

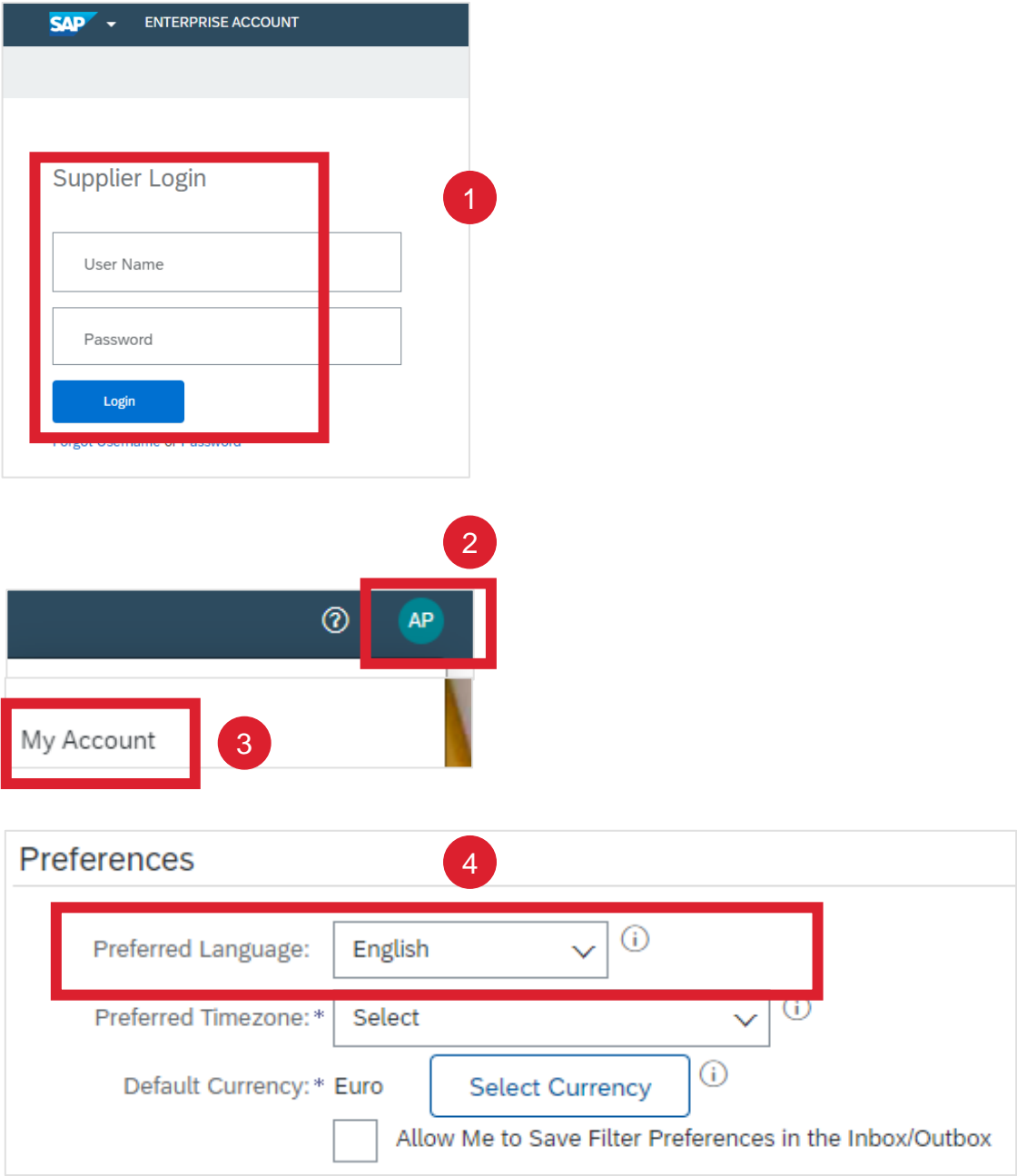
In this Quick Reference Guide: **WE EXPLORE HOW TO CHANGE LANGUAGE IN Ariba**

The language you see on your SAP Ariba account is based on your **account Default language** and the **language settings** in your internet browser. Please follow both processes “Language change” in Ariba and Chrome to change language successfully.

LANGUAGE CHANGE (IN Ariba)

The process varies depending on browser. Below we show the process to change language on Chrome.

1. **Sign in** to your account.
2. Click on your **user-name initials** on the right-hand top corner.
3. Select the option **My Account** in the dropdown.
4. Under the **Preferences** section, use the dropdowns to set the **Preferred Language**, **Preferred Time zone**, and **Default Currency** to the desired settings.



LANGUAGE CHANGE (IN CHROME)

The process varies depending on browser. Below we show the process to change language on Chrome.

1. Open Chrome browser
2. Click on more options illustrated by three dots.
3. Click on “Settings”
4. Click on “Languages”
5. Allow “Google translate” to update webpage’s language
6. Select preferred language

