

PURPOSE

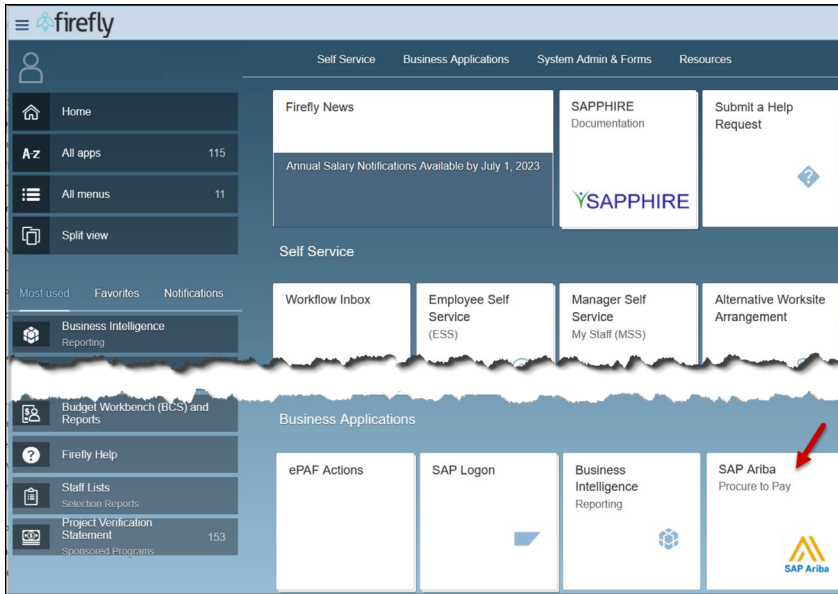
This Quick Reference Guide (QRG) is designed to show the steps needed to change user settings: establishing default cost objects and G/L accounts, delegating user authority, and changing email notification preferences in SAP Ariba. **IMPORTANT:** You can only delegate to a user that is at the same level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

HELPFUL HINTS

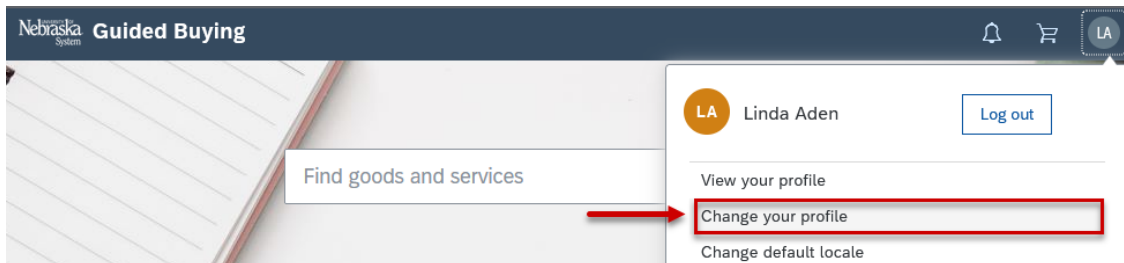
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit)
 - Apple Safari (64-bit)
 - Microsoft Edge (32-bit)
 - Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

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.



3. The *Personal Profile* screen will open showing 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 value should appear. Click “Select”. Click “Done”. For the “Unloading point” field, simply enter text directly in the field.
5. Click “Next” to continue.

Personal Profile UP175: User Profile Changes for Linda Aden

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which [More](#)

Accounting/Shipping - User Profile

Choose Value for GL Account

1. Change your organization information:

Company Code: 1000 (University of Nebraska)

Purch Org: 1000 (Univ of Nebraska)

Purch Group: (no value)

2. Change your accounting information:

GL Account: 0000521100 (Postage)

Cost Center: 9145100100 (NeBIS Functional)

3. Change your shipping and delivery information:

Ship To: 9000-0050729033 (NEBIS)

Unloading point: **Enter text in the field**

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the [Aniba Privacy Statement](#). [Privacy Disclosure for Aniba Cloud Service](#)

Prev Next Exit

A. Enter a value
B. Click “Search”
C. Click “Select”
D. Click “Done”

6. (Optional) In the *Justify Changes* section, enter an explanation for the changes to the user profile. Click “Next” to continue.
7. Review the approval workflow. (optional) Click the drop-downs to either side of an Approver or Watcher to add an Approver/Watcher for your delegation of authority. Click “Next” to continue.

Delegate Authority UP84: Doug Justus

Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on your permissions.

