

A.N. Faurecia Work Instruction

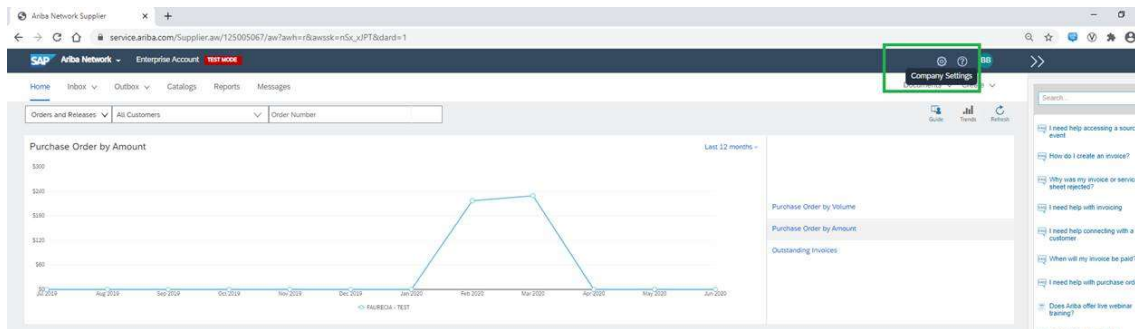


How To Turn Off notification Emails in A.N.

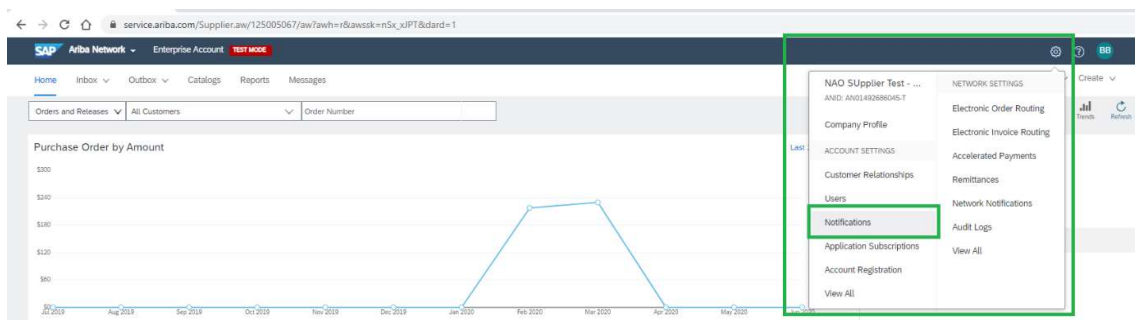
Dear Supplier,

If you do not want to receive A.N. email Alerts, please follow the main steps to disable notification options in your A.N. account:

1. Go to **Company Settings** in Ariba Network Home page



2. Click in **Notifications**:



3. Click in **Network**

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

General **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.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers.	bruno.rodrigues@faurecia.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	bruno.rodrigues@faurecia.com
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	bruno.rodrigues@faurecia.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	bruno.rodrigues@faurecia.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	bruno.rodrigues@faurecia.com

4. In option **Electronic Invoice Routing** remove the notification options;
- Suppliers can remove the email notification options for all types of A.N. documents.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers.	bruno.rodrigues@faurecia.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	bruno.rodrigues@faurecia.com
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	bruno.rodrigues@faurecia.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	bruno.rodrigues@faurecia.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	bruno.rodrigues@faurecia.com

Catalog Subscriptions

Type	Send notifications when...	To email addresses (one required)
Catalog	<input type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Ariba Procurement solution users can send status updates to suppliers.</small>	bruno.rodrigues@faurecia.com

Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	bruno.rodrigues@faurecia.com
Service Sheet Status Change	<input type="checkbox"/> Send a notification when service sheet statuses change. <input type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	bruno.rodrigues@faurecia.com

Electronic Invoice Routing

- Electronic Order Routing
- Catalog Subscriptions
- Service Sheet
- Electronic Invoice Routing

Electronic Invoice Routing

Type	Send notifications when...
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.

NOTE: Like this, supplier will not see any invoice data notification email. Not only from Faurecia, but for all customers with connection in A.N.

A.N. account and Ariba support material in native language:

All Suppliers are able to set-up A.N. with his native language.



Account Information

Username: [Change Password](#)

Email Address:

First Name:

Middle Name:

Last Name: [Personal Information Change Log](#)

Business Role:

Preferences

Preferred Language: [Preferences in the Inbox/Outbox](#)

Preferred Timezone:

Default Currency:

Contact Information

Phone:

Address 1:

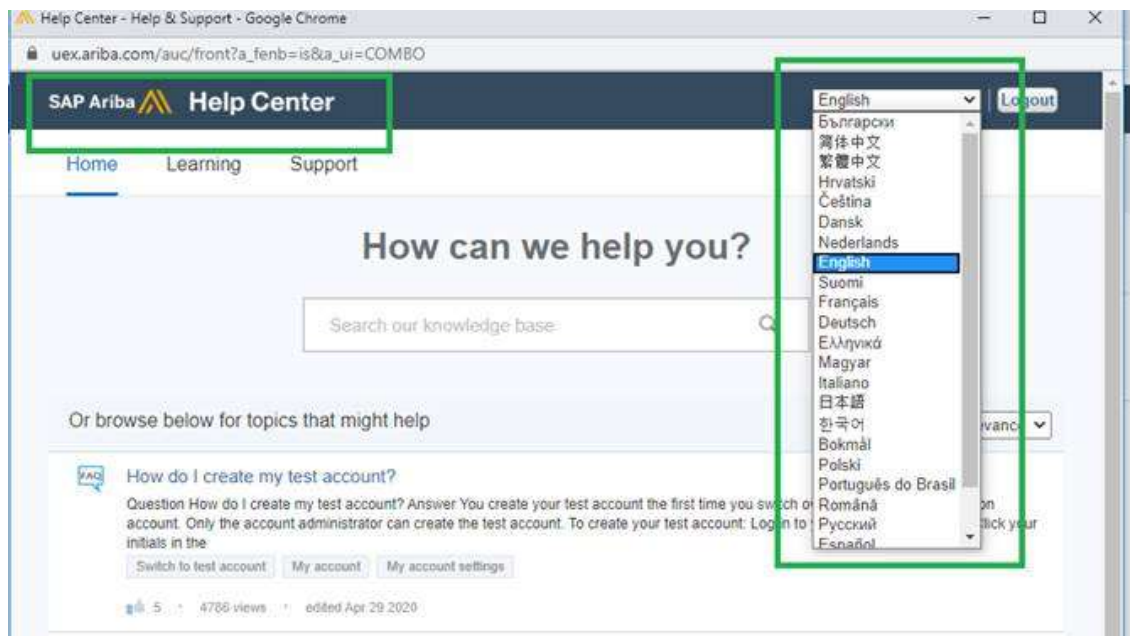
Address 2:

Address 3:

City:

State:

Also, Ariba Helpcenter, can be configured in Local Language:



For any doubt, please contact Faurecia Supplier Enablement team:

ariba.supplier.invportal@faurecia.com

Best regards,

faurecia
inspiring mobility