



ARIBA: UPDATE COMMODITY CODES AND E-MAIL NOTIFICATION SETTINGS

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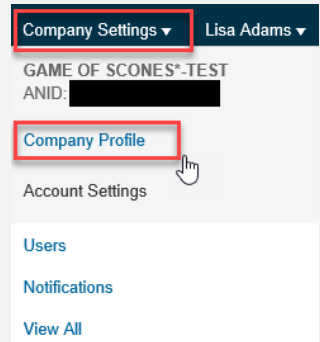
March 2021

⇒ SETTING COMMODITY CODES

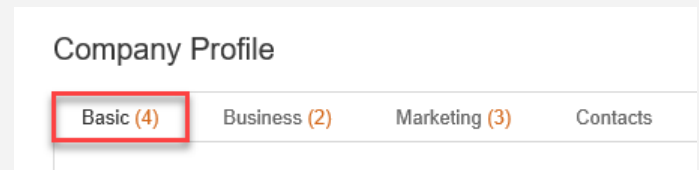
Classifications can be selected or changed by searching (1) keywords or (2) categories.

➔ OPTION 1. SETTING COMMODITY CODES USING KEYWORD SEARCH

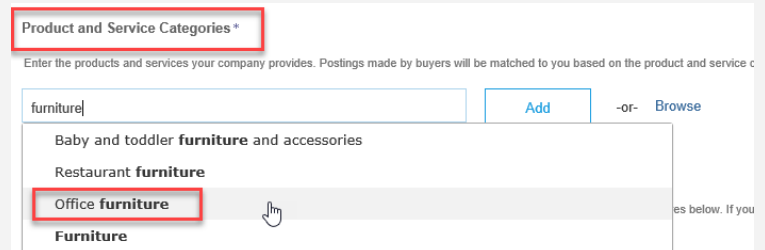
Click **Company Settings** and select **Company Profile** in the upper right-hand corner of the page.



Select the **Basic** tab in the upper left-hand corner of the page.

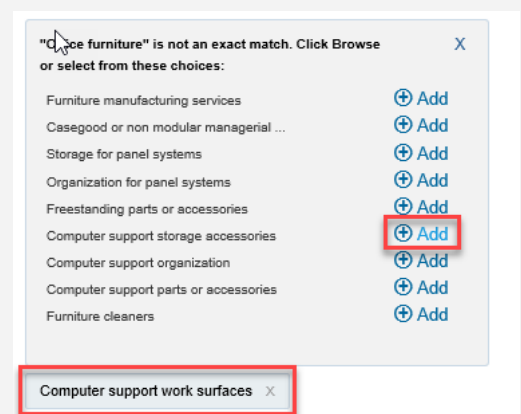


Scroll down to **Products and Service Categories**. In the search box, type in the products or services your company offers.



A suggested list may appear for more detailed options. Click **Add** to add any of the suggestions. After you click on the suggested name, you should see it populate under the search box.

Click **Save**.





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➡ OPTION 2. SETTING COMMODITY CODES USING CLASSIFICATION CODE SEARCH

Click **Company Settings** and select **Company Profile** in the upper right-hand corner of the page.

Company Settings ▾ Lisa Adams ▾
 GAME OF SCONES* TEST
 ANID: ██████████
Company Profile
 Account Settings
 Users
 Notifications
 View All

Select the Basic tab in the upper left-hand corner of the page.

Company Profile
Basic (4) Business (2) Marketing (3) Contacts

Scroll down to **Products and Service Categories** and click **Browse**.

Product and Service Categories*
 Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.
 Add -or- **Browse**

Click the product and service category to show sub-categories. Select the product or service you want to add by clicking on the title and then click the + icon.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

- Construction Materials >
- Consumer Electronics & Appliances >
- Creative Services >**
- Distribution & Conditioning Systems >
- Drugs & Pharmaceuticals >
- Education & Training Services >
- Educational Supplies, Musical Instruments & Toys >
- Advertising >
- Graphic Design >**
- Photographic Services >
- Professional Artists & Performers >
- Reproduction Services >
- Writing & Translations >
- Art design services >**
- Graphic display services >
- Art design or graphics
- Chart or graph design services
- Computer generated design services
- Layout or graphics editing services
- Package design services
- Photocomposition
- Silkscreen design services

After you add a product or service, you should see it populate under **My Selections**. To delete selections, click the box next to the item you would like to delete and then click **Remove**.

My Selections (3)

- Art design services [\(View\)](#)
- Layout or graphics editing services [\(View\)](#)
- Art design or graphics [\(View\)](#)

Remove

Click **OK** to save.



ARIBA: HOW TO UPDATE COMMODITY CODES AND E-MAIL NOTIFICATION SETTINGS

⇒ SET YOUR NOTIFICATIONS SETTINGS

You can specify which notifications you receive and where you would like them sent.

From the **Company Settings** menu, select **Notifications**.

This takes you to the (A) **General** notifications tab, though you can also set (B) **Network**, (C) **Discovery**, or (D) **Sourcing & Contracts** notifications by clicking on the corresponding tabs.



A General **B** Network **C** Discovery **D** Sourcing & Contracts

Enter up to three comma-separated email addresses per field.

Click on the check box next to any notification you would like to receive.

Enter up to three email addresses, separated by commas, to specify who should receive each notification.

Type	Send notifications when ...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text"/>
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value="john@abcompany.com,natalie@abcompany.com,fredd@abcompany.com"/>
Collaborations Rule Change	<input type="checkbox"/> Send a notification when a customer changes his B2B collaboration rules.	<input type="text"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text"/>
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	<input type="text"/>

Click **Save** after you are finished configuring your notification Settings.

Click **Close** to exit.