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# SAP Ariba

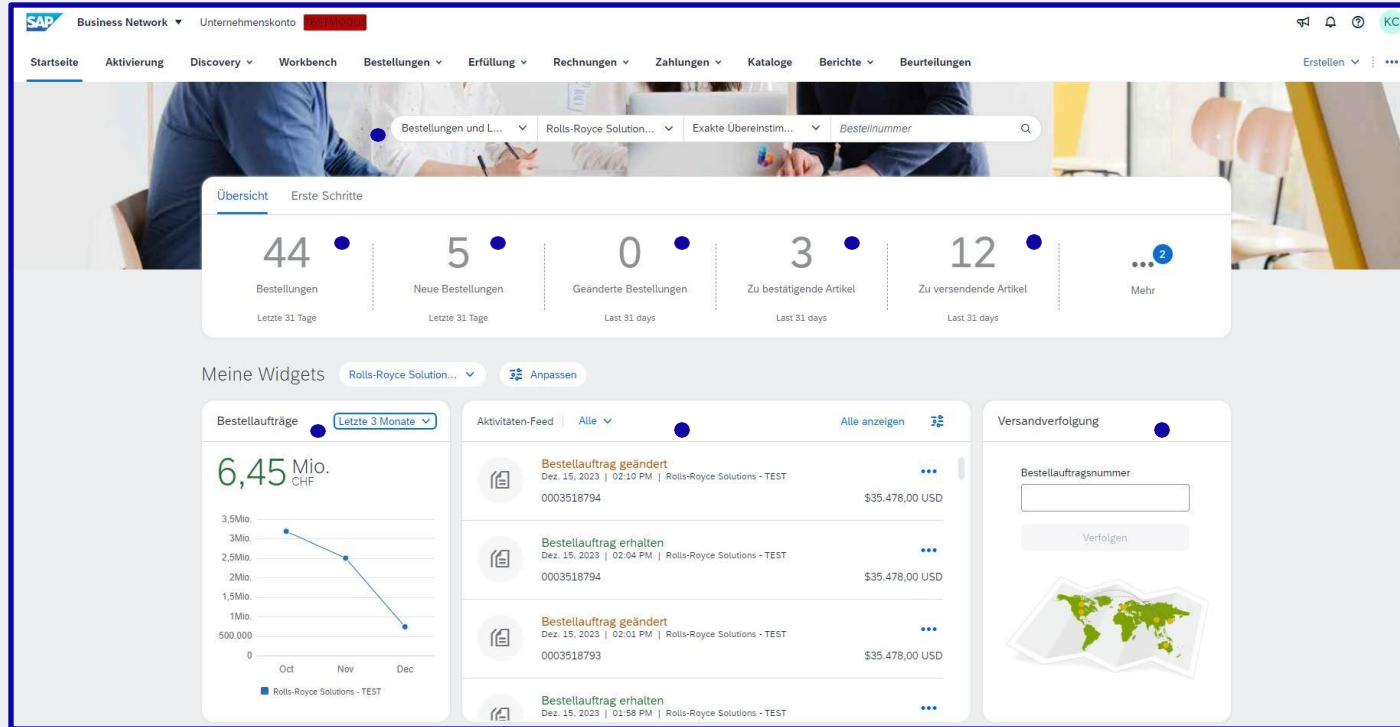
## Basics



## Dashboard – Overview

Shows a general view of all links to the individual subfunctions of the portal

Hovering the mouse over the individual items brings up a brief explanation of each section



