

How to Navigate in the SAP Business Network

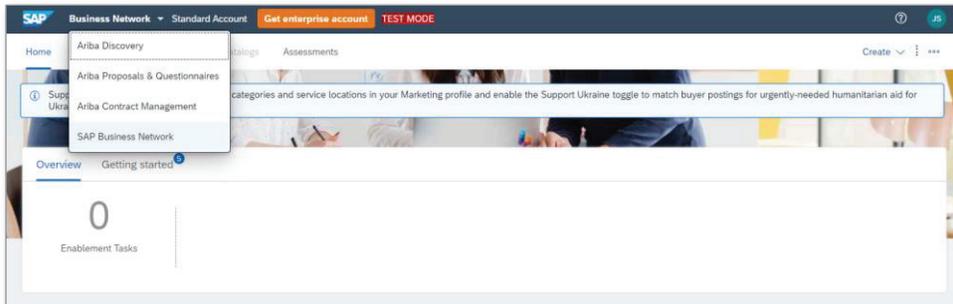
When to use this *How to Guide*:

Follow the steps in this guide to navigate through available options in the SAP Business Network, and to set notifications for your supplier account.

NAVIGATE AVAILABLE OPTIONS

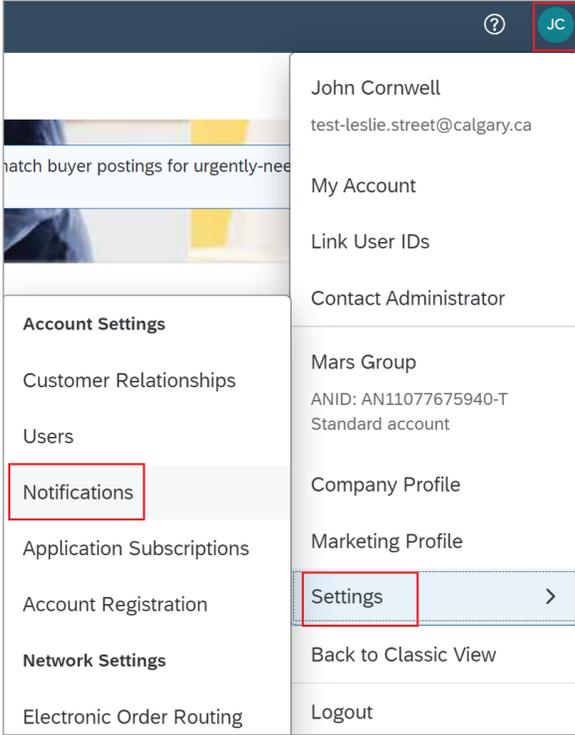
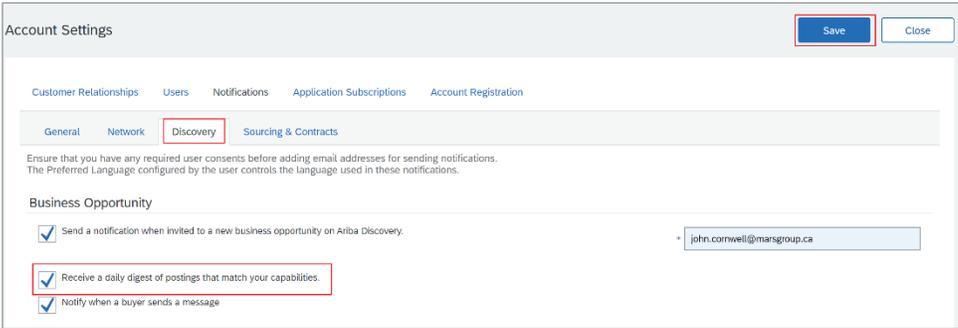
When you log into the SAP Business Network, you can navigate to four options from the SAP title bar:

- **Ariba Discovery** – view a watchlist of current postings as well as postings to which your company has responded
- **Ariba Proposals & Questionnaires** – manage your company’s proposals, registration questionnaires, certificates and scorecards.
- **Ariba Contract Management** – view tasks related to contracts
- **SAP Business Network** – navigate to tasks from the home page





SETTING NOTIFICATIONS

STEP	ACTION
<p>1.</p>	<p>To be notified of new opportunities, adjust your company's profile by updating your notification settings.</p> <p>From any Ariba option:</p> <ol style="list-style-type: none"> i. Click the Account Settings icon. ii. Click Settings. iii. Click Notifications. 
<p>2.</p>	<p>On the Account Settings page:</p> <ol style="list-style-type: none"> i. Click the Discovery tab. ii. Under Business Opportunity, select the Receive a daily digest of postings that match your capabilities check box. iii. Click Save.  <p>A confirmation message will appear that your profile has been successfully updated.</p>