

# SAP Ariba & SAP Fieldglass Quick Reference Guide

## Managing system and email notifications, and search parameters

**All users**

*\*All screenshots provided are examples only*

### Overview

This Quick Reference Guides provides steps on how to manage the SAP Ariba and or SAP Fieldglass system and email notifications.

This includes a suggestion to manage SAP Ariba and SAP Fieldglass activities for business units utilising a Shared Outlook Inbox.

Plus recommended search parameter settings for SAP Ariba and SAP Fieldglass.

### Instructions

#### SAP Ariba system notifications:

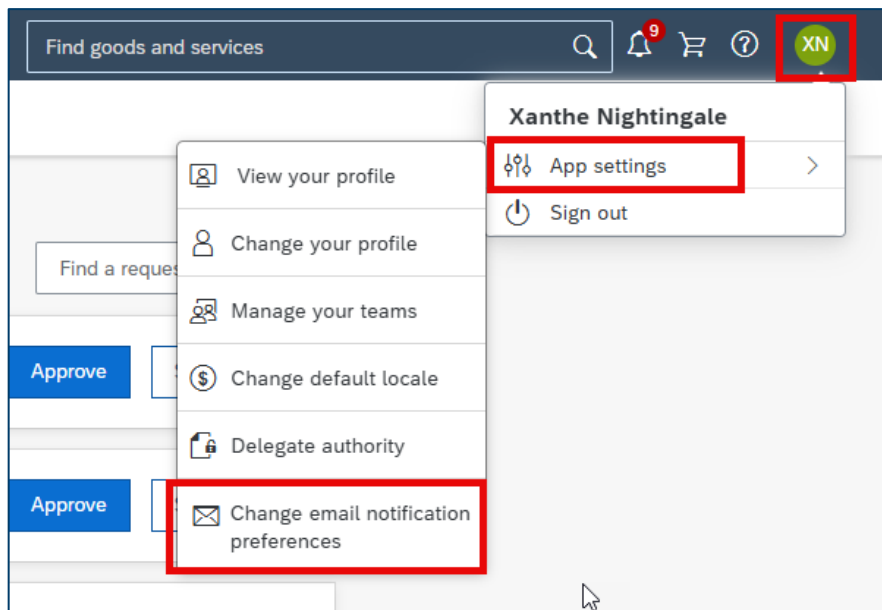
Step 1. Open SAP Ariba.

Step 2. Navigate to your profile button (the initials button, top right-hand corner), select it.

Step 3. Select 'App Settings'.

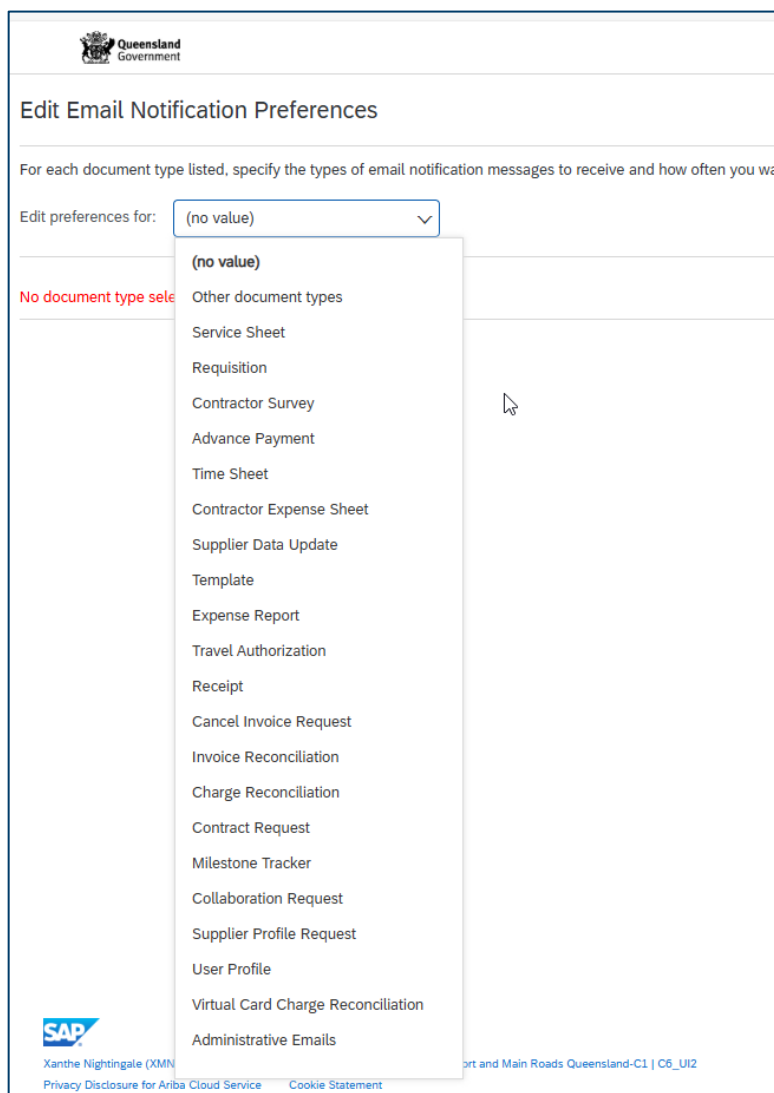
Step 4. Select 'Change email notification preferences'.