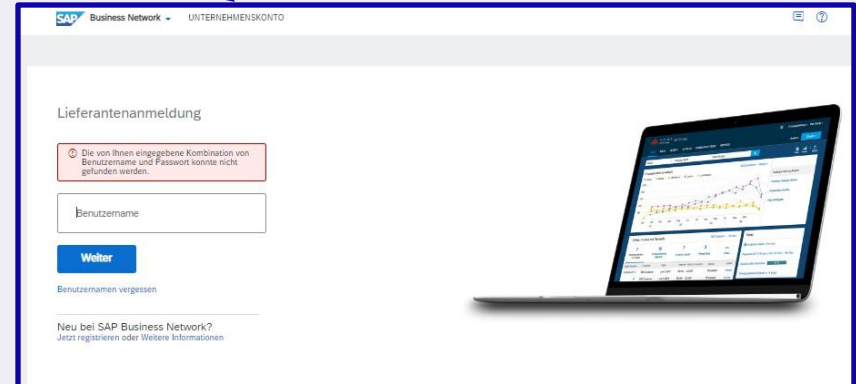
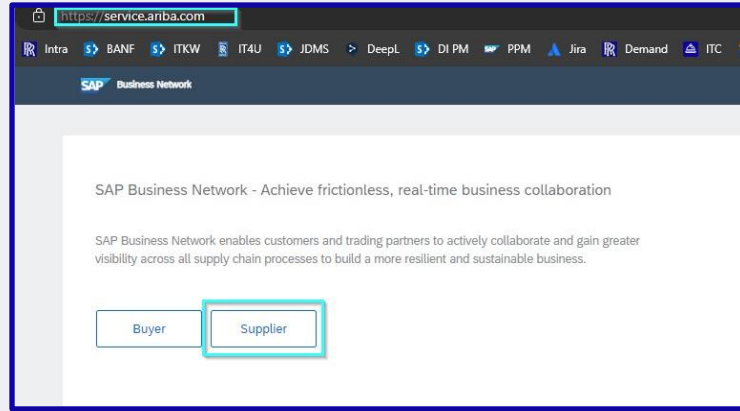


## Entering the portal

The Ariba portal is opened via the link <https://service.ariba.com>

Entering the Supplier area

You can log into the portal using your login credentials





## Dashboard – Overview

Shows a general view of all links to the individual subfunctions of the portal

Hovering the mouse over the individual items brings up a brief explanation of each section

**Business Network** Unternehmenskonto: **Rolls-Royce**

Startseite Aktivierung Discovery Workbench Bestellungen Erfüllung Rechnungen Zahlungen Kataloge Berichte Beurteilungen Erstellen

Bestellungen und L... | Rolls-Royce Solution... | Exakte Übereinstim... | Bestellnummer

Übersicht Erste Schritte

- 44 Bestellungen (Letzte 31 Tage)
- 5 Neue Bestellungen (Letzte 31 Tage)
- 0 Geänderte Bestellungen (Last 31 days)
- 3 Zu bestätigende Artikel (Last 31 days)
- 12 Zu versendende Artikel (Last 31 days)
- Mehr (2)

Meine Widgets | Rolls-Royce Solution... | Anpassen

**Bestellaufräge** (Letzte 3 Monate)

6,45 Mio. CHF

3,5Mio. 3Mio. 2,5Mio. 2Mio. 1,5Mio. 1Mio. 500.000 0

Oct Nov Dec

Rolls-Royce Solutions - TEST

**Aktivitäten-Feed** (Alle anzeigen)

- Bestellauftrag geändert (Dez. 15, 2023 | 02:10 PM | Rolls-Royce Solutions - TEST) 0003518794 \$35.478,00 USD
- Bestellauftrag erhalten (Dez. 15, 2023 | 02:04 PM | Rolls-Royce Solutions - TEST) 0003518794 \$35.478,00 USD
- Bestellauftrag geändert (Dez. 15, 2023 | 02:01 PM | Rolls-Royce Solutions - TEST) 0003518793 \$35.478,00 USD
- Bestellauftrag erhalten (Dez. 15, 2023 | 01:58 PM | Rolls-Royce Solutions - TEST)

**Versandverfolgung**

Bestellauftragsnummer

Verfolgen

World map visualization



## Dashboard – Orders

Access to all orders in the portal

The screenshot shows the SAP Business Network 'Orders' dashboard. At the top, there are navigation tabs: Startseite, Aktivierung, Discovery, Workbench, Bestellungen, Erfüllung, Rechnungen, Zahlungen, Kataloge, Berichte, and Beurteilungen. A search bar is present with filters for 'Bestellungen und L...', 'Rolls-Royce Solution...', 'Exakte Übereinstim...', and 'Bestellnummer'. The main dashboard features a summary section with five cards: '44 Bestellungen', '5 Neue Bestellungen', '0 Geänderte Bestellungen', '3 Zu bestätigende Artikel', and '12 Zu versendende Artikel'. Below this is a filter section for 'Bestellungen (130)' with various criteria like 'Kunden', 'Bestellungsdatum', 'Bestellstatus', etc. A table lists order details with columns for 'Art des externen Dokuments', 'Bestellnummer', 'Kunde', 'Betrag', 'Datum', and 'Bestellstatus'. The table contains six rows of data. At the bottom, there are two order status cards: 'Bestellauftrag geändert' and 'Bestellauftrag erhalten', both dated Dec. 15, 2023.

