

Quick Reference Guide: Delegate Authority & Change Email Notifications

This Quick Reference walks through the two most requested features on the Ariba Dashboard **Preferences** menu: how to delegate authority and how to change the defaults for email notifications.

Delegate Authority

Sometimes you will want to give others access and authority to work on your behalf. For example, if you are going to be on leave, or away from the office for some time, and need a project followed up or some queries in Ariba answered in your absence. **IMPORTANT:** See **NOTE** below if you need to assign more than one person in your absence.

From the Dashboard:

1. Click your Initials (*located at the top right of the screen*).
2. Go down under **Preferences** and click on **Delegate authority** (Figure 1).
3. You will be directed to a new page. From here, you will be prompted to fill in the required fields:
 - a. Delegatee (*click the down arrow, **Search more** > type name, click **Search** > click **Select** beside the name*)
 - b. Delegation Start Date (*and time if required*)
 - c. Delegation End Date

(NOTE: Authority automatically reverts back to you after the Delegation End Date/Time).

4. When the fields are complete (Figure 2), click **OK**.

The Delegatee will receive notifications and also has the option to log in to act for you. Delegation will automatically end on the date and time (*if applicable*) you have entered.

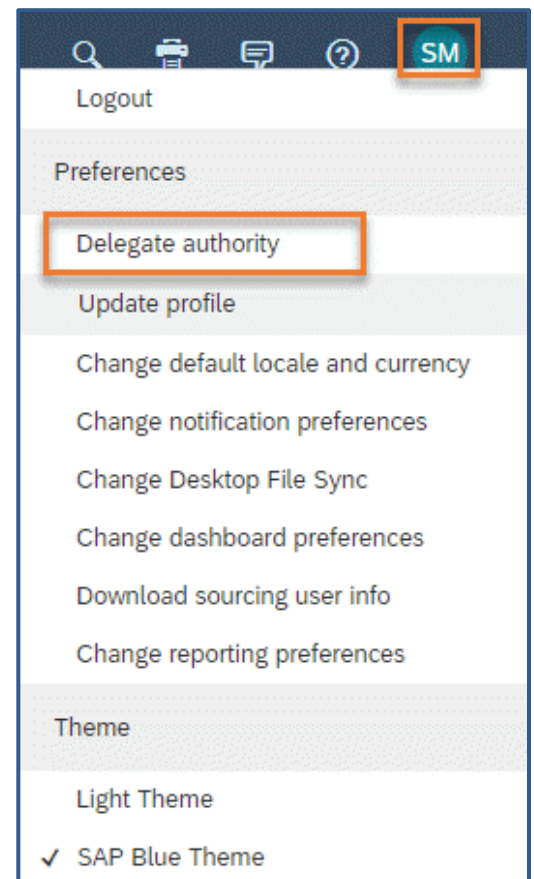
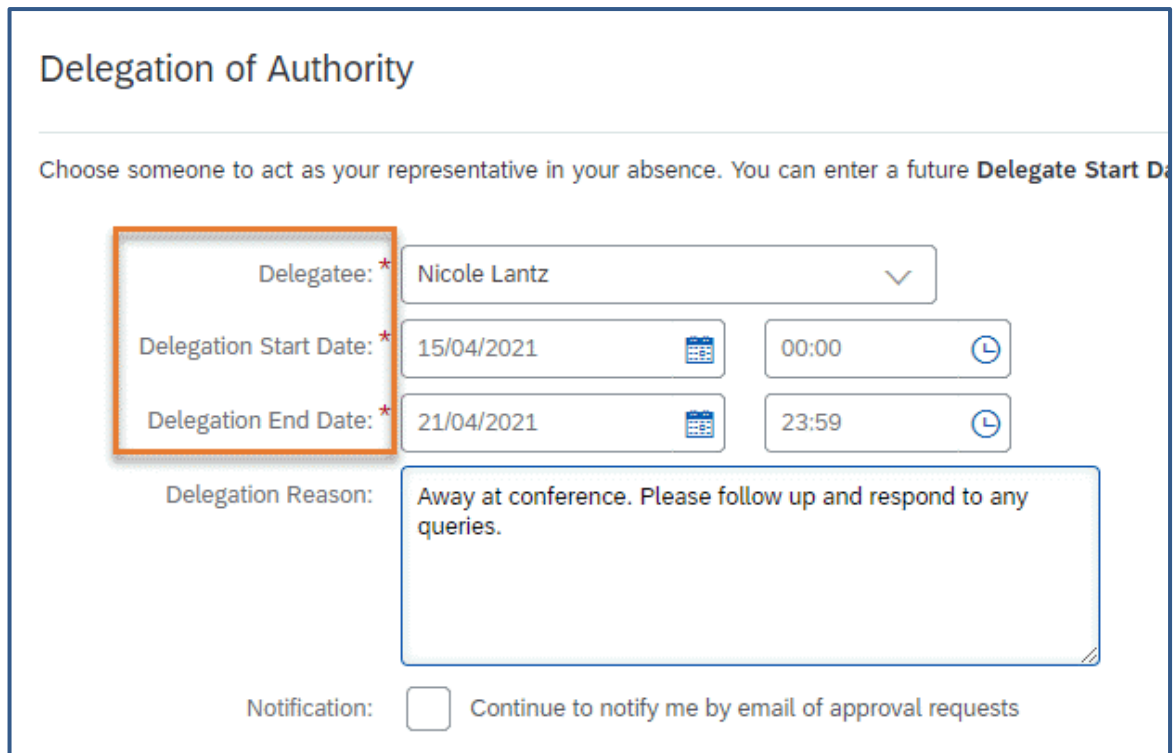


