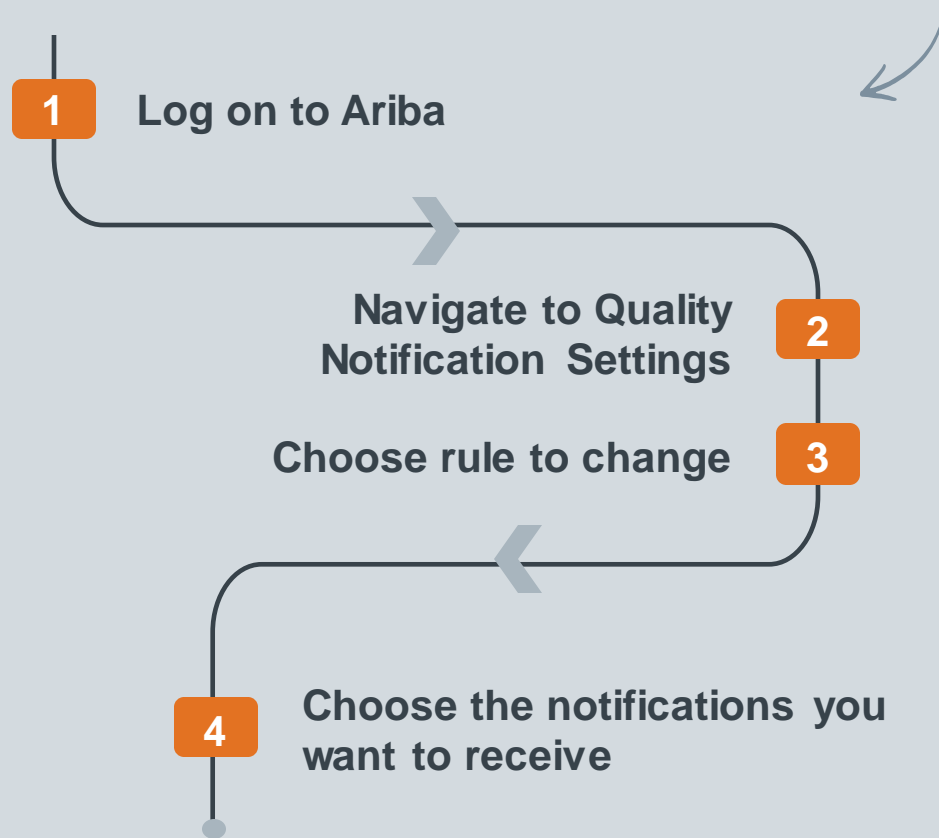


This **Supplier Quick Guide** shows you how to...