Art des externen Dokuments	Bestellnummer	Kunde	Betrag	Datum	Bestellstatus
NR	000318795	Rolls-Royce Solutions - TEST	40.28 EUR	Dec. 6, 2023	Geändert
NR	000318864	Rolls-Royce Solutions - TEST	40.62 EUR	Dec. 6, 2023	Geändert
NR	0003189100039DR	Rolls-Royce Solutions - TEST	40.48 EUR	Dec. 6, 2023	Geändert
NR	000318850	Rolls-Royce Solutions - TEST	40.2 EUR	Dec. 6, 2023	Neu
NR	000318897	Rolls-Royce Solutions - TEST	40.2 EUR	Dec. 6, 2023	Neu
NR	000318750	Rolls-Royce Solutions - TEST	40.2 EUR	Dec. 6, 2023	Neu



## Dashboard – New Orders

Access to new orders  
entered

The screenshot shows the SAP Business Network dashboard for a user named 'rolf.streit'. The 'New Orders' section is highlighted with a blue callout bubble. The dashboard displays several key metrics:

- 44 Bestellungen (Letzte 31 Tage)
- 5 Neue Bestellungen (Letzte 31 Tage)
- 0 Geänderte Bestellungen (Letzte 31 Tage)
- 3 Zu bestätigende Artikel (Letzte 31 Tage)
- 12 Zu versendende Artikel (Letzte 31 Tage)
- 2 Mehr

The 'Meine Widgets' section includes a 'Bestellaufträge' widget showing a total of 6,45 Mio. CHF and a line chart for the last 3 months. The 'Neue Bestellungen (36)' widget is highlighted with a blue border and contains the following table:

Bestellnummer	Kunde	Art	Betrag	Datum	Bestellstatus
000318098	Rolls-Royce Solutions - TEST	Bestellauftrag	62.2 EUR	Dec. 6, 2023 8:32:31 A M	Neu
000318697	Rolls-Royce Solutions - TEST	Bestellauftrag	62.2 EUR	Dec. 6, 2023 8:29:57 A M	Neu
000318730	Rolls-Royce Solutions - TEST	Bestellauftrag	62.2 EUR	Dec. 6, 2023 7:50:46 A M	Neu
000318704	Rolls-Royce Solutions - TEST	Bestellauftrag	62.2 EUR	Dec. 5, 2023 1:19:16 P M	Neu
000318102000LDFPFR	Rolls-Royce Solutions - TEST	Abruf	63.16 EUR	Dec. 4, 2023 5:56:59 P M	Neu

Below the table, there are two order cards:

- Dez. 15, 2023 | 02:01 PM | Rolls-Royce Solutions - TEST  
0003518793 | \$35.478,00 USD
- Bestellauftrag erhalten  
Dez. 15, 2023 | 01:58 PM | Rolls-Royce Solutions - TEST





## Dashboard – Items to Confirm

Access to orders which  
have not yet been  
confirmed

The screenshot displays the SAP Business Network dashboard for a user named 'R. Müller'. The navigation bar includes 'Startseite', 'Aktivierung', 'Discovery', 'Workbench', 'Bestellungen', 'Erfüllung', 'Rechnungen', 'Zahlungen', 'Kataloge', 'Berichte', and 'Beurteilungen'. The main dashboard area features a summary of order metrics:

- Bestellungen: 44 (Last 31 Tage)
- Neue Bestellungen: 5 (Last 31 Tage)
- Geänderte Bestellungen: 0 (Last 31 days)
- Zu bestätigende Artikel: 3 (Last 31 days)
- Zu versendende Artikel: 12 (Last 31 days)
- Mehr: 2

A blue callout bubble points to the 'Zu bestätigende Artikel' metric, containing the text 'Items awaiting confirmation'. Below the summary is a filter section for 'Zu bestätigende Artikel (39)'. The filters include 'Kunden', 'Bestellauftragsnummern', 'Erstellungsdatum', 'Erwartetes Lieferdatum', 'Kundenstandorte', 'Versand bis zum', and 'Buchung'. The 'Erstellungsdatum' filter is set to 'Letzte 31 Tage' and 'Erwartetes Lieferdatum' is set to 'Nächste 90 Tage'. The 'Buchung' filter is set to 'Kein'. The 'Mehr anzeigen' section shows 'Bestätigen' and 'Zurückweisen' buttons. The main table lists the following items:

