

# Managing Notification Preferences

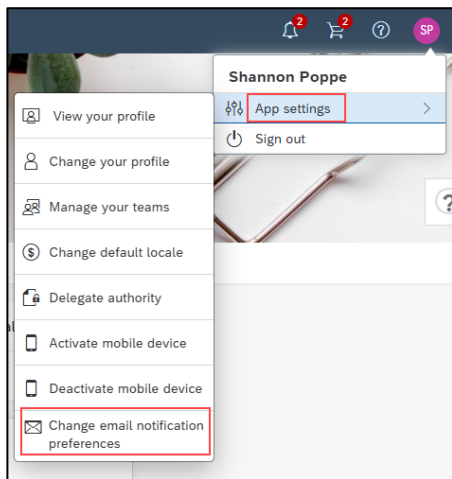
Updated March 12, 2026

## Purpose

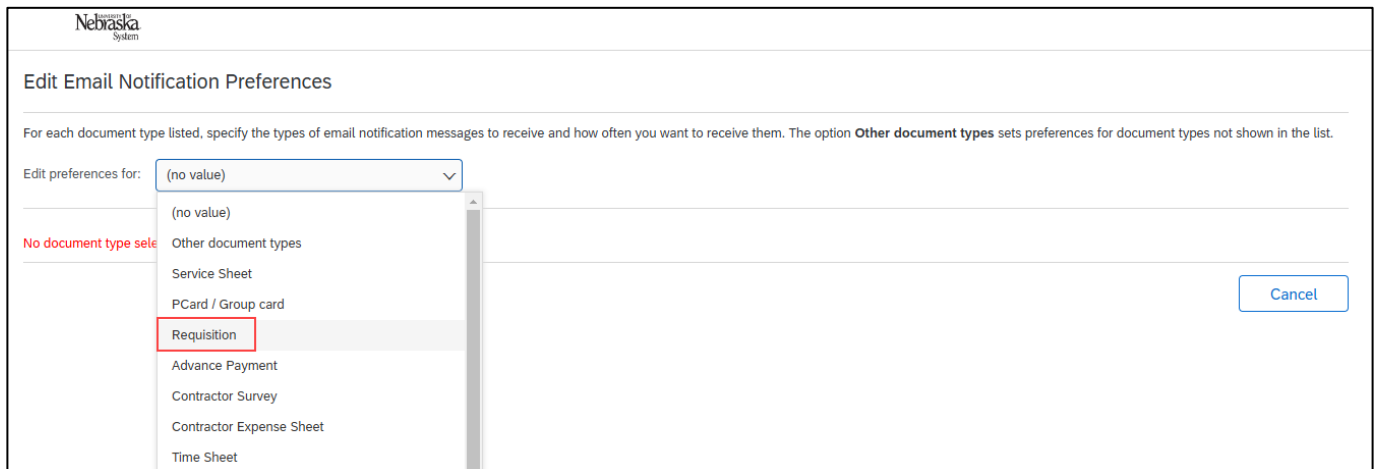
This document demonstrates how to change email notifications.

## 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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Updated March 12, 2026

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

The screenshot shows the 'Edit Email Notification Preferences' form for a 'Requisition'. A red callout box highlights the 'Notification Method' section. In this section, there are two dropdown menus: 'When I am an approver:' and 'When I am a watcher:'. The 'When I am an approver:' dropdown is open, showing 'Send individual emails' as the selected option. Below this, the 'Notification Frequency' section is visible, with several checkboxes and dropdown menus.

Select the desired changes within **Notification Frequency**.

The screenshot shows the 'Edit Email Notification Preferences' form. A red callout box highlights the 'Notification Frequency' section. In this section, there are several checkboxes and dropdown menus. The 'Send email each time my document is approved:' and 'Send email when my document is fully approved:' checkboxes are checked. The 'When I need to approve a document:' dropdown is set to 'Send once'. The 'When my approval is overdue:' dropdown is set to 'Send once - Sends an email per day till the approver acts'. The 'When I am a watcher:' dropdown is set to 'Send once'.

Click **Save**.

This is a close-up view of the 'Notification Frequency' section. The 'Send email each time my document is approved:' checkbox is unchecked. The 'Send email when my document is fully approved:' checkbox is checked. The 'When I need to approve a document:' dropdown is set to 'Send once'. The 'When my approval is overdue:' dropdown is set to 'Send once - Sends an email per day till the approver acts'. The 'When I am a watcher:' dropdown is set to 'Send once'. The 'Save' button is highlighted with a red box.

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Updated March 12, 2026

A confirmation pop-up appears. Click **Yes**.

Confirmation

Are you sure you want to save all your changes?

Sample Text Page 2