Step 5. A new window will refresh, titled 'Edit Email Notification Preferences'. Dropping down the 'Edit preferences for' list, you will see a complete list of SAP Ariba functions.

Select the relevant topic you wish to edit notifications for.



Step 6. Edit the email notification settings as you wish. Within the options they range from; send individual emails or send consolidated email, then either never send, send once or send repeatedly.

For example; 'Requisition'

Edit the fields as you wish, select 'Save' to save the changes – I now want individual emails when I am an approver, consolidated emails when I am a watcher, and only notified when the requestion is fully approved. I select 'Save', and 'Yes' to confirm the changes.

The screenshot shows the 'Edit Email Notification Preferences' form for 'Requisition'. The form is divided into two main sections: 'Notification Method' and 'Notification Frequency'. In the 'Notification Method' section, 'When I am an approver:' is set to 'Send individual emails' and 'When I am a watcher:' is set to 'Send consolidated email'. In the 'Notification Frequency' section, 'Send email each time my document is approved:' and 'Send email when my document is fully approved:' are both checked. 'When I need to approve a document:' is set to 'Send once', and 'When my approval is overdue:' is set to 'Send repeatedly - Sends individual email once and then keeps sending them as part of the daily consolidated email till the approver acts'. 'When I am a watcher:' is set to 'Never send'. At the bottom right, there are 'Save' and 'Cancel' buttons.

This screenshot shows the same 'Edit Email Notification Preferences' form, but with a 'Confirmation' dialog box overlaid in the center. The dialog box asks 'Are you sure you want to save all your changes?' and has 'Yes' and 'No' buttons. The background form is dimmed, showing the same settings as the previous screenshot. The 'Save' and 'Cancel' buttons are visible at the bottom right of the form.

Step 7. Select 'Save'.

Step 8. Confirm your changes by selecting 'Yes', the email notification preferences will be saved and you'll return to the 'Your approvals' or 'SAP Ariba' landing page.

**To edit further email notification preferences, repeat the above process.**

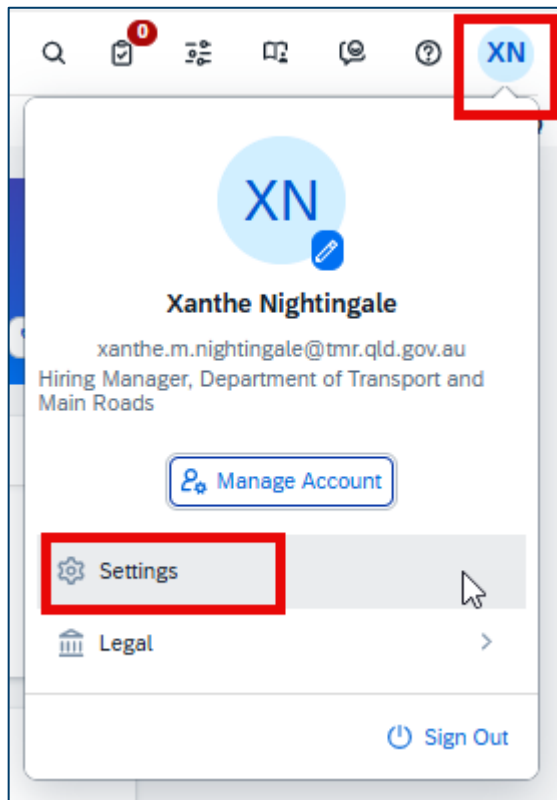
## SAP Fieldglass system notifications:

Step 1. Open SAP Ariba.