	Bestellnummer	Artikelnummer	Beschreibung	Lieferdatum	Angeforderte Menge	Bestätigte Menge	Angeforderter Preis
✓	Kunde: Rolls-Royce Solutions - TEST						
☐	000513819000010FCR	10	KABELBAUM	Dec. 13, 2023	8 PCE	0 PCE	
☐	000513819000010FCR	10	KABELBAUM	Dec. 8, 2023	8 PCE	0 PCE	
☐	000513819100010FCR	10	VERBINDUNGSKABEL FUEBERWACHGR	Dec. 13, 2023	24 PCE	0 PCE	
☐	000513819100010FCR	10	VERBINDUNGSKABEL FUEBERWACHGR	Dec. 20, 2023	24 PCE	0 PCE	
☐	000513819000010FCR	10	KABELBAUM	Dec. 13, 2023	8 PCE	0 PCE	



## Dashboard – Items to Ship

Access to items due for  
shipping, sorted by  
delivery date

The screenshot displays the SAP Business Network dashboard for a user named 'Rolls-Royce'. The main navigation bar includes 'Startseite', 'Aktivierung', 'Discovery', 'Workbench', 'Bestellungen', 'Erfüllung', 'Rechnungen', 'Zahlungen', 'Kataloge', 'Berichte', and 'Beurteilungen'. The 'Bestellungen' section is active, showing a search bar with filters for 'Bestellungen und L...', 'Rolls-Royce Solution...', 'Exakte Übereinstim...', and 'Bestellnummer'.

The 'Items to be shipped' widget is highlighted with a blue callout bubble. It shows a summary of orders due for shipping, sorted by delivery date. The data is as follows:

Category	Count	Time Period
Bestellungen	44	Letzte 31 Tage
Neue Bestellungen	5	Letzte 31 Tage
Geänderte Bestellungen	0	Last 31 days
Zu bestätigende Artikel	3	Last 31 days
Zu versendende Artikel	12	Last 31 days

Below the summary, there are two main sections: 'Meine Widgets' and 'Zu versendende Artikel (57)'. The 'Meine Widgets' section includes a 'Bestellaufträge' widget showing a line chart for 'Letzte 3 Monate' with a total of 6,45 Mio. CHF. The 'Zu versendende Artikel' section is a table with filters and a list of pending orders.

The 'Zu versendende Artikel' table has the following columns:  (checkbox), Bestellnummer, Artikelnummer, Referenznummer des Kunden, Status des Lieferanten, Fällige Menge, Beschreibung, Nr. der Erstellung, and Lieferdatum. The table contains 5 rows of data:

<input type="checkbox"/>	Bestellnummer	Artikelnummer	Referenznummer des Kunden	Status des Lieferanten	Fällige Menge	Beschreibung	Nr. der Erstellung	Lieferdatum
<input type="checkbox"/>	Lieferdatum: 08.12.2023	Kunde: Rolls-Royce Solutions - TEST	Lieferanschrift: Combellon BlueFire, Bundesberg an der Havel, DEU					
<input type="checkbox"/>	0009180390000PDR	10	9279302021		8 PCE	KABELBAUM	1	Dec 8, 2023
<input type="checkbox"/>	Lieferdatum: 11.12.2023	Kunde: Rolls-Royce Solutions - TEST	Lieferanschrift: Combellon BlueFire, Nürnberg, DEU					
<input type="checkbox"/>	0009136170000PDR	10	9242031452		40 PCE	BLENDEN	4	Dec 11, 2023
<input type="checkbox"/>	Lieferdatum: 12.12.2023	Kunde: Rolls-Royce Solutions - TEST	Lieferanschrift: Rolls-Royce Solutions GmbH, Friedrichshafen, DEU					
<input type="checkbox"/>	0005135142000PDR	10	984986025		50 PCE	ZUGSTANGE	5	Dec 12, 2023
<input type="checkbox"/>	Lieferdatum: 12.12.2023	Kunde: Rolls-Royce Solutions - TEST	Lieferanschrift: Combellon BlueFire-Genie-Flexion Nürnberg, DEU					

At the bottom of the table, there is a 'Bestellauftrag erhalten' notification for 'Dez. 15, 2023 | 01:58 PM | Rolls-Royce Solutions - TEST'.