CREATE AND ACTIVATE EMAIL NOTIFICATIONS

...in 4 simple steps

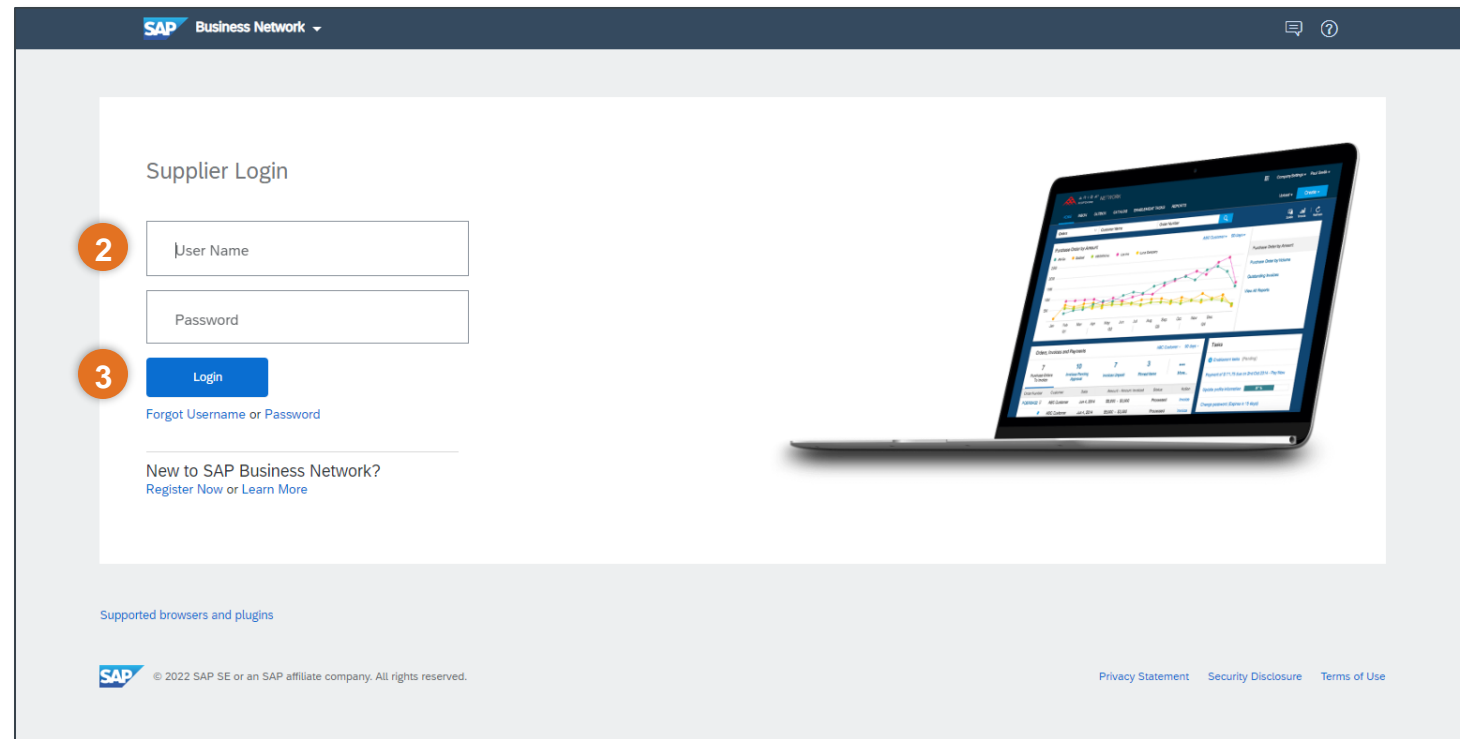


1. LOG ON TO ARIBA

Step-by-step

1. Go to the Ariba Portal by using the link: supplier.ariba.com.
2. Enter your **'User name'** and **'Password'**.
3. Click on 'login'.

