- Go to supplier.ariba.com
- Click on the question mark on the right corner



• Then go to the button of the page (on right button corner)



• You will be prompted to the below page

Home Lea	arning C	ontact us			
How can we help you?					
		Search knowledge base articles, documentation, and tutorials			
		Try "cancel order", "email notifications", "user authorization"			

• Click on "Contact us" and click on "Log in"



## • Click on "Contact us"

SAP	Help Cente	r Home		8
Home	Learning	Contact us		
		Search knowledge base articles, documentation, and tutorials	٩	
		Try "cancel order", "email notifications", "user authorization"		

On the "How can we help you field" please type the issue you are having. For example: "PO email notifications"

Help Center Co	intact us	8		
Home Learning Co	ntact us			
Start here to find yo	Start here to find your answer.			
	How can we help you?	2		

Help Center Contact us	8
Home Learning Contact us	
Start here to find your answer.	×Q
Browse below for our AI-based recommendations*	
How do I configure my email notifications preferences? Question How do I configure my email notifications preferences? Answer Only an account a authorization to edit order routing settings, notification settings, and user roles for both ther	dministrator has the real sub FAQ Jun 14, 2021

- The page will be updated with different support notes and FAQ
- If no one of the support notes or FAQ address the issue you need to solve, please scroll down the menu, and select "Something else"

Choose from the options below to con What do you need help with?	tinue.	
Configure purchase order notifications	Configure general account notifications	Configure SAP Ariba subscription notifications
I'm getting notifications for enablement task	s I'm getting notifications for expired p	profile information Something else

• You will receive the following message:

Can't find what you're looking for?

Contact us

- Please click on "Contact us"
- You will be prompted to complete a form, please fill all the fields

	SAP	Help Center	Contact us				
	Home	Learning	Contact us				
	Requested	l language of s	upport: English Change?				
	Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.						
1.	L. Tell us what you need help with.						
		Subject:*	PO email notifications				
	Full	description:*	Affected items, expected results, etc.				
	Ļ	Attachment:					
		Issue type:*	×				
		Issue area:*	$\sim$				
	PO/Invoi	ce Number:					

2. How does this impact your normal business processes?						
Business Impact:*						
3. Please review your contact information for correctness:						
First name:*						
Last name:*						
Username:						
Company:*						
Email:*						
Phone:*	CP					
Extension:						
Confirm phone:*						
	My phone number is correct.					
Ariba Network ID:*	AN01456315657-T					

• Click on "One last step"



• Select the method through the one you want to receive support and click on "Submit"

Home	e Learning Contact us				
Choc	Choose this contact method for the fastest resolution of your issue:				
۲	Recommended				
	Phone				
	A support engineer will respond to your Service Request by phone.				
	Estimated wait time in minutes: 2				
	Do not record my phone call.				
Othe	r methods you may choose:				
$\bigcirc$	ŶŲ				
	Live chat: open				
	You will chat with the same product expert that would normally work your Service Request, soon				
		Back	Submit	Cancel	