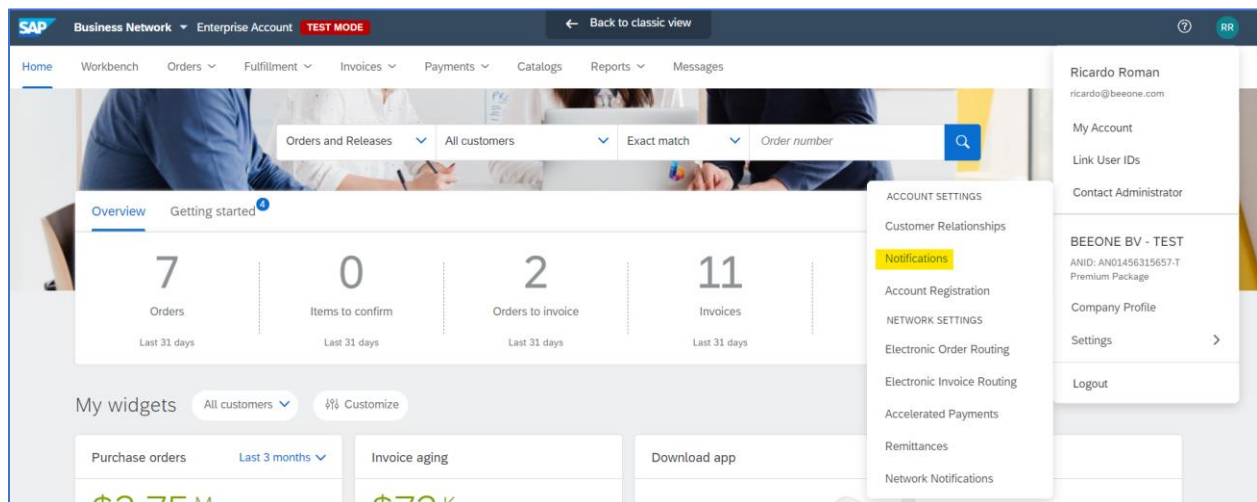# How to configure email notifications

Context

The buyer administrator can configure email addresses for a buyer account to receive the following types of email notifications:

- Document-specific

o Purchase order related messages

o Invoice related messages

- Global default

You can specify a maximum of 3 comma-separated email addresses to receive notifications.

Procedure

1. On the Dashboard, click Account Settings.
2. Click Configuration.
3. On the Configuration page, click Notifications.

4. Click the Messaging tab.

5. To send notifications to the Ship To email address on the purchase order, in the Global document-specific settings section, check the Send notifications to the Ship to email address on the purchase order (if available) checkbox.

6. To configure an email address for a scenario where the Ship To email address is not specified on the purchase order, check the If there's no Ship to email address, send notifications to these addresses checkbox and type the require email addresses in the textbox next to it.

   To configure separate email addresses for different countries based on the Sold to address of a purchase order, you can override this setting by configuring country-specific email addresses in the Country-based message settings page.

7. To send notifications when invoice messages are received, check the Send notifications when invoice messages are received checkbox, and enter the required email addresses in the textbox next to it.

   To configure separate email addresses for different countries based on the Bill To address of an invoice, you can override this setting by configuring country-specific email addresses in the Country-based message settings page.

8. To send notifications for all types of document-specific supplier messages received, in the Global default settings section, check the Send notifications when customer messages are received checkbox and enter the required email addresses in the accompanying textbox.

If global document-specific settings are not defined or if those email addresses are unsubscribed from receiving notifications, the Messaging feature sends the notifications to the specified email addresses. You can override this setting for each country by configuring country-based message settings.

9. To send all notifications to the Ariba Network Buyer Account Administrator, check the Send all notifications to the Ariba Network administrator checkbox.

    If you enable both global default settings, the Messaging feature sends notifications to the Ariba Network Buyer Account Administrator only when the email addresses in All document-specific messages are unsubscribed.

10. Click Save.