Illustration

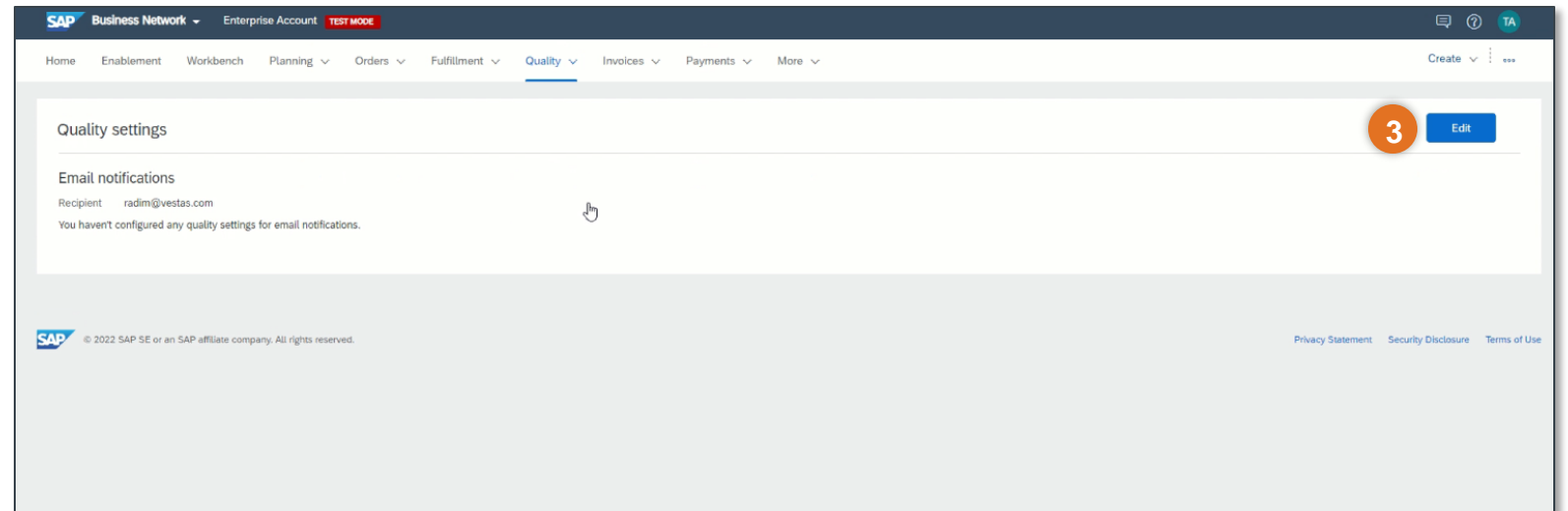
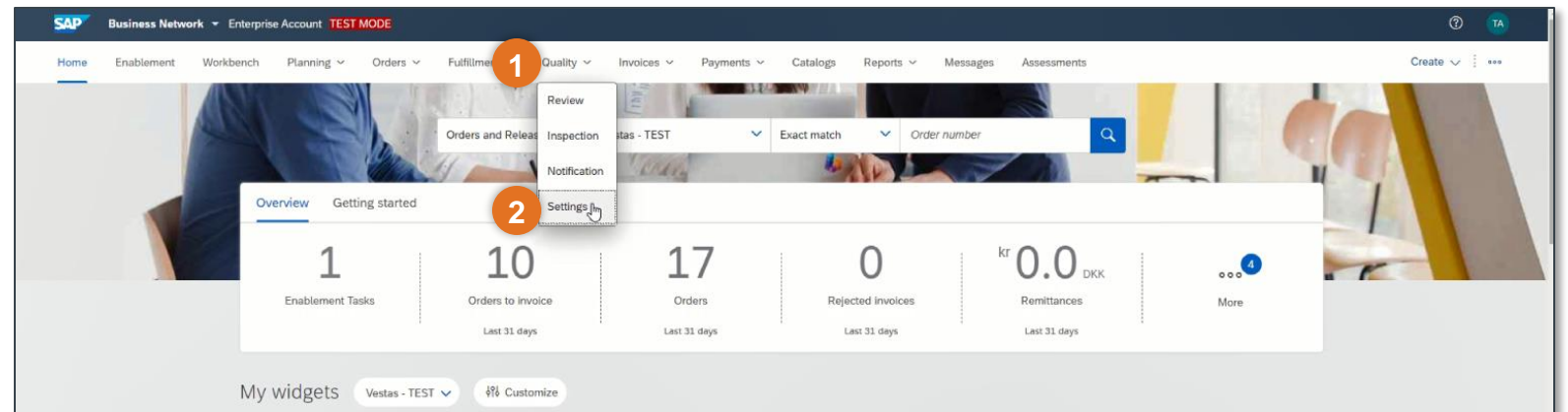


2. NAVIGATE TO QUALITY NOTIFICATION SETTINGS

Step-by-step

1. Once you are logged in to the Ariba network, **navigate to 'Quality' header**
2. Select **'Settings'** from the dropdown list.
3. Click on **'Edit'**.

Illustration



3. CHOOSE RULE YOU WANT TO CHANGE

Step-by-step

1. Navigate to 'Choose rule' to **select which rules you want to edit**

The default setting is 'Same rule for all customers'. Select this one if you have no reason to customize separate rules for each customer.

