



Supplier guidelines

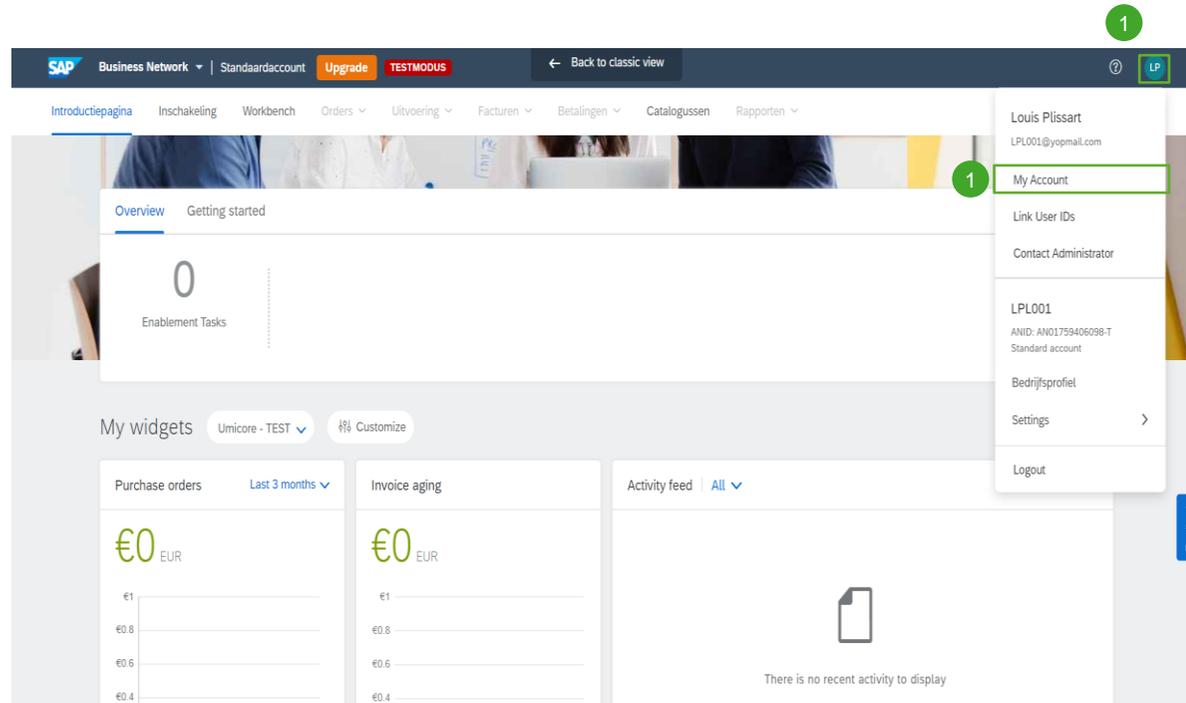
Language settings

Table of content



				
Language of email notifications	Google Chrome	Microsoft Edge	Mozilla Firefox	Apple Safari

How do I change the language for my email notifications?



To change the language for your **email notifications**:

- 1 When you are logged in on the SAP Ariba environment, click in the upper-right corner of the application on your initials and select **My Account**.



How do I change the language for my email notifications?

3

2 Preferences

Preferred Language: English

Preferred Timezone:* Brazilian Portugu...

