

## How to Navigate in the SAP Business Network

## When to use this *How to Guide*:

Follow the steps in this guide to navigate through available options in the SAP Business Network, and to set notifications for your supplier account.

## **NAVIGATE AVAILABLE OPTIONS**

When you log into the SAP Business Network, you can navigate to four options from the SAP title bar:

- Ariba Discovery view a watchlist of current postings as well as postings to which your company has responded
- Ariba Proposals & Questionnaires manage your company's proposals, registration questionnaires, certificates and scorecards.
- Ariba Contract Management view tasks related to contracts
- SAP Business Network navigate to tasks from the home page





Setting Notifications				
STEP	ACTION			
1.	To be notified of new opportunities, adjust your company's profile by	0		
	updating your notification settings.		John Cornwell test-leslie.street@calgary.ca	
	From any Ariba option:	natch buyer postings for urgently-nee	My Account	
	i. Click the <b>Account Settings</b> icon.		Link User IDs	
	<ul><li>ii. Click Settings.</li><li>iii. Click Notifications.</li></ul>		Contact Administrator	
	III. CIICK NOULICATIONS.	Account Settings	Mars Group	
		Customer Relationships	ANID: AN11077675940-T Standard account	
		Users	Company Profile	
		Notifications	Marketing Profile	
		Application Subscriptions Account Registration	Settings >	
		Network Settings	Back to Classic View	
		Electronic Order Routing	Logout	
2.	your capabilities check box. iii. Click Save.	Click the Discovery tab. Under Business Opportunity, select the Receive a daily digest of postings that match your capabilities check box. Click Save.		
	Ensure that you have any required user consents before adding email addresses for sending m The Preferred Language configured by the user controls the language used in these notification Business Opportunity Send a notification when invited to a new business opportunity on Ariba Discovery. Configured a daily digest of postings that match your capabilities. Configured to the abuyer sends a message A confirmation message will appear that your	s. john.comwe	I@marsgroup.ca	