Illustration

The screenshot displays the 'Edit quality reviews settings' interface in SAP Business Network. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Edit quality reviews settings' and includes a 'Cancel' button and a 'Submit' button. The 'Email notifications' section shows the recipient 'radim@vestas.com' and a 'Choose rule' section. The 'Choose rule' section has two radio button options: 'Same rule for all customers' (selected and highlighted with a red circle containing the number 1) and 'Separate rules for each customer' (with a '+ Add customer' link). Below this are three sections: 'Quality inspections', 'Quality notifications', and 'Quality reviews'. Each section has a checkbox and a 'Types' list of checkboxes. The 'Quality inspections' section has no types listed. The 'Quality notifications' section has 'Complaint from supplier' and 'Complaint from customer'. The 'Quality reviews' section has 'Batch record', 'Change request', 'Customer complaint', and 'General'. There are also three 'Events' sections with checkboxes for various actions. The bottom right section has 'Product families' options: 'Add all' (selected) and 'Select'. The footer includes the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

4. CHOOSE EMAIL NOTIFICATIONS YOU WANT TO RECEIVE

Step-by-step

1. Navigate to 'Quality Notifications' and **click on the notifications** you would like to receive
2. Click '**Submit**' to save your Email Notification settings

Illustration

SAP Business Network Enterprise Account TEST MODE

Edit quality reviews settings

Cancel Submit

Email notifications

Recipient radim@vestas.com

Choose rule

Same rule for all customers

Separate rules for each customer
+ Add customer

Quality inspections

Quality notifications

Types

Complaint from supplier

Complaint from customer

Quality reviews

Types

Batch record

Change request

Customer complaint

General

Events

Inspection request has been submitted.

Usage Decision request has been submitted.

Inspection request has been canceled.

Events

A notification has been created.

A notification has been updated.

A notification has been completed.

A notification has been closed.

Events

A review has been created.

A new comment has been posted.

A document has been uploaded.

Status or due has been changed.

Product families

Add all

Select

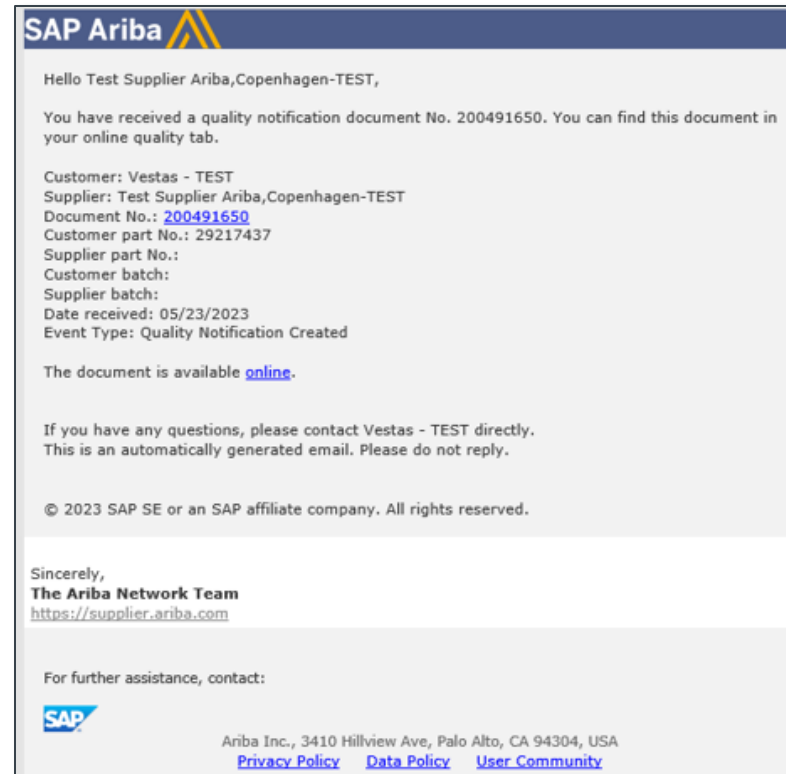
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EXAMPLE OF AN EMAIL NOTIFICATION

Step-by-step

Note: This is an **example** of how an email notification from SAP Ariba regarding Quality Notifications looks like

Illustration



Tips & Tricks

- Click on 'Document Number' to go directly to the login page of SAP Ariba

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