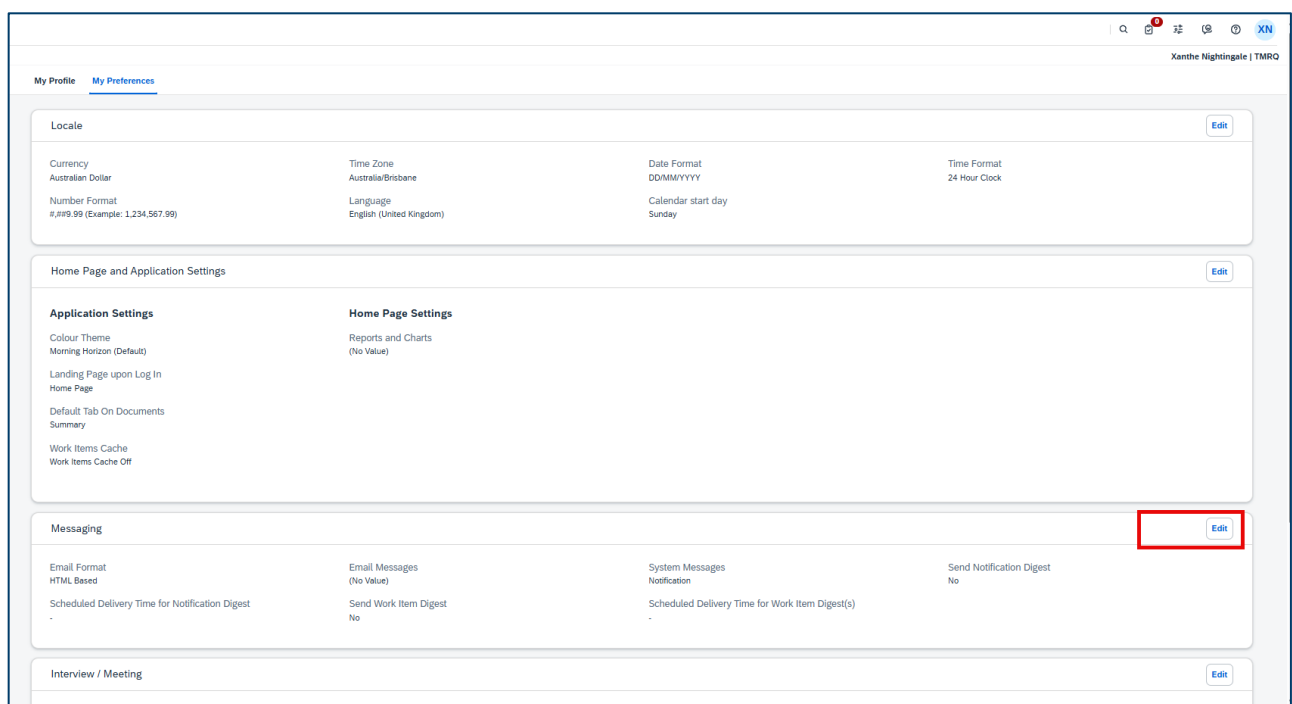
Step 2. Select the 'Fieldglass' tile.

Step 3. Navigate to the profile button (the initials button, top right-hand corner), select it.

Step 4. In the drop-down window, select 'Settings'.



Step 5. The 'My Preferences' window will open, navigate to the 'Messaging' section and select 'Edit'.



Step 6. The Messaging settings will open, edit the options as you wish.

Step 7. Select 'Update' to save.

Type	Email	System
Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Item	<input type="checkbox"/>	
Alert	<input type="checkbox"/>	
Broadcast	<input type="checkbox"/>	
Chat (Contingent)	<input type="checkbox"/>	
Chat (Services)	<input type="checkbox"/>	
Question (Contingent)	<input type="checkbox"/>	
Question (Services)	<input type="checkbox"/>	
Reminder	<input type="checkbox"/>	
Starred	<input type="checkbox"/>	

