

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 Account Settings icon.		Link User IDs	
	ii. Click Settings.iii. Click Notifications.		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	