

Setting Up Notifications of Goods Receipt

Ariba Support Material

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Innovative Lightweighting



Setting up Goods Receipt Notifications



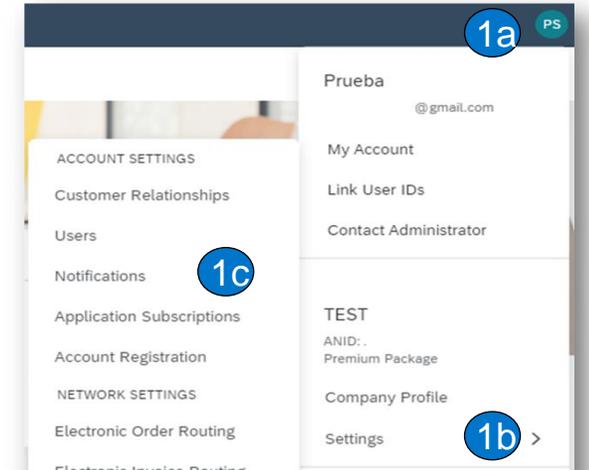
1. Click on the initials in the top right hand corner > Click on settings > Click on Notifications option.

2. Click on the Network tab.

3. Scroll down to the Receipt section and check the box that states, “Send a notification when a new receipt is received.”

4. Review or fill in the e-mail address that will receive this notification.

5. When done, click on the “Save” button.



Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration

2 Network Discovery Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Receipt	Type	Send notifications when...	To email addresses (one required)
Receipt		<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	<input type="text"/>



You can enter up to 3 email addresses separated by a comma and no spaces.