Default Currency:* Bulgarian

Croatian

Czech

Danish

Dutch

English

Finnish

French

German

Greek

Hungarian

Italian

Phone:*

Address 1:*

Address 2:*

Address 3:*

City:*

State:*

Contact Information

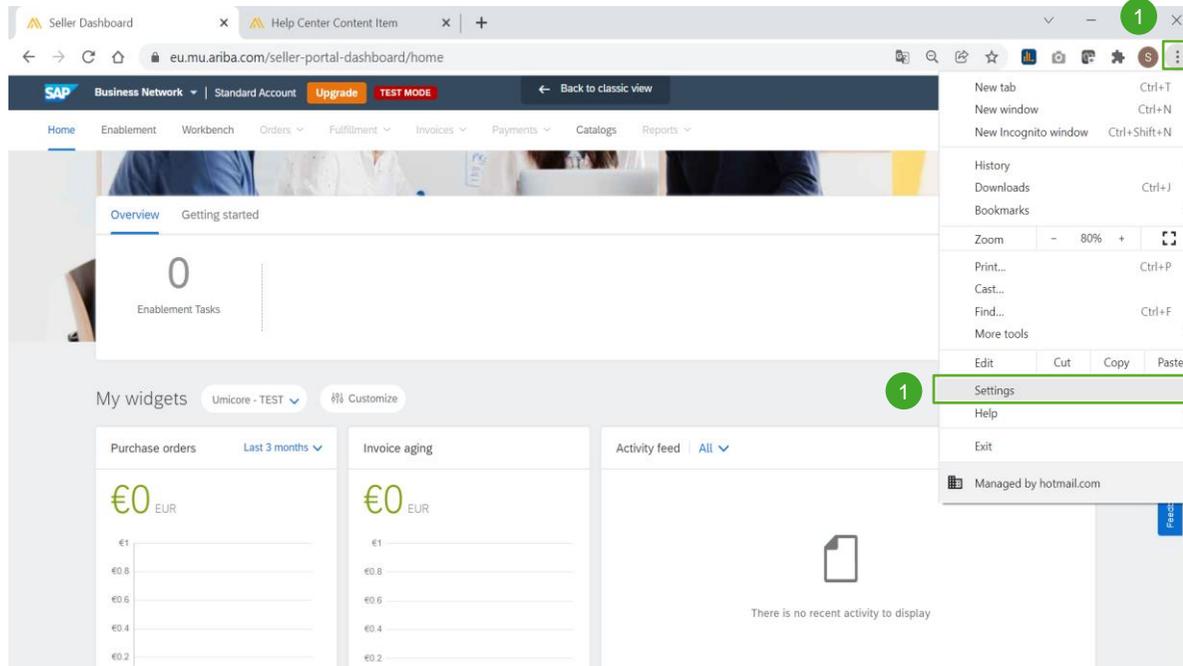
Preferences in the Inbox/Outbox

Number Extension

- 2 Under **Preferences**, choose a language from the **Preferred Language** drop-down.
- 3 Click on the **Save** button in the upper right corner.



