

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Change Notification
Settings to Receive Email Notices
of PR Approvals

The purpose of this job aid is to demonstrate how to change your email notification settings in Ariba to receive emails for approvals. Although Ariba creates notifications within the system, some users may also wish to receive email notifications.

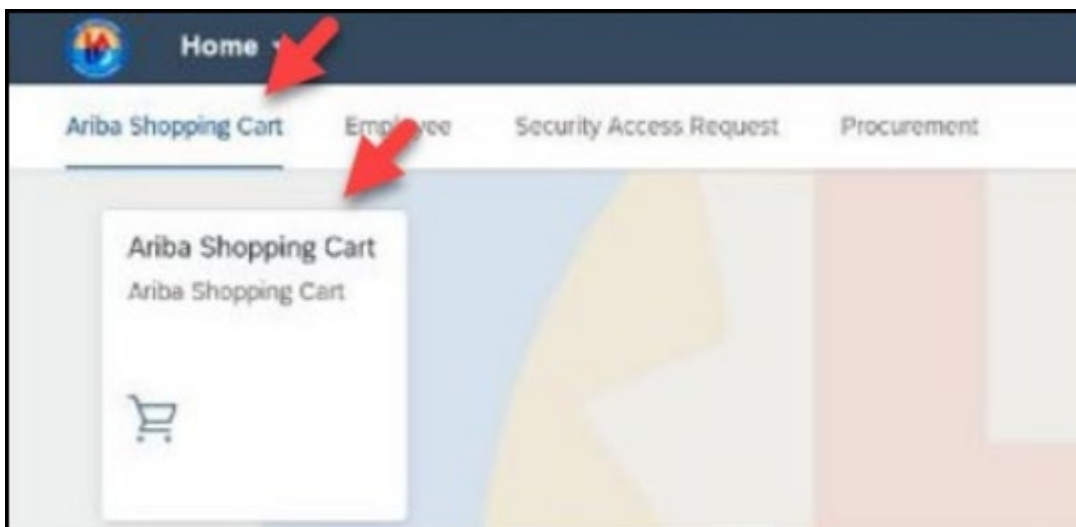
1

To access Ariba Guided Buying, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



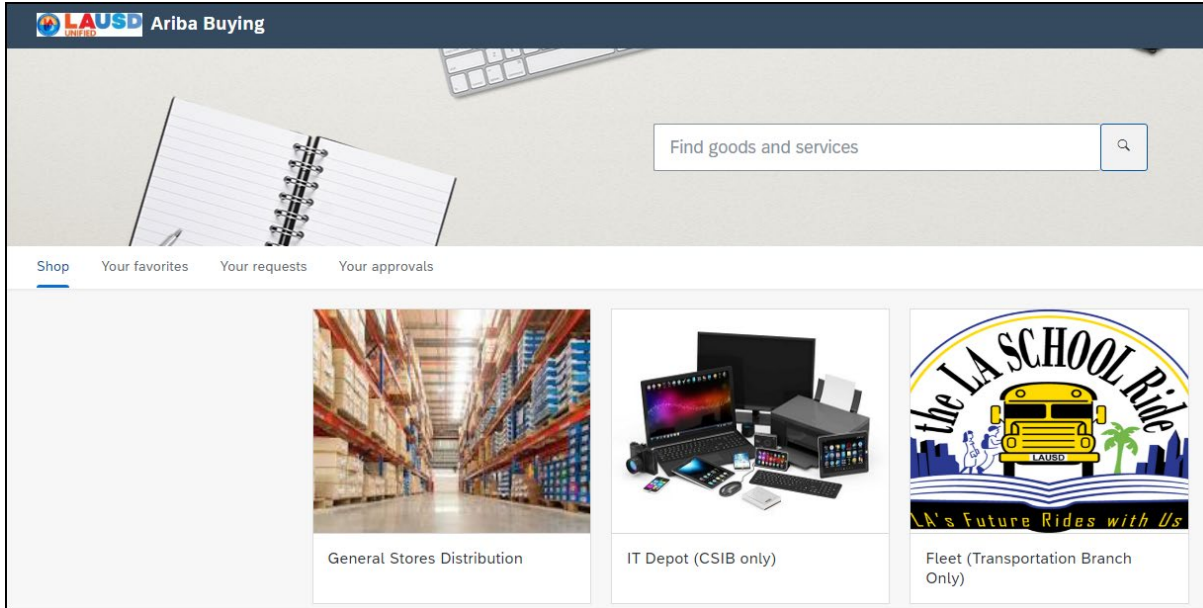
2

Click on the “Ariba Shopping Cart” tile.



