

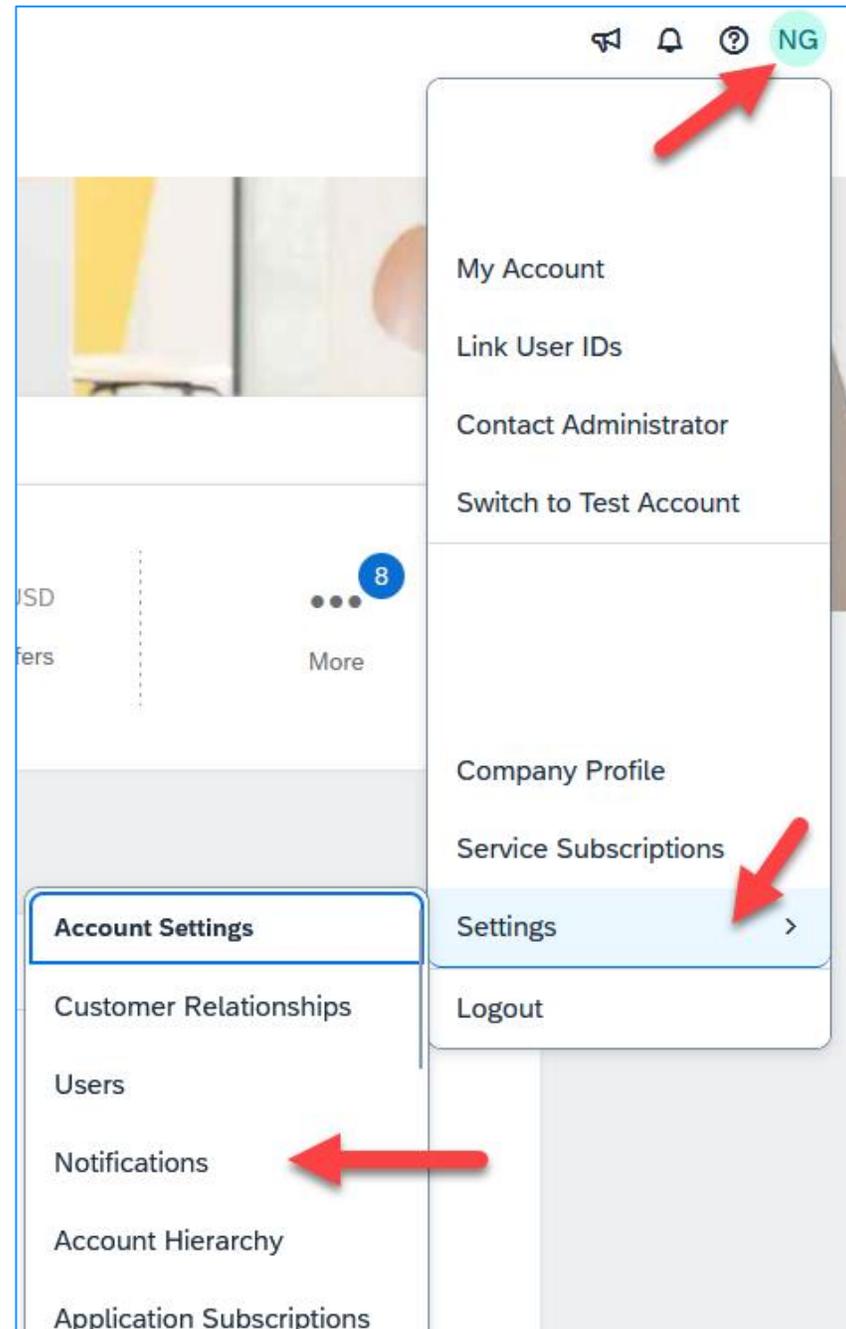
Instructions to Turn Off SAP Business Network Notifications