How do I change the language in SAP Ariba? *Google Chrome*

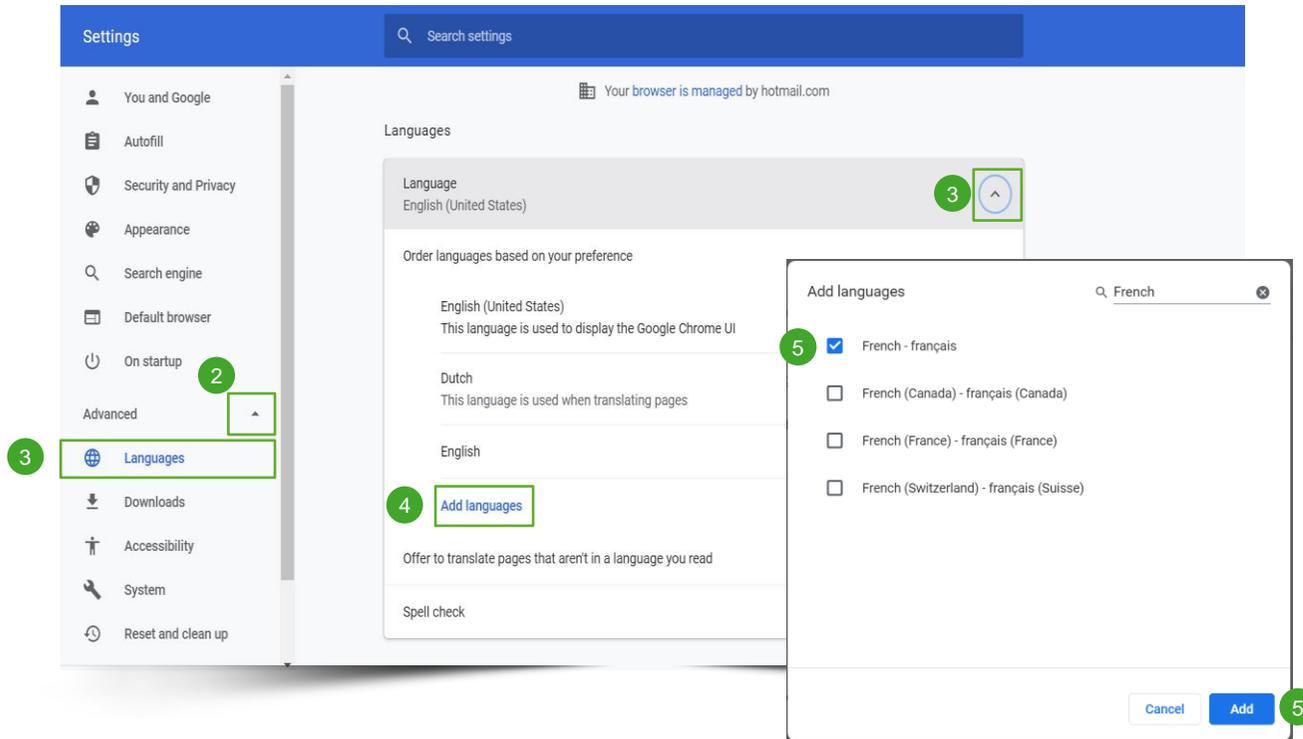


The language you see on your SAP Ariba account is based on your **language settings** in your **internet browser**.

- 1 Click the **options** (three dots) menu in the upper right corner and choose **Settings**.



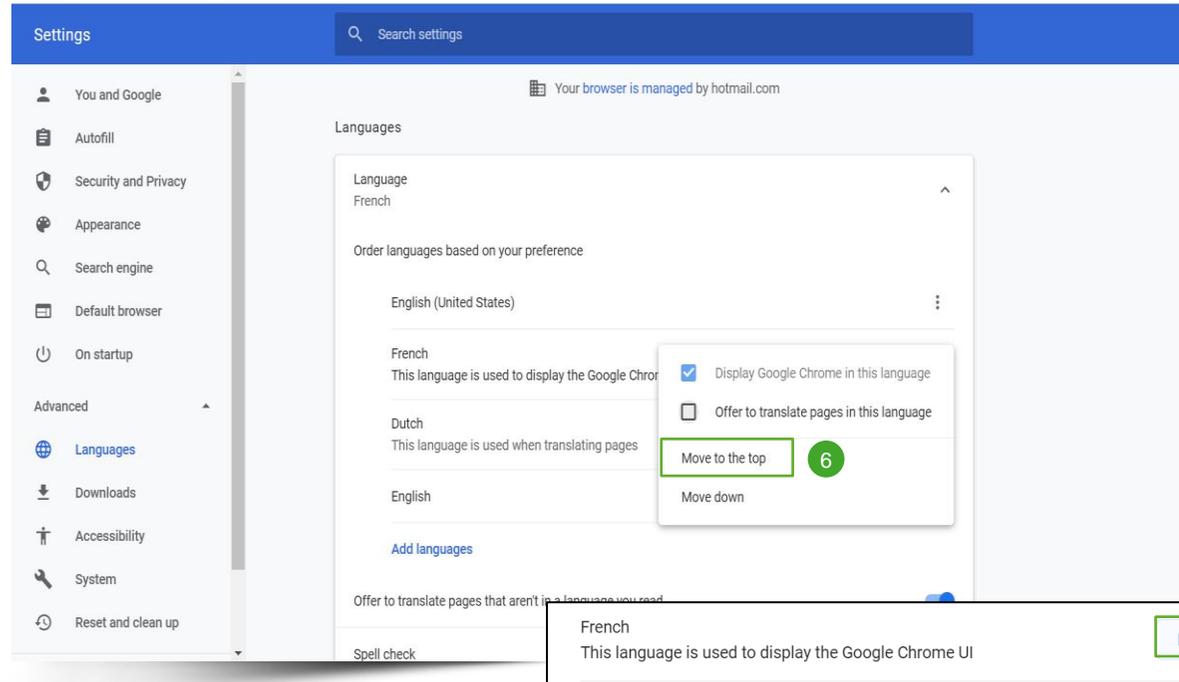
How do I change the language in SAP Ariba? *Google Chrome*