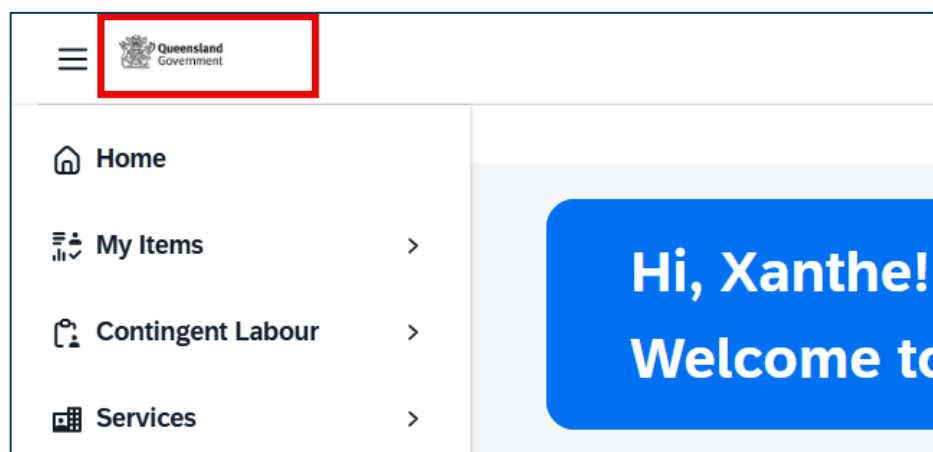
Email Format: ☐ Plain text ☒ HTML Based

Send Notification Digest: ☐ Yes ☒ No

Send Work Item Digest: ☐ Yes ☒ No

**Update**

Step 8. Select the 'Queensland Government' logo to return to the Fieldglass Home page.



## Shared Outlook Inbox – create a 'Rule' from your individual Outlook account to direct any system notification to the Shared Inbox:

**Note:** Due to TMRs Single Sign On functionality, Shared Outlook accounts cannot be used within SAP Ariba and SAP Fieldglass. Users are required to access these systems by their individual profiles; however email notifications can be automatically directed to a Shared Outlook Inbox for sharing information.

**Tip:** A simple way to create a rule is to have the email you have received selected, right-click the email and go to Rules > Create Rule. It will pre-empt what you are trying to achieve by highlighting an email first.

SAP Ariba emails are all issued from: [no-reply@au.cloud.ariba.com](mailto:no-reply@au.cloud.ariba.com)

Step 1. Open your individual Outlook

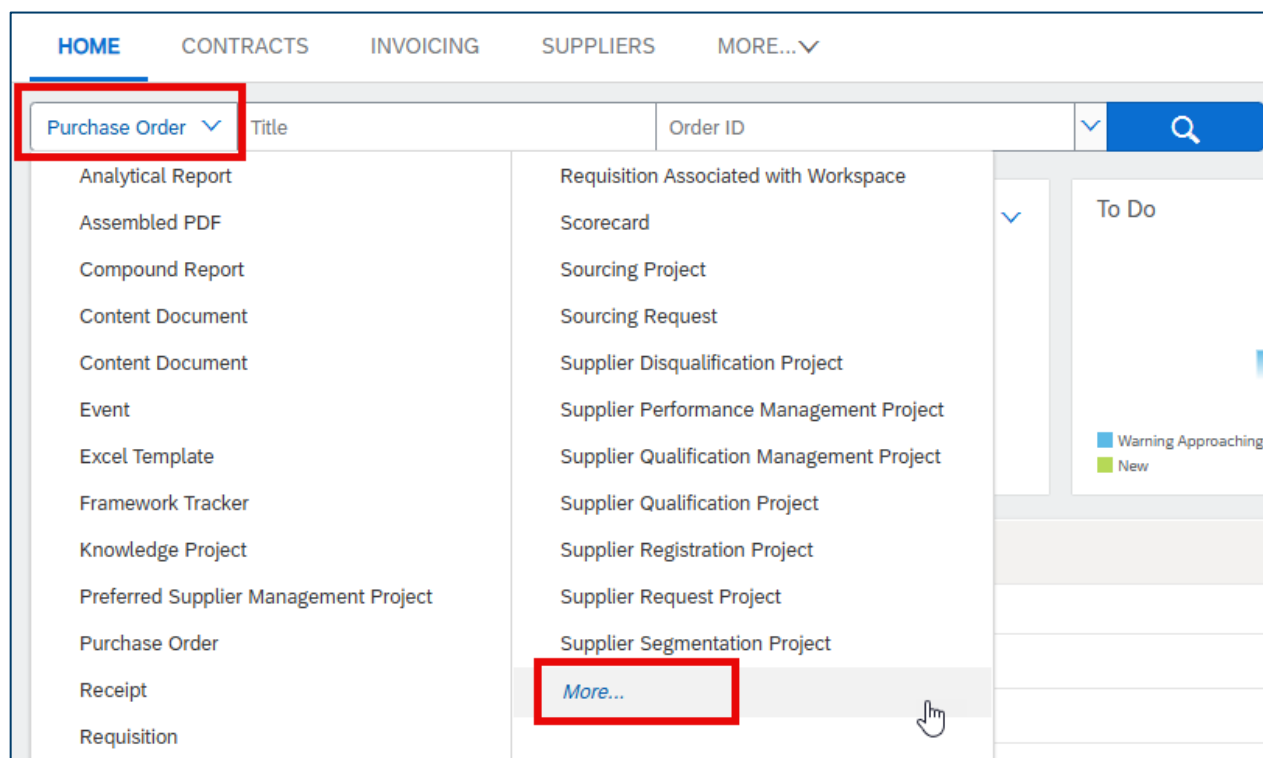
Step 2. Select the Home tab, then go to Move > Rules and select Manage Rules & Alerts.