Figure 1

NOTE: You can only nominate one delegatee at a time in Ariba. This means that, if your delegatee needs to change during your time off, for example, you are away for 2 weeks and you want Mary assigned for the first week and Joe the second week, you will need to contact [Procurement Support](#) and submit a ticket to the Support Team **BEFORE** going on leave, to change the delegation for you.



Delegation of Authority

Choose someone to act as your representative in your absence. You can enter a future **Delegate Start Date**.

Delegatee: * Nicole Lantz

Delegation Start Date: * 15/04/2021 00:00

Delegation End Date: * 21/04/2021 23:59

Delegation Reason: Away at conference. Please follow up and respond to any queries.

Notification: Continue to notify me by email of approval requests

Figure 2

Change Notification Preferences (Email)

The default setting for notifications sends an email alert every time your name is referenced in the system, which can quickly overload your inbox. Once you are more comfortable with SAP Ariba and understand the importance of each type of email notification, you may choose to turn off those that do not impact your responsibilities.

From the Dashboard:

1. Click your initials (*located at the top right of the screen*).
2. Go down under **Preferences** and click on **Change notification preferences** (Figure 3).

- You will be directed to a new page. Scroll down to see all notifications. From here, you can uncheck the notifications you wish to turn off (Figure 4).

(NOTE: By default, all notification options are initially checked.)

The example in Figure 4 below highlights the notification that generates the most email alerts (*Tasks are completed. This is a scheduled batch notification*). Frequently, this is the first notification users uncheck to avoid being emailed every time individual project members complete their independent tasks.

- Uncheck the box beside **Tasks are completed. This is a scheduled batch notification.**

(NOTE: It is recommended to leave all others pertaining to you checked.)

- Click **OK** to save your new settings.

