LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION »

End-USER Training

Guided Buying
How to Change Notification
Settings to Receive Email Notices
of PR Approvals

The purpose of this job aid is to demonstrate how to change your email notification settings in Ariba to receive emails for approvals. Although Ariba creates notifications within the system, some users may also wish to receive email notifications.
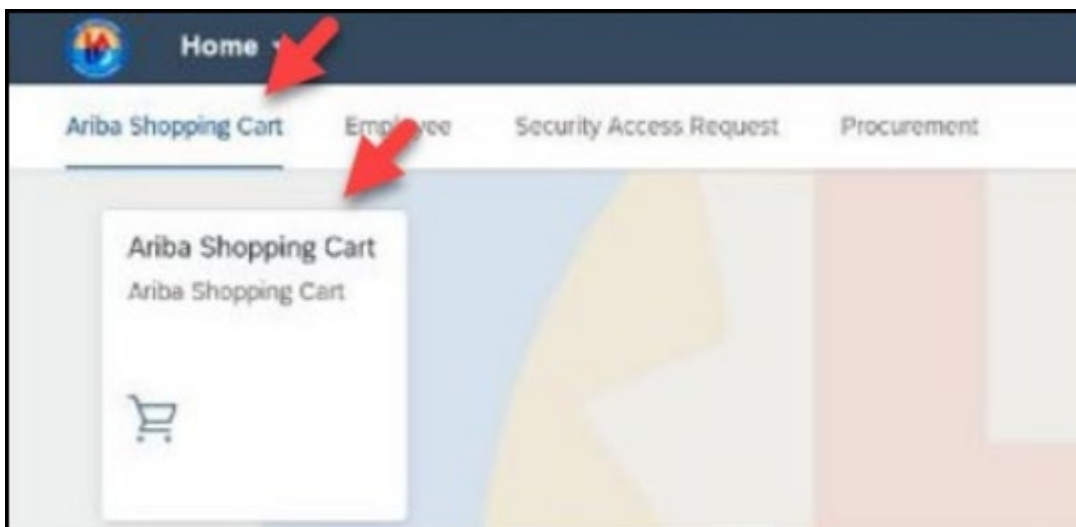
1

To access Ariba Guided Buying, log in to your ESS (https://ess.lausd.net/) using your SSO (Single Sign On).
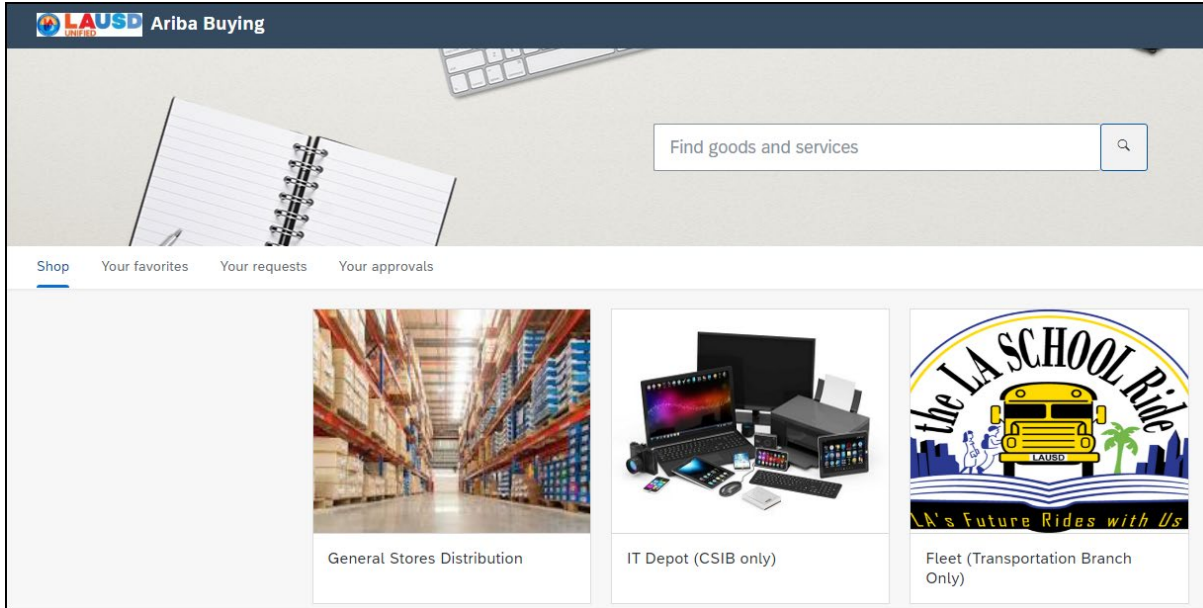

2

Click on the "Ariba Shopping Cart" tile.