## Dashboard – Search function

Search function with  
multiple options

Relevant:

- Orders and scheduling agreements
- Shipping notifications

The screenshot shows the SAP Business Network dashboard with several annotations in blue boxes:

- Search function**: A blue circle highlights the search bar area.
- Enter exact number**: A blue arrow points to the search input field.
- Select filter criterion**: A blue arrow points to the dropdown menu below the search bar.

The dashboard displays the following data:

- Bestellungen und Li... (Orders and Li...)**: 44 (Letzte 31 Tage)
- Bestellungsbestätig...**: 0 (Geänderte Bestellungen, Last 31 days)
- Versandbenachrichti...**: 3 (Zu bestätigende Artikel, Last 31 days)
- Rechnungen**: 12 (Zu versendende Artikel, Last 31 days)
- Zahlungen**: 2 (Mehr)
- Überweisungen**: 0
- Stunden- und Spese...**: 0
- Leads**: 0

**Meine Widgets**

- Bestellaufträge** (Letzte 3 Monate): 6,45 Mio. CHF. Line chart showing a downward trend from Oct to Dec.
- Aktivitäten-Feed** (Alle anzeigen):
  - Bestellauftrag geändert (0003518794) | \$35.478,00 USD
  - Bestellauftrag erhalten (0003518794) | \$35.478,00 USD
  - Bestellauftrag geändert (0003518793) | \$35.478,00 USD
  - Bestellauftrag erhalten (0003518793) | \$35.478,00 USD
- Versandverfolgung**: Includes a search field for "Bestellauftragsnummer" and a "Verfolgen" button.



## Dashboard – Purchase Orders

The time period can be selected from the drop-down list

- Past 3 months
- Last 14 days
- Last 7 days

The screenshot shows the SAP Business Network dashboard for Purchase Orders. The top navigation bar includes 'Business Network', 'Unternehmenskonto', and various menu items like 'Startseite', 'Aktivierung', 'Discovery', 'Workbench', 'Bestellungen', 'Erfüllung', 'Rechnungen', 'Zahlungen', 'Kataloge', 'Berichte', and 'Beurteilungen'. A search bar is present with filters for 'Bestellungen und L...', 'Rolls-Royce Solution...', 'Exakte Übereinstim...', and 'Bestellnummer'.

The main dashboard area features a summary card with the following data:

Übersicht	Erste Schritte
44	5
Bestellungen	Neue Bestellungen
Letzte 31 Tage	Letzte 31 Tage
0	3
Geänderte Bestellungen	Zu bestätigende Artikel
Last 31 days	Last 31 days
12	Zu versendende Artikel
	Last 31 days
	Mehr

Below the summary card, there are three widgets:

- Bestellaufräge:** Shows a line chart for 'Order volume within time period' for 'Letzte 3 Monate'. The total volume is 6,45 Mio. CHF. The chart shows a downward trend from October to December.
- Aktivitäten-Feed:** Lists recent activities for order 0003518794, including 'Bestellaufrag geändert' and 'Bestellaufrag erhalten' with timestamps and amounts in USD.
- Versandverfolgung:** Includes a search field for 'Bestellauftragsnummer' and a 'Verfolgen' button, along with a world map.



## Dashboard – Actions Feed

The Actions Feed shows the last purchase orders entered in the portal

The scope of the actions displayed can be adjusted using the filter

**SAP Business Network** Unternehmenskonto: **Rolls-Royce**

Startseite | Aktivierung | Discovery | Workbench | Bestellungen | Erfüllung | Rechnungen | Zahlungen | Kataloge | Berichte | Beurteilungen | Erstellen | ...

Bestellungen und L... | Rolls-Royce Solution... | Exakte Übereinstim... | Bestellnummer

**Übersicht** Erste Schritte

- 44 Bestellungen (Letzte 31 Tage)
- 5 Neue Bestellungen (Letzte 31 Tage)
- 0 Geänderte Bestellungen (Last 31 days)
- 3 Zu bestätigende Artikel (Last 31 days)
- 12 Zu versendende Artikel (Last 31 days)
- Mehr (2)

