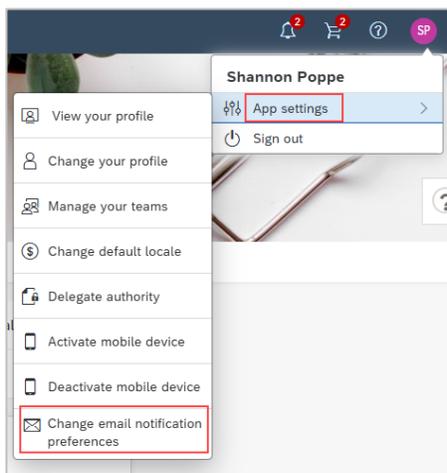
HELPFUL HINTS

For the best experience, please use the following browsers:

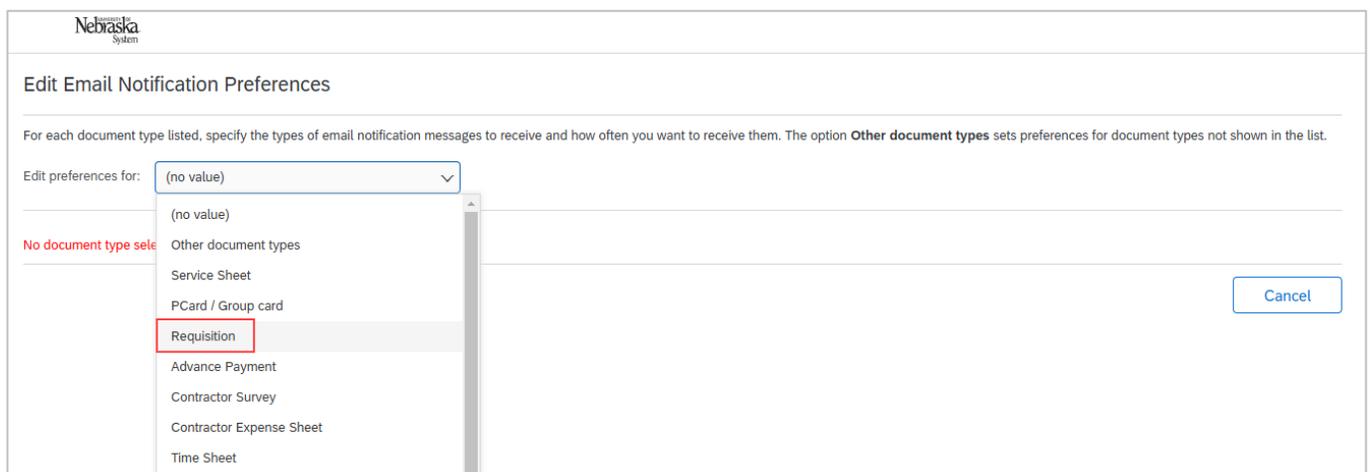
- Google Chrome (64-bit)
- Microsoft Edge (32-bit)
- Mozilla Firefox (64-bit)
- Apple Safari (64-bit)
- Microsoft Edge Chromium (32-bit and 64-bit)

PROCEDURE

Log into Ariba. At the top right, click the *App settings* and select *Change email notification preferences*.



Click the *Edit preferences for* dropdown menu and select the desired option.



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Make the desired changes to the *Notification Method* as an approver and/or a watcher.

The screenshot shows the 'Edit Email Notification Preferences' page for a 'Requisition'. The 'Notification Method' section is highlighted with a red box. A red callout points to the dropdown menu for 'When I am an approver', which is open and shows options: 'Send individual emails' (selected), 'Send individual emails', and 'Send consolidated email'. The 'Notification Frequency' section is also visible below.

- As an approver:
 - **Send individual emails:** individual emails will be sent for each individual approvable that needs to be acted on. The approval can be completed within each individual email.
 - **Send consolidated email:** one email will be sent with a list of approvables that need to be acted on. The approvals cannot be acted on within the consolidated email and must be completed directly in Ariba.
- As a watcher:
 - **Send individual emails:** individual emails will be sent for each watched document.
 - **Send consolidated email:** one email will be sent with a list of watched documents.

Select the desired changes within *Notification Frequency*.

The screenshot shows the 'Edit Email Notification Preferences' page for a 'Requisition'. The 'Notification Frequency' section is highlighted with a red box. A red callout points to the 'Send email each time my document is approved' checkbox, which is checked. Other options in the section include 'Send email when my document is fully approved' (checked), 'When I need to approve a document' (Send once), 'When my approval is overdue' (Send once - Sends an email per day till the approver acts), and 'When I am a watcher' (Send once).

Click [Save](#).

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Updated 2/12/2025

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: ⓘ

When my approval is overdue: ⓘ

When I am a watcher: ⓘ

A confirmation pop-up appears. Click .

Confirmation

Are you sure you want to save all your changes?