3
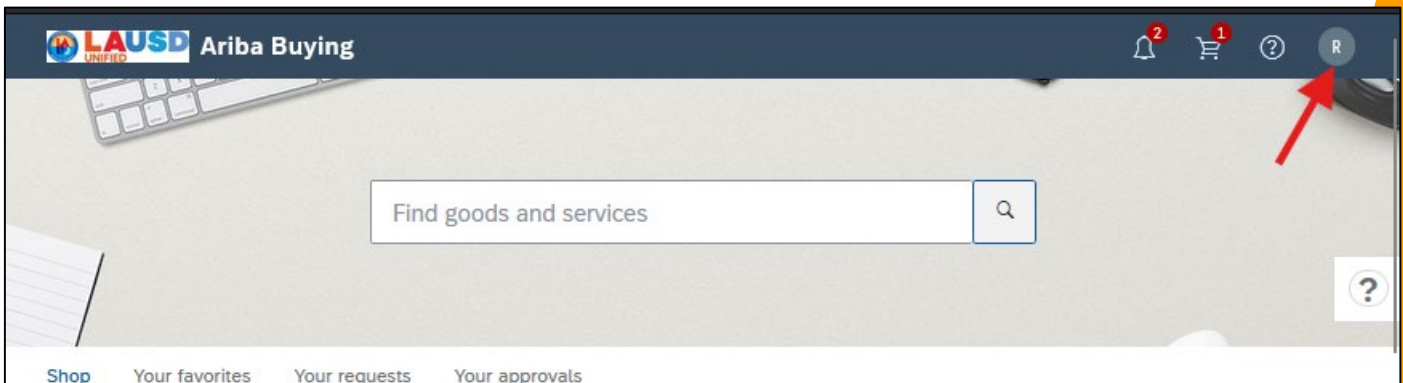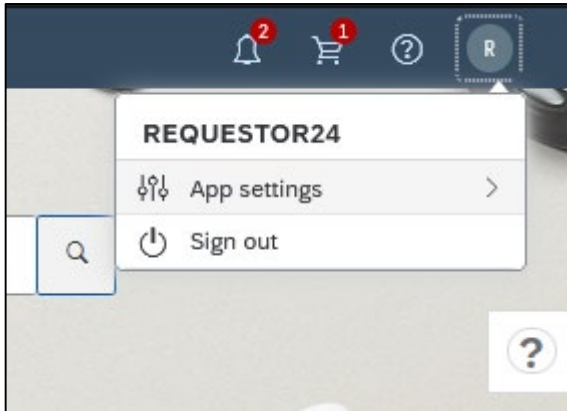
You will be directed to the Ariba Guided Buying home page.

4

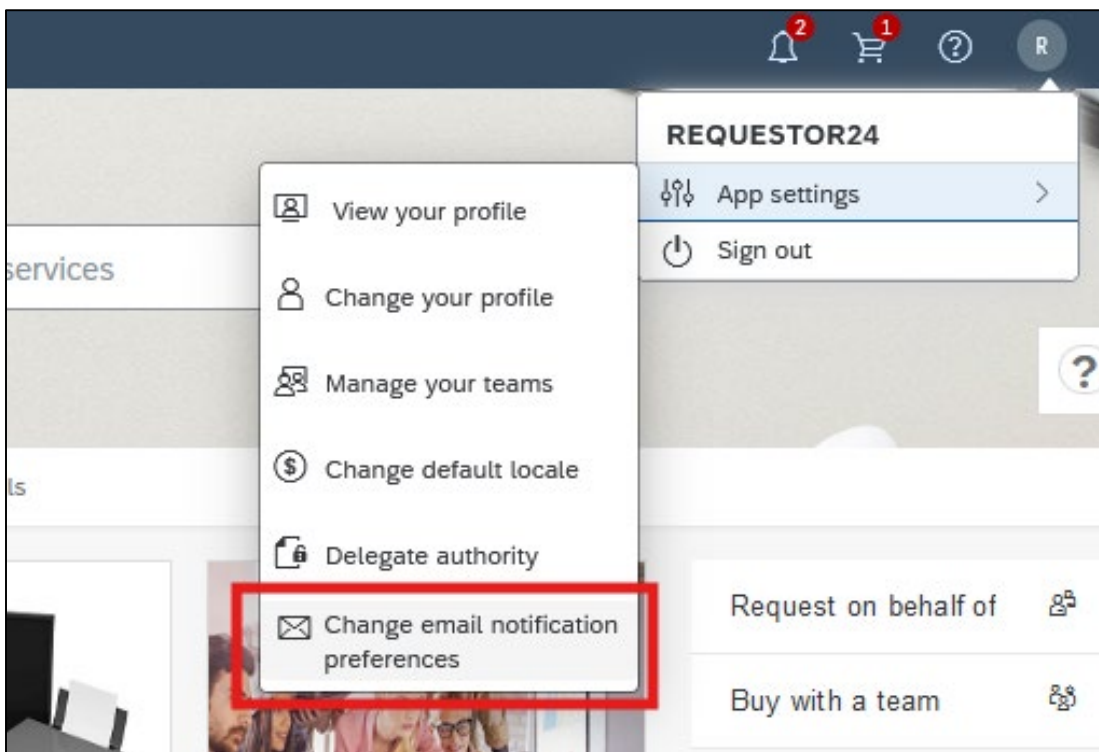Click on your initials in the top right corner

