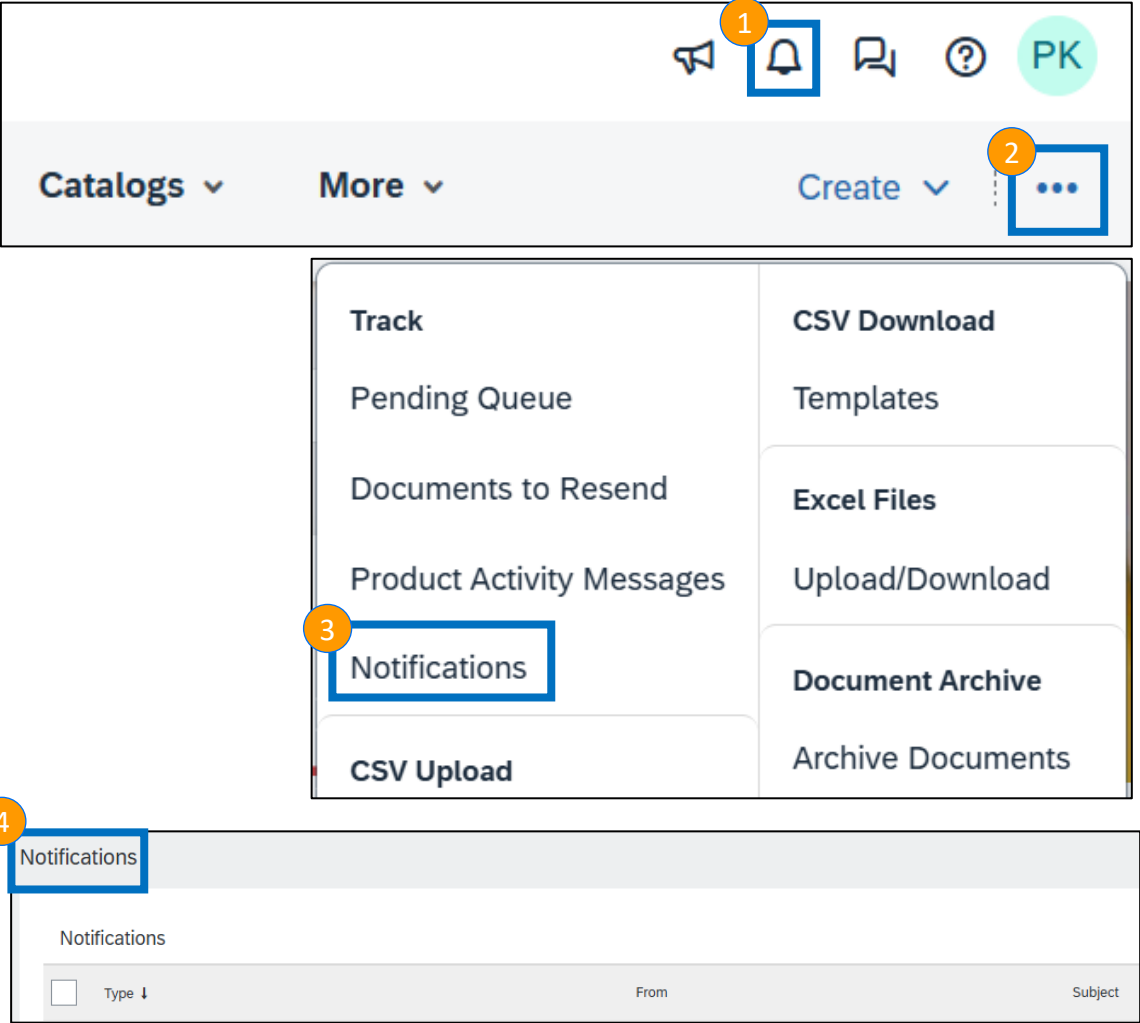


SAP Business Network for Supply Chain

Supplier Notification Training Guide

Viewing Notifications

- 1. From the **Home** page, select the **Bell (Notifications)** icon next to your **Profile** icon to view your most recent notifications.
- 2. To view the full list of notifications, click the **More options (three dots)** next to/under your **Profile** icon to open the drop-down menu.
- 3. Select **Notifications** from the menu to open the **Notifications** page.
- 4. On the **Notifications** page, you can **sort notifications by type** and **open each notification to view its details**.



Viewing Notifications Settings

- 1. Click your **Profile** icon in the top-right corner of the screen.
- 2. From the drop-down menu, select **Settings**.
- 3. Select **User Notifications & Preferences** to access your notification configuration options.
- 4. Review and update the available settings for each **notification category** on this page.