Step 3. Do one of the following, A or B (refer to the 'Tip'):

- A. Create a new rule: On the Email Rules tab, select New Rule. In the Rules Wizard, follow the prompts to create the elements of a rule. **OR;**
- B. Edit a rule: Select a rule from the list, then select Change Rule > Edit Rule Settings. In the Rules Wizard, modify the rule as needed, then select Finish.

## SAP Ariba search parameter recommendations:

- There are many search parameter options in Ariba - Guided Buying.
- Ensure to change the document type, example image below. Note there is a 'More' option which displays a full list, example image also below.



 Queensland Government

Select Type to Search

**Category Procurement**

- Contractor Expense Sheet
- Contractor Survey
- Time Sheet

**Common**

- Any Document
- Assembled PDF
- Content Document
- Framework Tracker
- Personal Workspace
- Requisition Associated with Workspace
- Savings Form
- Scorecard
- SM Modular Questionnaire
- SM Process Project
- Supplier Workspace

**Contracts**

- Contract
- Contract Request
- Milestone Tracker

**Invoicing**

- Advance Payment
- Cancel Invoice Request
- Charge Reconciliation
- Invoice
- Invoice Reconciliation
- Payment
- Payment Transaction
- PCard Charge
- Virtual Card Charge
- Virtual Card Charge Reconciliation

**Procurement**

- Form
- Kit Data Update
- Purchase Order
- Receipt
- Requisition
- Service Sheet
- Supplier Data Update
- User Profile

**Reports**

- Analytical Report
- Compound Report
- Excel Template

**SAP Ariba Sourcing**

- Content Document
- Event
- Knowledge Project
- Preferred Supplier Management Project
- Profile Questionnaire
- Sourcing Project
- Sourcing Request
- Supplier Disqualification Project
- Supplier Performance Management Project
- Supplier Qualification Management Project
- Supplier Qualification Project
- Supplier Registration Project
- Supplier Request Project
- Supplier Segmentation Project

- When you change the document type (the first drop down option), the search type will change accordingly. For example:
  - Searching by 'Purchase Order' enables search by 'Title' (text) or by 'Order ID' (number).
  - Searching by 'Requisition' enables search by 'Title' (text) or by 'Order ID' (number).
  - Searching by 'Any Document' enables an open search field, suggesting 'Title', 'ID' or any other term.
- To enable a more detailed search, select the document type you want to search, do not enter anything in the search fields, and select 'Search' the magnifying glass icon button. Example images below.

HOME   CONTRACTS   INVOICING   SUPPLIERS   MORE... ▾

Requisition ▾

Title

ID

▾ 🔍

Search Type: Requisition

Change the search criteria or name, and then Search.

**Search Filters**

Title:

ID:

Commodity Code: (select a value) [select]

Company Code: (select a value) [select]

Date Created: Custom

From: Mon, 19 May, 2025

To: Mon, 2 Jun, 2025

Fieldglass Services ID:

Financial Delegate: (no value) [select]

Requester: (select a value) [select]

RFQ Evaluation Reason: No Choice

Status: No Choice

Supplier (any line item): (No Preference) [select]

Total Cost: From:  To:  AUD

Search Options

Search Reset Save Search

- Remembering to change the 'Date created' field – otherwise this defaults to 2 weeks prior to the current date.
- If the 'Financial Delegate' and 'Requester' is known, that can minimise search results.