Approval Flow - User Profile

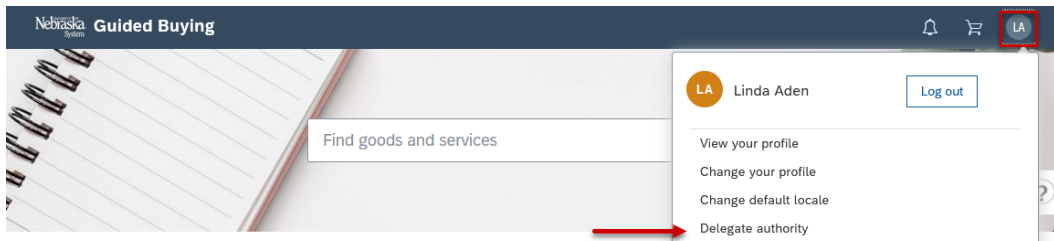
Submitted → Pending → Watcher → Approved

Prev Next Exit

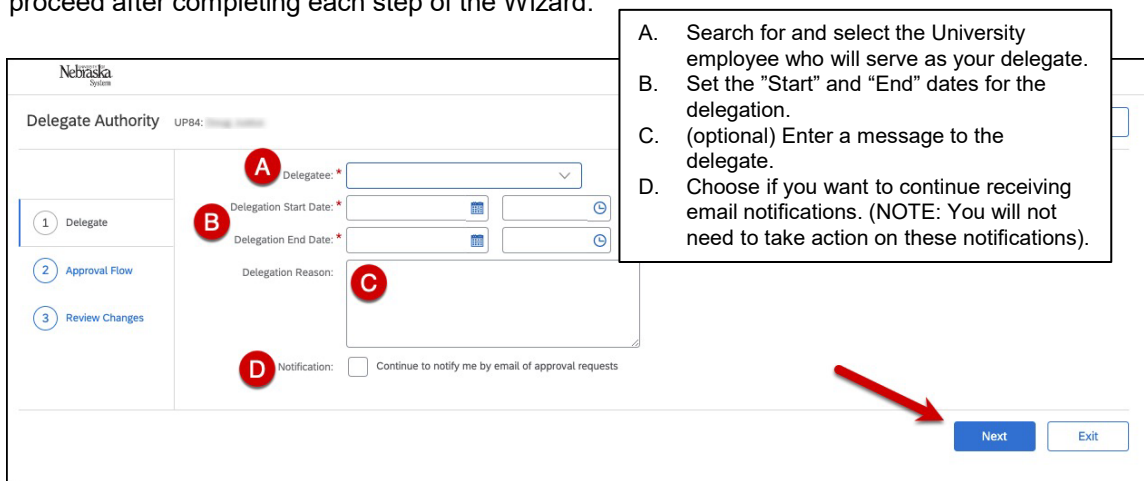
8. Review changes and click “Submit.”

Delegate Approval

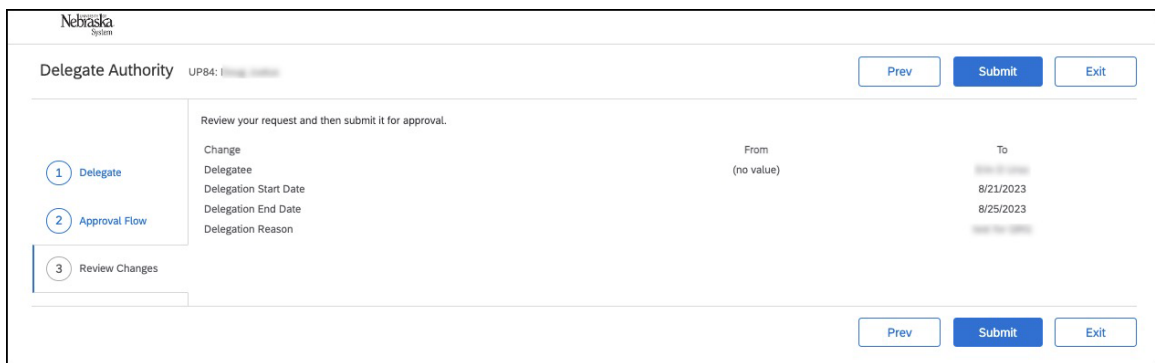
1. From the Guided Buying homepage, click the Profile icon and select “Delegate authority” from the drop-down menu.



2. The “Delegation Wizard” screen displays. Complete each screen as noted. Click “Next” to proceed after completing each step of the Wizard.