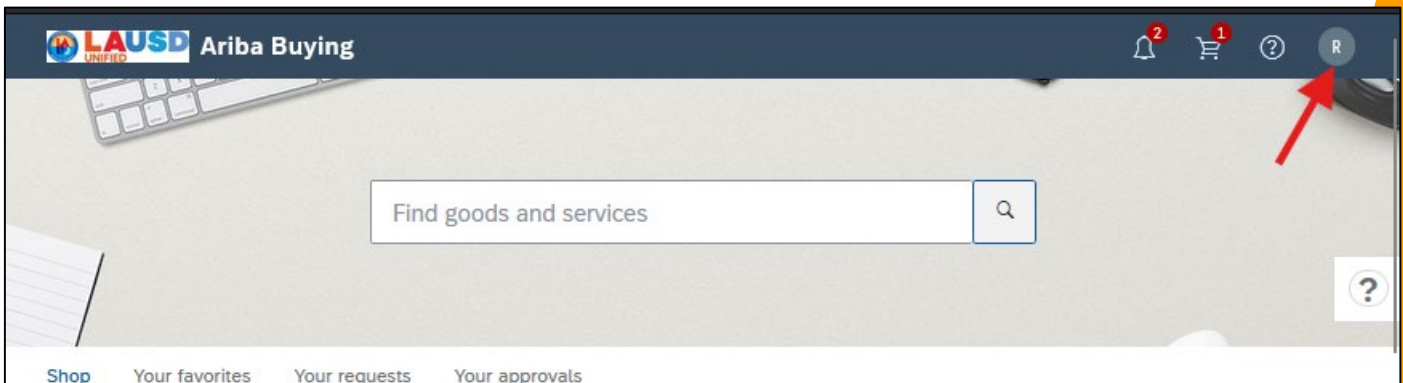
3

You will be directed to the Ariba Guided Buying home page.



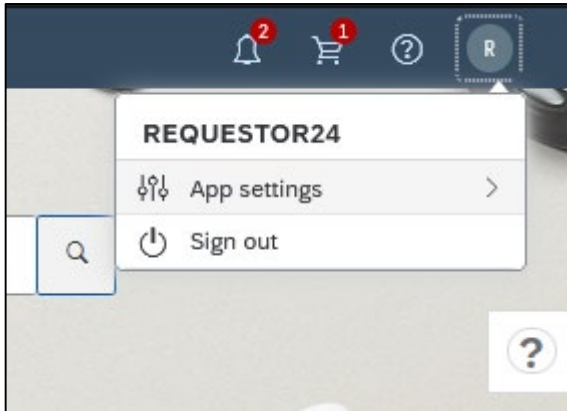
4

Click on your initials in the top right corner



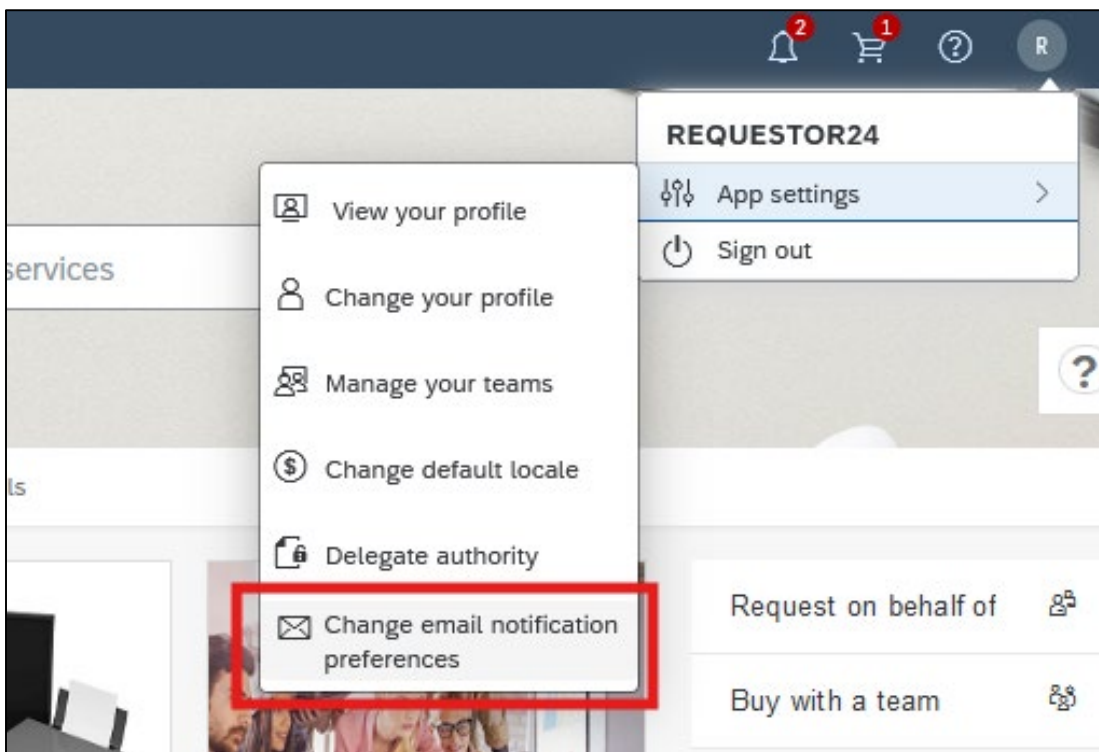
5

Click “App settings”



6

Then click “Change email notification preferences”



7

This screen allows you to select the document type you'd like to edit your notification preferences for. Click the downward arrow to open the list.