Meine Widgets | Rolls-Royce Solution... | Anpassen

**Bestellaufträge** (Letzte 3 Monate)

6,45 Mio. CHF

3,5Mio. | 3Mio. | 2,5Mio. | 2Mio. | 1,5Mio. | 1Mio. | 500.000 | 0

Oct | Nov | Dec

Rolls-Royce Solutions - TEST

**Aktivitäten-Feed** | Alle | Alle anzeigen

Bestellauftrag geändert	Dez. 15, 2023   02:10 PM   Rolls-Royce Solutions - TEST	0003518794	\$35.478,00 USD
Bestellauftrag erhalten	Dez. 15, 2023   02:04 PM   Rolls-Royce Solutions - TEST	0003518794	\$35.478,00 USD
Bestellauftrag geändert	Dez. 15, 2023   02:01 PM   Rolls-Royce Solutions - TEST	0003518793	\$35.478,00 USD
Bestellauftrag erhalten	Dez. 15, 2023   01:58 PM   Rolls-Royce Solutions - TEST		

**Versandverfolgung**

Bestellauftragsnummer

**Einstellungen**

Folgende Ereignisse in meinen Aktivitäten-Feed einschließen:

Neuer Bestellauftrag	<input checked="" type="checkbox"/>	Bestellungsbestätigung fehlergeschlagen	<input checked="" type="checkbox"/>
Bestellauftrag geändert	<input checked="" type="checkbox"/>	Rechnung zurückgewiesen	<input checked="" type="checkbox"/>
Bestellauftrag storniert	<input checked="" type="checkbox"/>	Rechnung genehmigt	<input checked="" type="checkbox"/>
Bestellauftrag fehlergeschlagen	<input checked="" type="checkbox"/>	Rechnung bezahlt	<input checked="" type="checkbox"/>

Speichern | Abbrechen



## Dashboard – Shipment Tracking

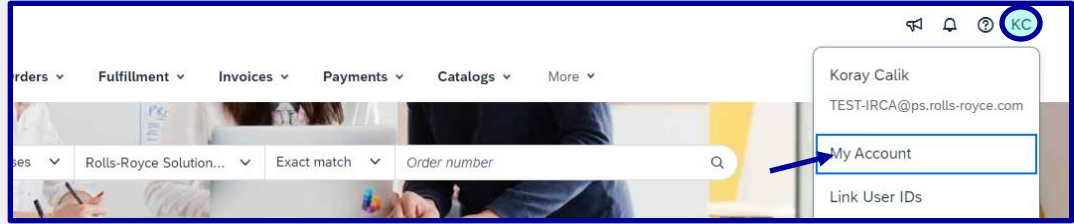
Latest status of the order after shipping

The screenshot displays the SAP Business Network dashboard for a user named 'K. Schmidt'. The navigation bar includes 'Startseite', 'Aktivierung', 'Discovery', 'Workbench', 'Bestellungen', 'Erfüllung', 'Rechnungen', 'Zahlungen', 'Kataloge', 'Berichte', and 'Beurteilungen'. The main content area features a summary card with five metrics: 44 Bestellungen (Last 31 Tage), 5 Neue Bestellungen (Last 31 Tage), 0 Geänderte Bestellungen (Last 31 days), 3 Zu bestätigende Artikel (Last 31 days), and 12 Zu versendende Artikel (Last 31 days). Below this, the 'Meine Widgets' section contains three widgets: 'Bestellaufträge' showing a line chart for 6,45 Mio. CHF over the last 3 months; 'Aktivitäten-Feed' listing order changes; and 'Versandverfolgung' for order 0003518997. A blue callout box points to the 'Bestellauftragsnummer' input field in the tracking widget, with the text 'Enter exact order number'. A larger blue box highlights the tracking details for order 0003518997, showing a 'Versand' status and a progress bar with three steps: 'Bestellauftrag erstellt' (Jan. 18, 2024 1:45 Pm), 'Bestellauftrag bestätigt' (Jan. 18, 2024 1:52 Pm), and 'Bestellauftrag versandt' (Jan. 19, 2024 2:17 Pm).



