

Quick Reference Guide: HOW TO VIEW YOUR COMPANY SETTINGS ON YOUR PROFILE

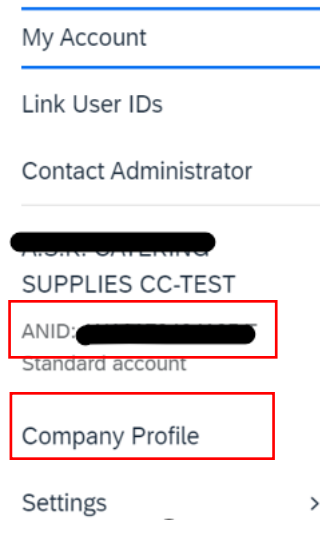


HOW TO VIEW YOUR COMPANY SETTINGS ON YOUR PROFILE

Click on the initials in the top right hand corner



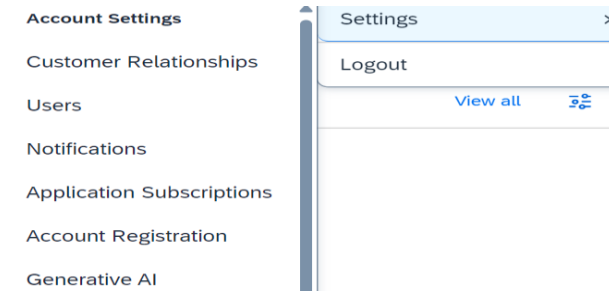
You will be able to see your account type (standard or enterprise), your company ANID and your company profile information.



The settings tab will allow you to check your account/network settings

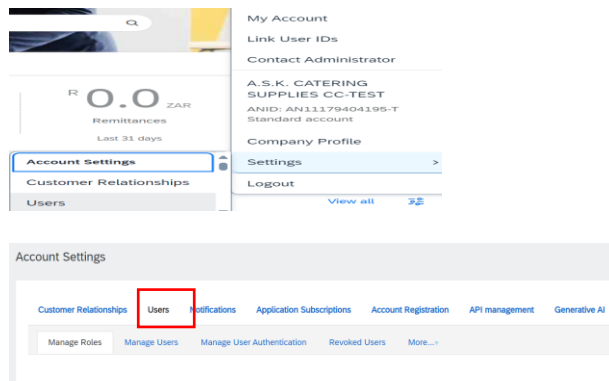
Account settings:

This will contain information on your customer relationships, Users set up on the account, notifications and other account information



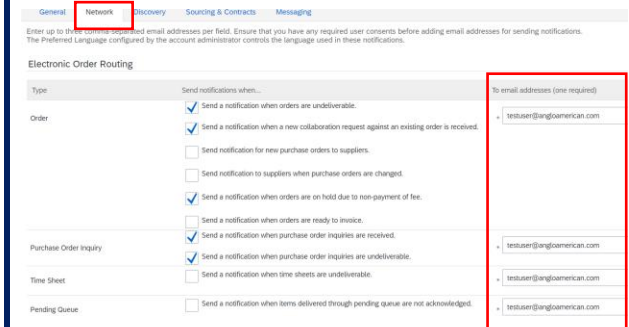
Users:

This is where you will assign users to manage specific roles on the profile:



Notifications – Network tab:

This is where you will set up your electronic routing status for your Purchase Orders and invoices.



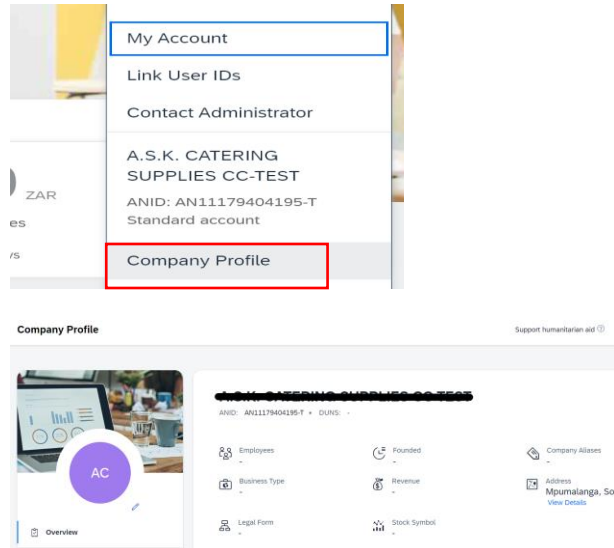
It is very important to ensure that the email maintained on all notifications is correct or you will not receive a notification when new/changed Purchase Orders are created and when goods receipts are processed for goods delivered.

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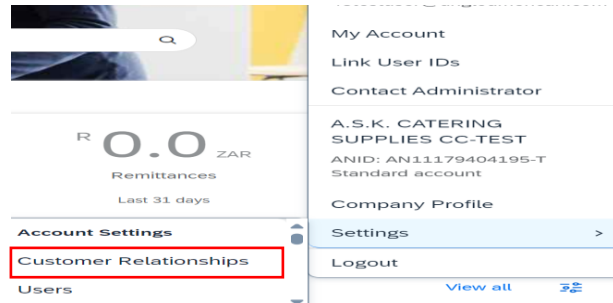
Company Profile:

Under this section you can view all your company related information:



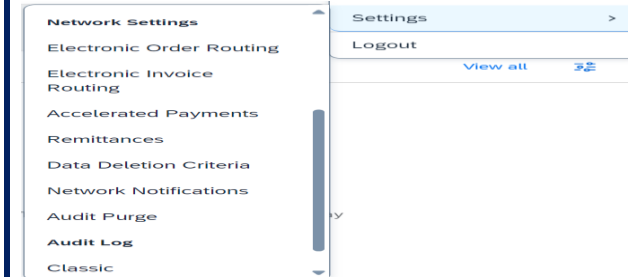
Customer relationship:

Under **Customer Relationships** you will find Anglo American, and next to that the **Supplier Information Portal**, where you will find the training link and material.



Network settings:

This will contain information on your network settings



Please use the support function on your profile for assistance from the SAP ariba support team.

Please refer to : Quick reference guide technical support.