LAUSD UNIFIED Test Site

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option **Other document** [More](#)

Edit preferences for: (no value) ▼

No document type selected.

Cancel

8

Click **Requisition** from the list.

LAUSD UNIFIED Test Site

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option **Other document** [More](#)


Edit preferences for: (no value) ▼

- (no value)
- Other document types
- Service Sheet
- Technology Review Request Form New
- New RFQ Form
- (siva) RFPA Form
- Advance Payment
- Requisition**
- Contractor Survey

No document type selected.

Cancel

Click the checkbox next to the notification frequency which notes how often you would like to receive email updates of your Purchase Requisition approvals.

 **Test Site**

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option **Other document** [More](#)

Edit preferences for:

Notification Method

When I am an approver: ⓘ

When I am a watcher: ⓘ

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: ⓘ

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Click the first box if you would like to receive an email each time an approval along the workflow is completed for your Purchase Requisitions.

Notification Frequency

Send email each time my document is approved:	<input checked="" type="checkbox"/>	i
Send email when my document is fully approved:	<input type="checkbox"/>	i
When I need to approve a document:	Never send	
When my approval is overdue:	Never send	
When I am a watcher:	Never send	i

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Click the second box if you would like to receive an email notifying you when your Purchase Requisition is fully approved. *This is the point at which a Purchase Order or STO is generated.*

Notification Frequency

Send email each time my document is approved:	<input type="checkbox"/>	i
Send email when my document is fully approved:	<input checked="" type="checkbox"/>	i
When I need to approve a document:	Never send	
When my approval is overdue:	Never send	

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You may also select both checkboxes if you wish.

Notification Frequency

Send email each time my document is approved: [i](#)

Send email when my document is fully approved: [i](#)

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When you are done making your changes, click **Save** at the bottom right of the screen

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option **Other document** [More](#)

Edit preferences for: Requisition [v](#)

Notification Method

When I am an approver: Send individual emails [v](#) [i](#)

When I am a watcher: Send individual emails [v](#) [i](#)

Notification Frequency


Send email each time my document is approved: [i](#)

Send email when my document is fully approved: [i](#)

When I need to approve a document: Never send [v](#) [i](#)

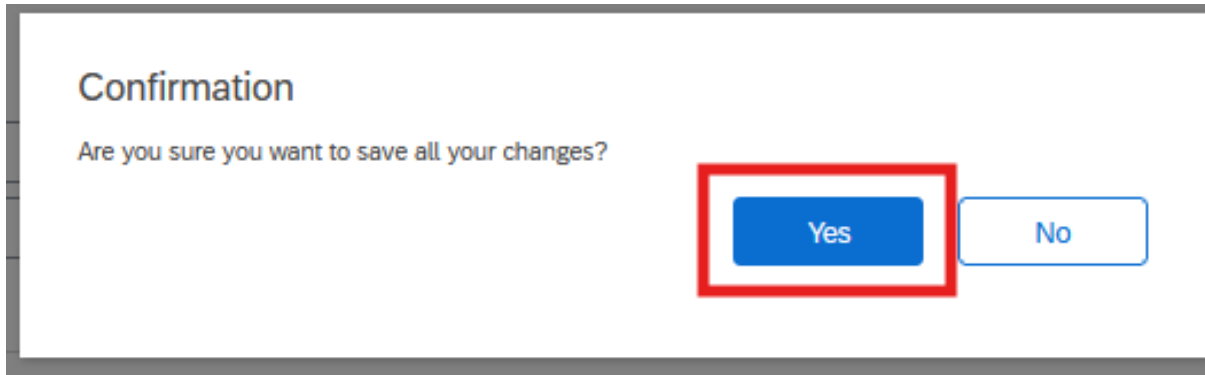
When my approval is overdue: Never send [v](#) [i](#)

When I am a watcher: Never send [v](#) [i](#)

 Save Cancel

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Click **Yes** to confirm your changes. Once saved, your email notification preferences will be updated accordingly.

A screenshot of a confirmation dialog box. The title is "Confirmation" and the text asks "Are you sure you want to save all your changes?". There are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.

Confirmation

Are you sure you want to save all your changes?

Yes No

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You may change or modify your Notifications at any time.