5

Click "**App settings**"

6

Then click "**Change email notification preferences**"

7

This screen allows you to select the document type you'd like to edit your notification preferences for. Click the downward arrow to open the list.

8

Click **Requisition** from the list.

9

Click the checkbox next to the notification frequency which notes how often you would like to receive email updates of your Purchase Requisition approvals.

10

Click the first box if you would like to receive an email each time an approval along the workflow is completed for your Purchase Requisitions.

Notification Frequency

Send email each time my document is approved:	☑ ⓘ
Send email when my document is fully approved:	☐ ⓘ
When I need to approve a document:	Never send
When my approval is overdue:	Never send
When I am a watcher:	Never send ⌄ ⓘ

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Click the second box if you would like to receive an email notifying you when your Purchase Requisition is fully approved. *This is the point at which a Purchase Order or STO is generated.*

Notification Frequency

Send email each time my document is approved:	☐ ⓘ
Send email when my document is fully approved:	☑ ⓘ
When I need to approve a document:	Never send
When my approval is overdue:	Never send

12

You may also select both checkboxes if you wish.

Notification Frequency

Send email each time my document is approved: ✓ ⓘ

Send email when my document is fully approved: ✓ ⓘ

13

When you are done making your changes, click **Save** at the bottom right of the screen

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them. The option **Other document** _More_

Edit preferences for: | Requisition ∨

Notification Method

When I am an approver: | Send individual emails ∨ | ⓘ

When I am a watcher: | Send individual emails ∨ | ⓘ

Notification Frequency

Send email each time my document is approved: ✓ ⓘ

Send email when my document is fully approved: ✓ ⓘ

When I need to approve a document: | Never send ∨ | ⓘ

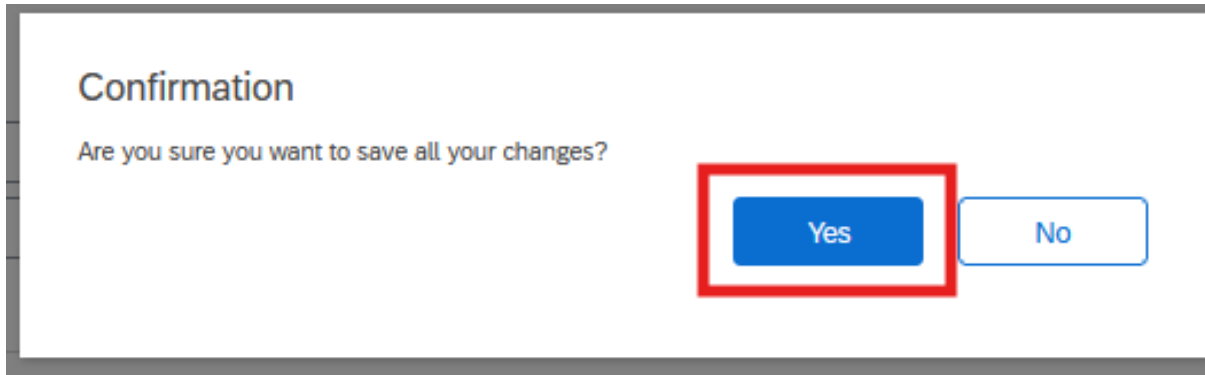When my approval is overdue: | Never send ∨ | ⓘ

When I am a watcher: | Never send ∨ | ⓘ

Save   Cancel

14

Click **Yes** to confirm your changes. Once saved, your email notification preferences will be updated accordingly.

15

You may change or modify your Notifications at any time.