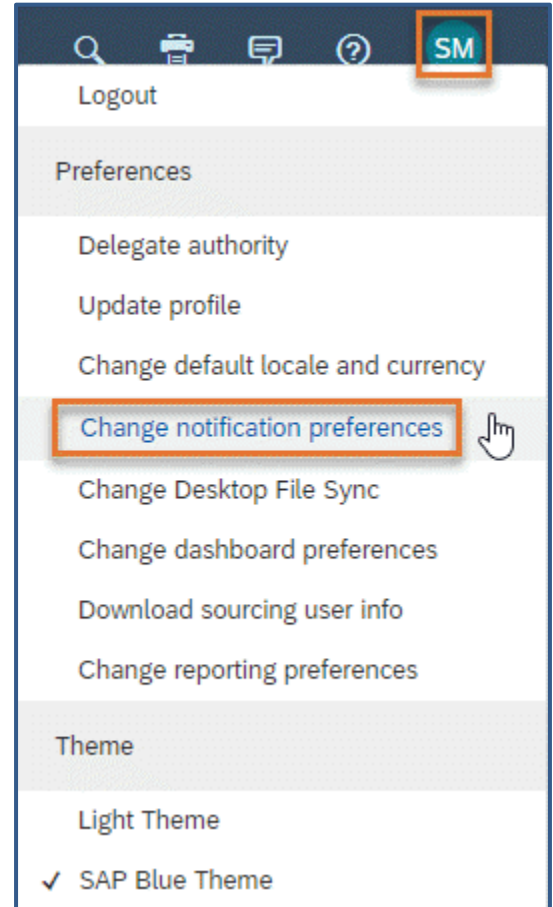


Figure 3

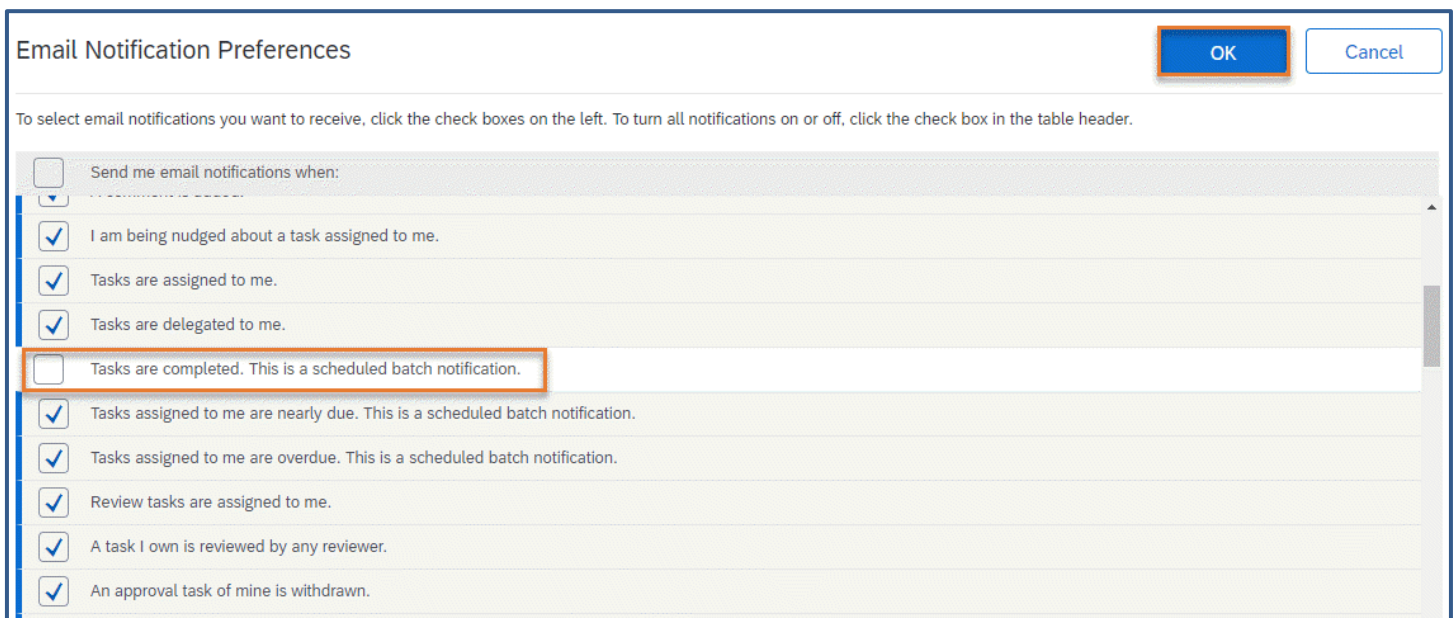


Figure 4

Additional Help & Resources

For additional help on Ariba and further training, please contact [Procurement Support](#) to submit a ticket or call the support line at 902-424-5770.

The latest copy of this document can be found on the Procurement website on the [Ariba Account Request](#) page at the bottom under Ariba Reference Documents.