## Header – My Account

From the header you can access your own user account and make changes to it



Account Settings

\* Indicates a required field

Account Information

Username:  ⓘ  
[Change Password](#)

Email Address:

First Name:

Middle Name:

Last Name:

Business Role:  ⓘ  
[Personal Information Change Log](#)

Preferences

Preferred Language:  ⓘ

Preferred Timezone:  ⓘ

Default Currency: \* Euro  ⓘ

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Country	Area	Number	Extension
Phone: DEU 49	07541	5481248	15

Address 1:

Address 2:

City:

State:

Postal Code:

Country/Region:

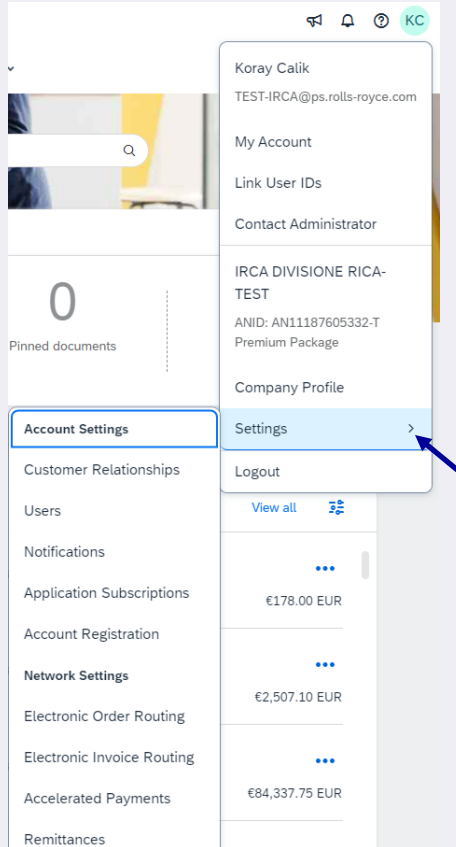
Contact Information Preferences



## My Account – Settings

From the My Account menu you can individually configure many portal functions under Settings

- Users
- Roles
- Notifications
- ...



The screenshot shows a user interface for 'My Account' settings. At the top, there are icons for a megaphone, a bell, a person, and a profile icon labeled 'KC'. Below these is a search bar and a profile card for 'Koray Calik' with email 'TEST-IRCA@ps.rolls-royce.com'. A list of menu items is shown, with 'Settings' highlighted in blue and a blue arrow pointing to it. Below the menu is a 'Logout' button and a 'View all' link with a filter icon. A table of account details follows, with three rows of data, each having a three-dot menu icon to its right.

Item	Value
Application Subscriptions	€178.00 EUR
Network Settings	€2,507.10 EUR
Accelerated Payments	€84,337.75 EUR



## My Account – Settings

### Roles

In roles you can maintain several roles with different access rights

A screenshot of a user profile dropdown menu. The menu is open, showing the user's name 'Koray Calik' and email 'TEST-IRCA@ps.rolls-royce.com'. Below this, there are links for 'My Account', 'Link User IDs', and 'Contact Administrator'. A section titled 'IRCA DIVISIONE RICA-TEST' contains 'ANID: AN1187605332-T' and 'Premium Package'. Below that is 'Company Profile'. At the bottom of the dropdown, there is a 'Settings' link with a right-pointing arrow, which is highlighted in blue. To the left of the dropdown, a 'Users' link is circled in blue with an arrow pointing to it.

A screenshot of the 'Manage Roles' page. The page title is 'Manage Roles' and it includes sub-links for 'Manage Users', 'Manage User Authentication', 'Revoked Users', and 'More...'. The main heading is 'Roles (2)' with a sub-heading 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Below this, there is a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned'. There are 'Apply' and 'Reset' buttons. In the bottom right corner, there is a blue button labeled 'Add new role' with a right-pointing arrow, which is highlighted with a blue box and an arrow.



## [My Account – Settings](#)

### Roles

You can maintain several users with different rights/roles

### Create Role

\* Indicates a required field

#### New Role Information

Name: \*

Description:

Entering the name of the role

#### Permissions

Each role must have at least one permission.

<input type="checkbox"/>	Permission	Description
<input type="checkbox"/>	API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/>	Analytics Dashboard Access	Access the Analytics Dashboard
<input type="checkbox"/>	Archive Access	View and search archived items
<input type="checkbox"/>	Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input type="checkbox"/>	Create postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/>	Credit Card Number Access	Manage the display of credit card numbers on purchase orders
<input type="checkbox"/>	Customer Administration	Manage customer relationships

Maintain the authorization of the role



## My Account – Settings

### User

Several users can be maintained with different rights/ roles

Account Settings

Save

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (1)

Enable assignment of orders to users with limited access to SAP Business Network

Filter

Users (You can only search on one attribute at a time)

Username

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned
<input type="checkbox"/>	TEST-IRCA@ps.rolls-royce.com	koray.calik@ps.rolls-royce.com	Koray	Calik	No	PROFILE_MGMT_ROLE_+3

**Maintain user**

**Maintain user data**

**Assignment of role to user**

### Benutzer erstellen

Erstellen Sie ein neues Benutzerkonto und ordnen Sie ihm eine Rolle und gegebenenfalls Geschäftsbereich zu. Airba sendet an die für das neue Benutzerkonto angelegten auf "Fertig" nicht mehr geändert werden. Sie können aber jederzeit die Rollenzuordnungen ändern.

