QRG – ACCOUNT – ARIBA LANGUAGE CHANGE

Honeywell

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 <u>ARIBA</u>)

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 <u>CHROME</u>)

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



0	Settings	Q Search settings
•	You and Google	Your browser is managed by your organization Preferred languages
Ê	Autofill and passwords	
0	Privacy and security	Websites will show content in your preferred languages, when possible Add languages
Ø	Performance	
	Appearance	1. English (United States) This language is used when translating pages
Q	Search engine	This language is used to display the Google Chrome UI
	Default browser	2. English
U	On startup	<u>Spell c</u> heck
	Languages	Chick 4 ling errors when you type text on web pages
–	Downloads	Basic spell check
Ť	Accessibility	Enhanced spell check
3	System	Uses the same spell checker that's used in Google search. Text you type in the browser is sent to Google.
Ð	Reset settings	Use spell check for
*	Extensions	English (United States)
۲	About Chrome	English
		Customize spell check
		Google Translate 5
		Use Google Translate When on, Google Translate will offer to translate sites into your preferred language. It can also automatically translate sites.
		Translate into this language 6 English •

