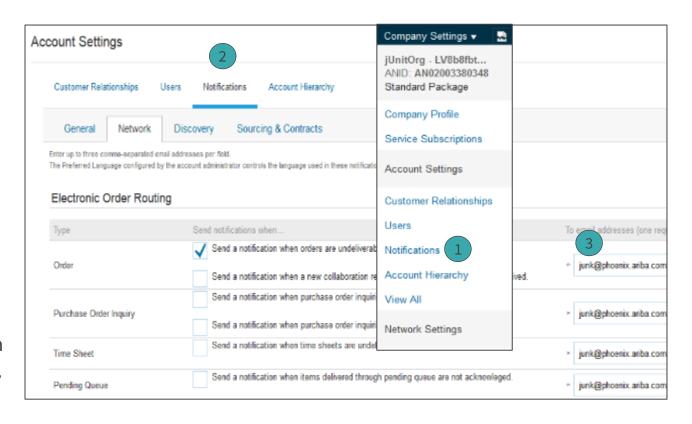


## **Account configuration – Email notifications**

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

- 1. Click on "Notifications" under Company Settings.
- 2. Network Notifications can be accessed from here as well, or you may switch to the Network tab when in Notifications.
- **3.** You can enter up to 3 email addresses per notification type. You must separate each address with a comma but DO NOT include spaces between the emails.
- **4. Note** if email Routing Configuration is "Store the PO in Ariba Network Inbox" no Email notification is created, instead Ariba with store them for you to review.



**Note:** If you will be **out of the office**, make sure your auto-reply messages contains one of the following phrases: Out of office, OOTO, on vacation, on holiday, out of town, away from the office, away until, out of the country, at an off site meeting.

This will prevent the Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature. It will also ensure that the order is captured in the order history log.