Login to your SAP Business Network Account

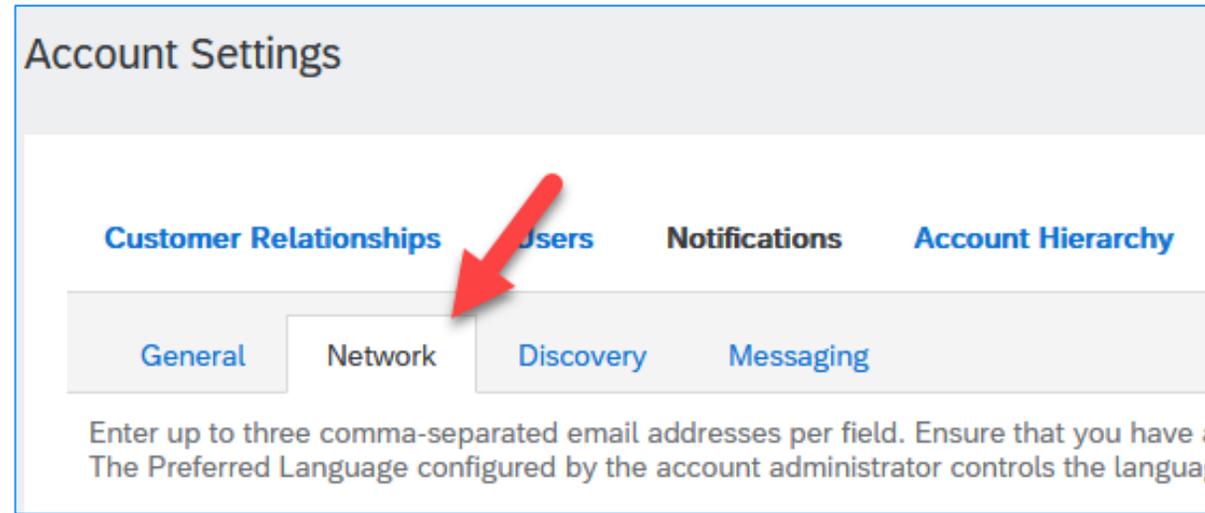
Steps:

- URL → <https://service.ariba.com/>
- Click on “Supplier”
- Enter Username and click on “Next”
- Enter Password and click on “Sign in”

Click on your Initials in the top right corner > Settings > Notifications



Click on **Network**.



In the **Electronic Order Routing** section, Uncheck the notifications you don't want to receive.

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when orders are ready to invoice.
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
	<input type="checkbox"/> Send a notification when time sheets are undeliverable.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.

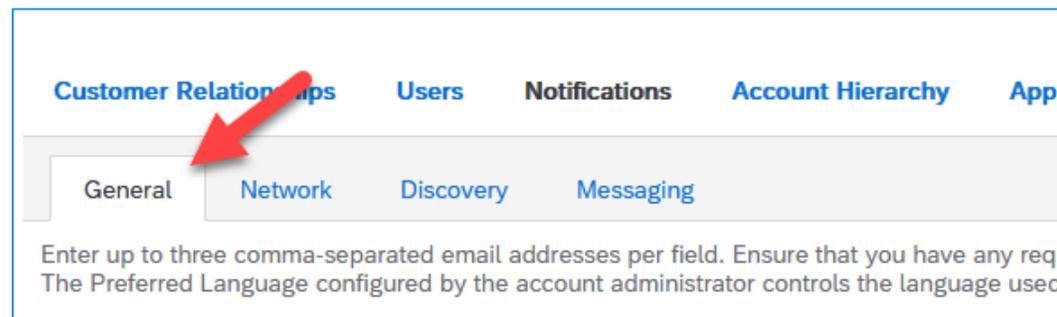
Scroll down to the **Electronic Invoice Routing** section. Uncheck the notifications you don't want to receive.

Electronic Invoice Routing	
Type	Send notifications when...
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.
Invoice PDF Routing Error	<input checked="" type="checkbox"/> Send a notification when an error occurs in invoice PDF routing.

Scroll down to the **Settlement** section. Uncheck the notifications you don't want to receive.

Settlement	
Type	Send notifications when...
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.
Payment Remittance for Virtual Card	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid.
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to failed.
Payment Receipt Confirmation Request Status Updates	<input type="checkbox"/> Send a notification when the status of the payment receipt is updated.
	<input type="checkbox"/> Send a notification only when the payment receipt is rejected by the buyer.

Scroll back to the top and click on **General**

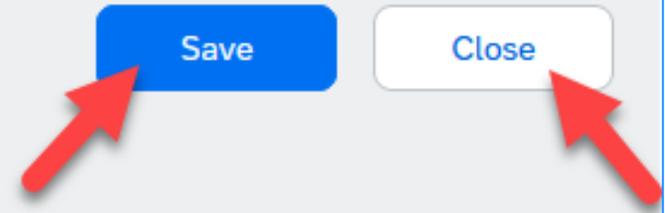


Scroll down to the **Other Notifications** section. Uncheck the notifications you don't want to receive

Other Notifications	
Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.
Reminder of non-received order items	<input checked="" type="checkbox"/> Send reminders of non-received items from orders. This notification depends upon a customer rule.
Reminder of non-shipped order items	<input checked="" type="checkbox"/> Send reminders of non-shipped items from orders. This notification depends upon a customer rule.
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.
Domain Registration Notifications	<input type="checkbox"/> Send a notification when a new user registers with same domain.

obally) in accordance with the [Privacy Statement](#), the service agreement between
in the Russian federation.

Scroll down to the bottom and
click **Save**, then **Close**.



Thank you.

