Ariba Network (A.N.)
Remove automatic invoice notifications

July 2021
1

Introduction
Introduction

Invoice status – Ariba automatic email notifications

- Ariba Network provides a continues invoice status follow-up. For that reason, Ariba system is sending automatic notifications by default to all suppliers connected with Faurecia.

- Only the supplier A.N. account manager have the option to remove the notifications.

So, the goal of this work instruction, is to provide the steps to remove automatic email notifications from your account and mailbox(s).
2

Glossary
**Glossary**

Please, note the following glossary and acronyms

- **A.N.:** SAP Ariba Network

- **Faurecia “Digital” Suppliers:** Supplier with Invoices in Digital Format:
  - Ariba Network (A.N.)
  - EDI - Electronic Data Interchange
  - SBI - Self-billing
  - Email Ingestion

- **Ariba Standard Account:** Is an email-based method of responding to your Buyers Purchase Orders

- **Ariba Enterprise Account:** Integrate system through cXML. Manage orders and invoices on A.N. Publish catalogs, reporting and Ariba support platform.

- **A.N. Invoice Portal:** The supplier’s Account Receivables team can check their invoice references with corresponding booking and payment status in Ariba Network for digital invoices.
Remove Invoice Notifications
Work Instruction
Inside Ariba Network

Access to A.N. Account

URL: supplier.ariba.com

BROWSER/PLUG-IN SUPPORT
- Supported Browsers:
  - Microsoft Edge 32-bit
  - Chrome 54+ 64-bit
  - Mozilla Firefox 49+ 64-bit
  - Safari 9+ 64-bit
  - Mozilla Firefox 17+
  - Safari 5
  - Mobile Safari on iPad (iOS 6 or above)

Deprecation Schedule
- Microsoft Internet Explorer 11 and older (effective January 1, 2022)

A.N. WI | Turn off Automatic notifications
Inside Ariba Network

A.N. Account Main Menu/screen

- Main Menu
- Account Settings
- Support and documentation
- Search
- Support Chat Box (Not available)

Report Request: “Inv. Received by AP and in process phase” will be available on Chat Box
Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Settings > Notifications
Inside Ariba Network

Turn off automatic email notifications

Account Settings > Network > Electronic Invoice Routing

All notification settings are in “Account Setting” and can be turned on/off.

Unflag the option “Invoice Status Change”.

A.N. WI | Turn off Automatic notifications
Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Contact Administrator

If you are not the A.N. Account Manager and you do not have access or have doubts regarding A.N. account set-up, you are able to contact your Company Account Administrator.

A.N. WI | Turn off Automatic notifications
4

Ariba Support Access
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User Community Home

Popular Topics

- Registration best practices for Ariba Network Suppliers
  - Frequently managing your company’s Ariba Network presence can enhance your experience, integrate better into suppliers, and save money. Best practices in this module pertain to the Ariba Network, helping account owners understand efficient account administration. Read more...
  - Ariba Support Access | 7 views | edited Feb 27, 2018

- How do I participate in my buyer’s event using an email invitation?
  - Frequently, you may participate in an event using email invitations. Answer: Use the Cost Item in the email notification to access the upcoming event. While buyers might customize the email content you receive, an email template custom settings can be used to access the event. Depending on...
  - Ariba Support Access | 20 views | edited Jan 27, 2018

- Can my company have multiple accounts?
  - Frequently, you may have multiple Ariba accounts assigned to your business. Answer: If your company has several locations around the world, you might want separate access for each region. Visit company admin to have one account.
  - Ariba Support Access | 15 views | edited Sep 06, 2016

- How do I register a new account?
  - Frequently, you may want to register a new account on the Ariba Network by visiting your website. HTTP and username are required in the “Register Your Account” link. Once you...
  - Ariba Support Access | 7 views | edited Aug 02, 2017

Support Center

I need help with

- forgot my password

Try searching for whatever you need help with by using the I need help with search box.

If you need further support after conducting a search, the above mentioned support options will become available.
Ariba Support Access

- Questions regarding Ariba usage:
  
  Please click on one of the below links for any questions regarding registration, configuration or general Ariba Network questions:
  
  - USA/Canada: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429NAM&h=efiEiEb9GzUpOIL83jqsNw#Enablement-Inquiry
  - Brazil: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZUMjmQI1cv1AyRPHP4rNzA#Enablement-Inquiry
  - Latin America: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1a9ipmjaTdbyl4l4jaUcg#Enablement-Inquiry
  - EMEA: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYCJ5Mm2uFBJv1T7QaeZ9A#Enablement-Inquiry
  - SE Asia: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429SEA&h=kRV62sa3KWxd5CoBSswQ#Enablement-Inquiry

- Questions regarding your relationship with Faurecia:
  
  - EMEA
    - supplier.enablement.emea@faurecia.com
  - North America
    - supplier.enablementnao@faurecia.com
  - China:
    - supplier.enablement.asia@faurecia.com