#### Informationen zum neuen Benutzer

Benutzername

E-Mail

Vorname

Nachname

Benutzer dürfen Rechnungen an das Konto des Käufers nicht erneut senden

Dieser Benutzer ist der SAP Business Network Discovery/Verkaufskontakt

Eingeschränkter Zugriff

Letzte geändert:  Uhr  Min

Telefon geschäftlich:  DEU 49

#### Rollenzuordnung

Name	Beschreibung
<input type="checkbox"/>	Einkäufer

**Kundenzuordnung**

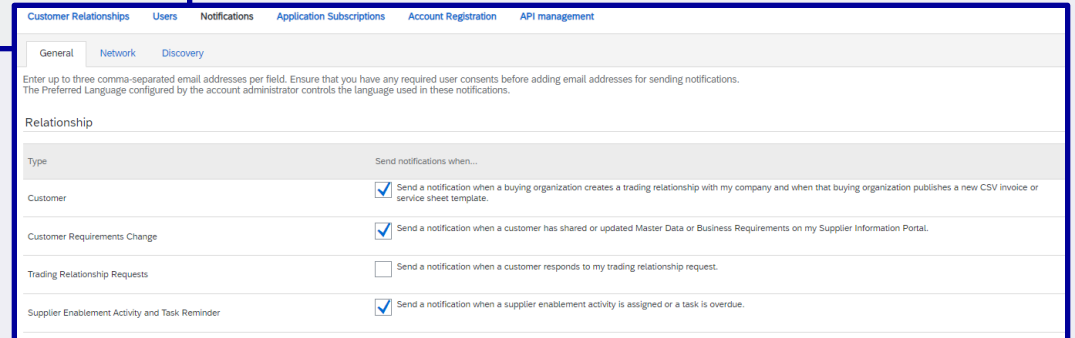
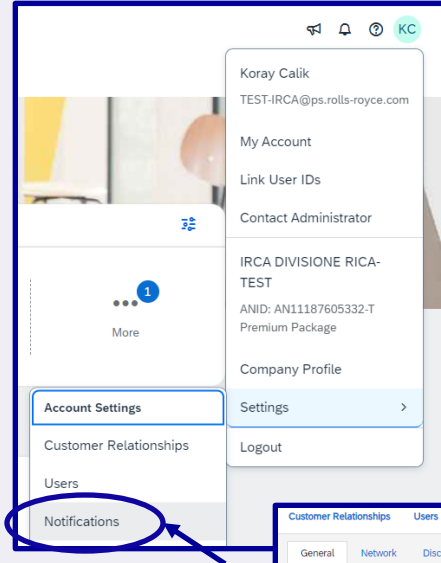
Zuordnen  Alle Kunden  Kunden auswählen

Durch die Eingabe dieser persönlichen Daten bestätigen Sie, dass Sie die Berechtigung haben, in Übereinstimmung mit der Verkaufsabstimmung, der Servicevereinbarung Airba zu garantieren, dass die Daten in den Airba-Systemen (die weltweit in verschiedenen Rechenzentren verteilt werden) verarbeitet werden können, und dass, sofern gespeichert, diese sich innerhalb der Russischen Föderation befinden.



## My Account – Settings

## Notifications





## My Account – Settings

### Notifications

### Individual maintenance of when a notification should be sent

#### For example

- Notification in case of missing confirmation
- Notification of open shipment



Customer Relationships   Users   **Notifications**   Application Subscriptions   Account Registration   API management

General   Network   Discovery

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.

#### Relationship

Type	Send notifications when...
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.

#### Other Notifications

Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.
Reminder of non-received order items	<input checked="" type="checkbox"/> Send reminders of non-received items from orders. This notification depends upon a customer rule.
Reminder of non-shipped order items	<input checked="" type="checkbox"/> Send reminders of non-shipped items from orders. This notification depends upon a customer rule.
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.

## Header – My Account

From the header you can access the Help function. Here you will find more detailed guidance on the portal

- Videos
- Explanations