Search Type: Requisition

Change the search criteria or name, and then Search.

**Search Filters**

Title:

ID:

Commodity Code: (select a value) [select]

Company Code: (select a value) [select]

Date Created: Custom

From: Mon, 19 May, 2025

To: Mon, 2 Jun, 2025

Fieldglass Services ID:

Financial Delegate: (no value) [select]

Requester: (select a value) [select]

RFQ Evaluation Reason: No Choice

Status: No Choice

Supplier (any line item): (No Preference) [select]

Total Cost: From:  To:  AUD

Search Options

Search Reset Save Search

- Alternatively you can expand search parameters by selecting 'Search Options' drop down, which will provide all the searchable field options. Example image below.



Approved By Approver Collaboration <input checked="" type="checkbox"/> Commodity Code <input checked="" type="checkbox"/> Company Code Cost Center Date Approved <input checked="" type="checkbox"/> Date Created Date Ordered Date Received Date Submitted Delay Purchase Until Description (any line item) <input checked="" type="checkbox"/> Fieldglass Services ID <input checked="" type="checkbox"/> Financial Delegate Has Inventory Items <input checked="" type="checkbox"/> ID	Is Team Received Is Team Requisition Need-by Date (any line item) Non-Catalog Item (any line item) Order ID (any line item) Originating System Originating System Ref. ID Partitioned Commodity Code (any line item) <b>Preparer</b> Price (any line item) Purchasing Unit <input checked="" type="checkbox"/> Requester Requisition Type Review Period Extended <input checked="" type="checkbox"/> RFQ Evaluation Reason Service Requisition Sourcing Status <input checked="" type="checkbox"/> Status Submit Failed <input checked="" type="checkbox"/> Supplier (any line item) <input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Total Cost ----- Select All Hide All
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## SAP Fieldglass search parameter recommendations:

- 'Period' – always ensure you have extended the search 'Date' fields accordingly.
- Note that filters may change depending on your Fieldglass access level.  
Hiring Managers will only see the Fieldglass documentation they have created and/or have been given access to view.

Branch PMOs will see the Fieldglass documentation available under the Business Unit/s they are associated to.

- 'View' – Hiring Managers select either 'My Group' or 'My Own'. Branch PMOs change to 'View All' or 'My Group'.
- 'Group By' – there are multiple options in this drop down, the ideal option will depend on what you are searching for.

The screenshot shows the SAP Fieldglass Job Postings interface. On the left is a navigation menu with 'Home', 'My Items', 'Contingent Labour', 'Dashboard', 'Job Posting', and 'Job Seeker'. The main area is titled 'Job Postings'. It features a 'Period' filter with a date range from 05/05/2025 to 02/09/2025, highlighted with a red box. Below this is a 'View' dropdown set to 'My Group' and a 'Group By' dropdown set to 'None'. An 'Apply Filters' button is on the right. Below these filters is a table with columns: Status, Buyer Reference, ID, Title, Site, and Business Unit. Each column has an 'Enter Criteria' button. The 'Status' column has a dropdown set to 'All'.

This screenshot is a close-up of the 'View' dropdown menu in the SAP Fieldglass Job Postings interface. The dropdown is highlighted with a red box and shows three options: 'My Group' (which is selected), 'My Group', and 'My Own'. The background shows the same interface as the previous screenshot, with the 'Period' filter highlighted by a red box and the 'Apply Filters' button visible.

This screenshot shows the 'Group By' dropdown menu in the SAP Fieldglass Job Postings interface. The dropdown is highlighted with a red box and shows three options: 'Business Unit' (which is selected), 'Business Unit', and 'Business Unit'. The background shows the same interface as the previous screenshots, with the 'Period' filter highlighted by a red box and the 'Apply Filters' button visible.

## Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

## Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
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1.0	05/06/2025	Creation	Xanthe Nightingale	Kevin Shires
2.0	21/08/2025	Qld Govt branding, document control	Xanthe Nightingale	Kevin Shires

### Need further assistance?

For **SAP Ariba** enquiries please contact the Ariba Support team on  
[Ariba.Support@tmr.qld.gov.au](mailto:Ariba.Support@tmr.qld.gov.au)

For **SAP Fieldglass** enquiries please contact the Central PMO team on  
[Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)