

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:

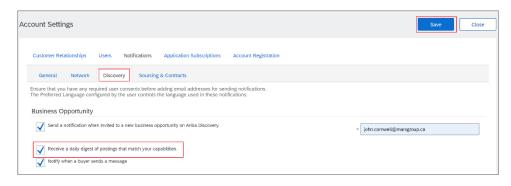
- Ariba Discovery view a watchlist of current postings as well as postings to which your company
 has responded
- Ariba Proposals & Questionnaires manage your company's proposals, registration questionnaires, certificates and scorecards.
- Ariba Contract Management view tasks related to contracts
- SAP 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 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. Contact Administrator iii. Click Notifications. **Account Settings** Mars Group Customer Relationships ANID: AN11077675940-T Standard account Users Company Profile Notifications Marketing Profile **Application Subscriptions** Settings > Account Registration Back to Classic View **Network Settings** Logout **Electronic Order Routing** 2. On the **Account Settings** page: i. Click the **Discovery** tab. ii. Under Business Opportunity, select the Receive a daily digest of postings that match your capabilities check box.

iii. Click Save.



A confirmation message will appear that your profile has been successfully updated.