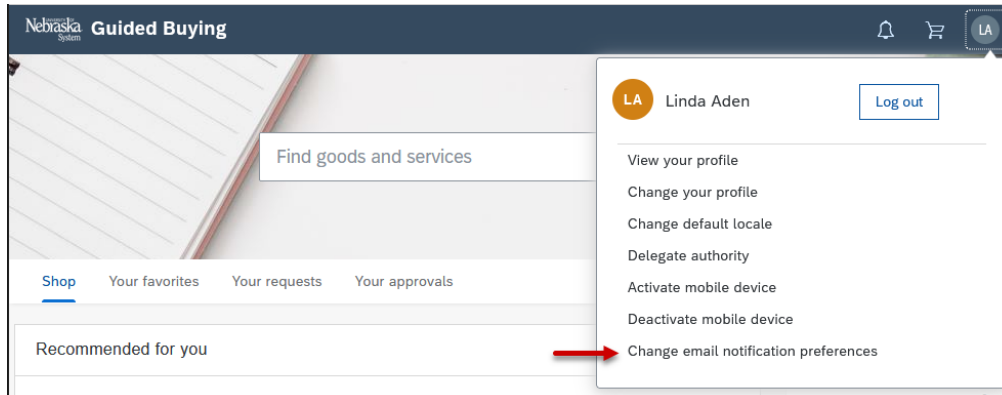


3. Review the changes and click “Submit”.

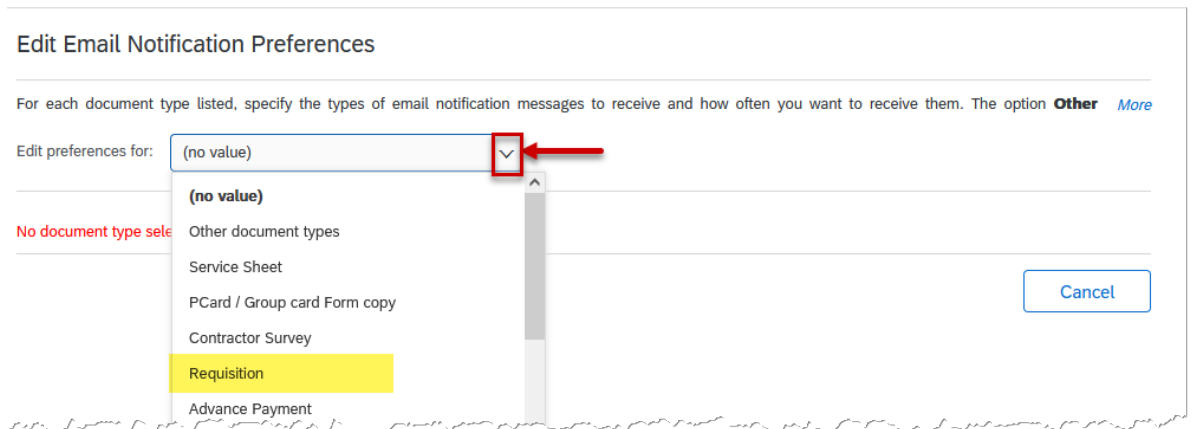


Change Email Notification Preferences

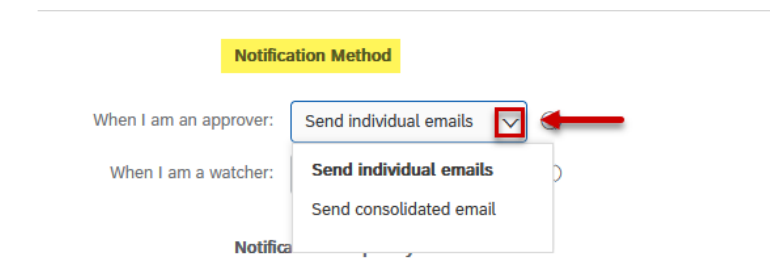
1. From the Guided Buying homepage, click the Profile icon and select “Change email notification preferences” from the drop-down menu.



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 will be the example shown.)



3. The *Notification Method* options allow approvers and watchers to select whether they wish to receive individual notifications as they get generated (default) or whether they want to receive one, daily email that consolidates all emails.



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”.

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

5. To continue to receive emails but change the frequency, select the desired option from the dropdown (depending on your role) . Click “Save” when done. Keep in mind that these settings are applicable only to the doc type you selected. If you receive notifications for other types of documents (e.g., receipt, contract request, invoice reconciliation, etc.), the same process will need to be repeated for each document type.

Approvers

When I need to approve a document: Never send ▼ ⓘ

Never send

Send once

Send individual email once

Requesters

When my approval is overdue: Never send ▼ ⓘ

Never send

Send once - Sends an email per day till the approver acts

Send individual email once

Watchers

When I am a watcher: Never send ▼ ⓘ

Never send

Send once

Send individual email once