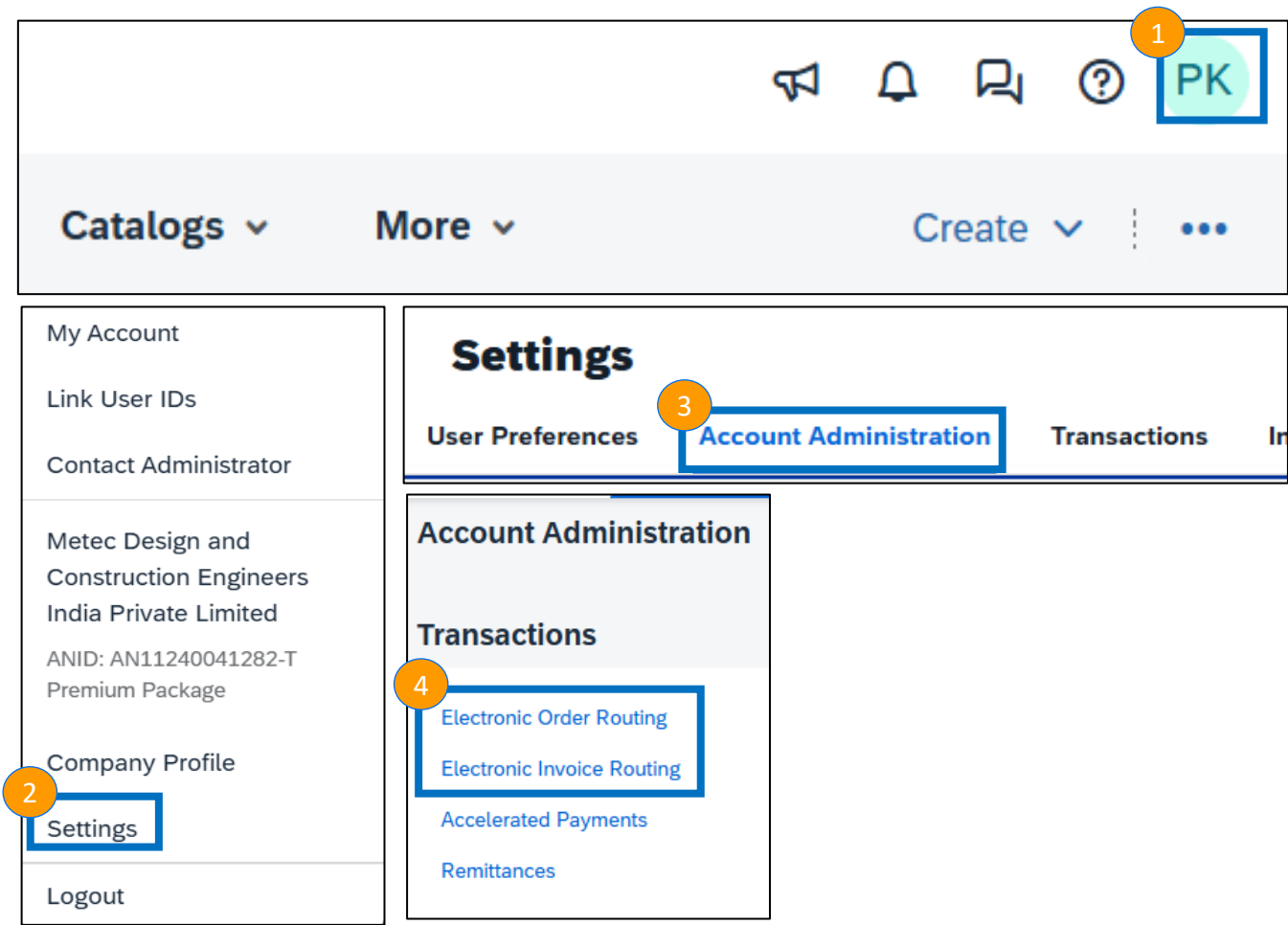
Editing Notifications Settings

1. Click on **Edit** in the top right of the Notifications bar.
2. Ticking the **Checkbox** for a particular entry allows notifications to be sent for it. Leaving it blank ensures no notifications are sent for the entry.
3. For entries which send notifications via email, you can **choose the email address** the notifications are sent to.
4. To save your notifications settings, click on **Save**. Click on Discard draft to delete recently made changes to the settings.

The screenshot shows the 'Notifications' settings page. At the top, there's a 'Notifications' header with an 'Edit' button (callout 1), a 'Legacy View' button, and a share icon. Below the header, there are two tabs: 'Discovery' (selected) and 'Sourcing and Contracts'. The main content area is titled 'Leads' and contains two sections: 'Invited To A New Lead' and 'Invited Me To A New Lead'. In the 'Invited To A New Lead' section, there's a checkbox (callout 2) and an 'Email:' label followed by a text input field (callout 3). In the 'Invited Me To A New Lead' section, there's a checkbox. At the bottom right, there are 'Save' and 'Discard Draft' buttons (callout 4).

Changing email address for PO and Invoice notifications

- 1. Click your **Profile** icon in the top-right corner of the screen.
- 2. From the drop-down menu, select **Settings**.
- 3. Select **Account Administration** to access your options for PO and Invoice notifications.
- 4. Under the **Transactions** section, click on **Electronic Order Routing** and **Electronic Invoice Routing** for PO and Invoice respectively.



Thank you.