- 2 Click **Show advanced settings** (triangle).
- 3 In the **Languages** section, click Language.
- 4 If you would like to add a language, click on **Add languages**.
- 5 **Select** your preferred language and click on **Add**.



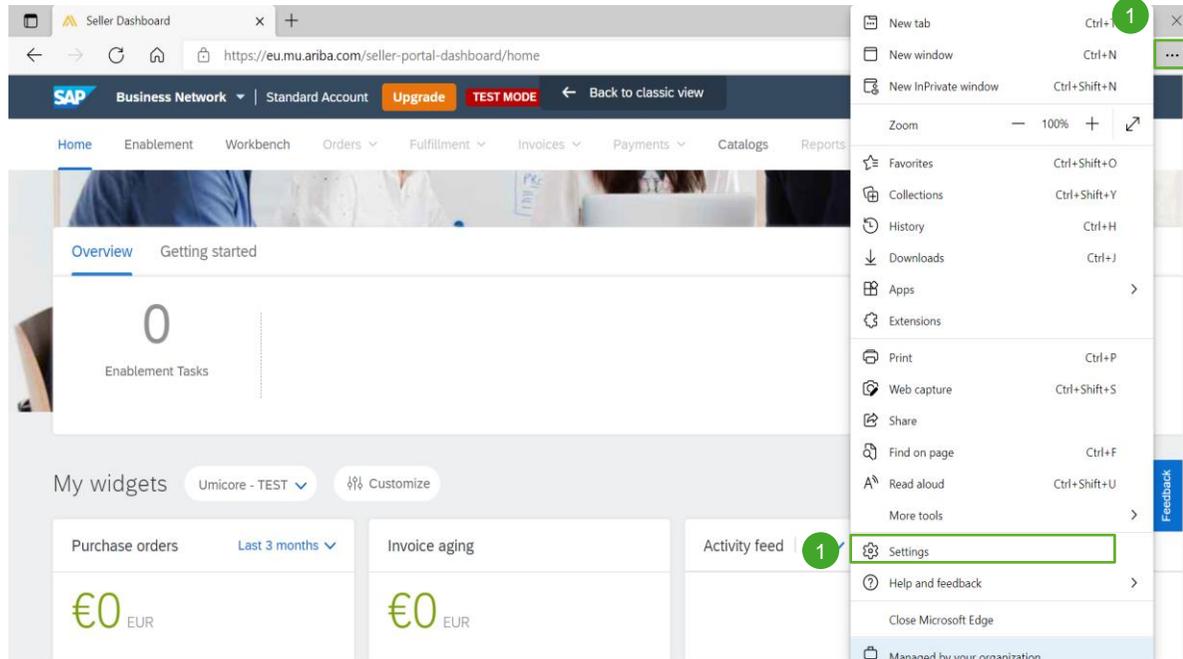
How do I change the language in SAP Ariba? *Google Chrome*



- 6 Move this language to the top of the list, by clicking on the three dots and select **Move to the top.**
- 7 Hit the **Relaunch** button.



How do I change the language in SAP Ariba? *Microsoft Edge*

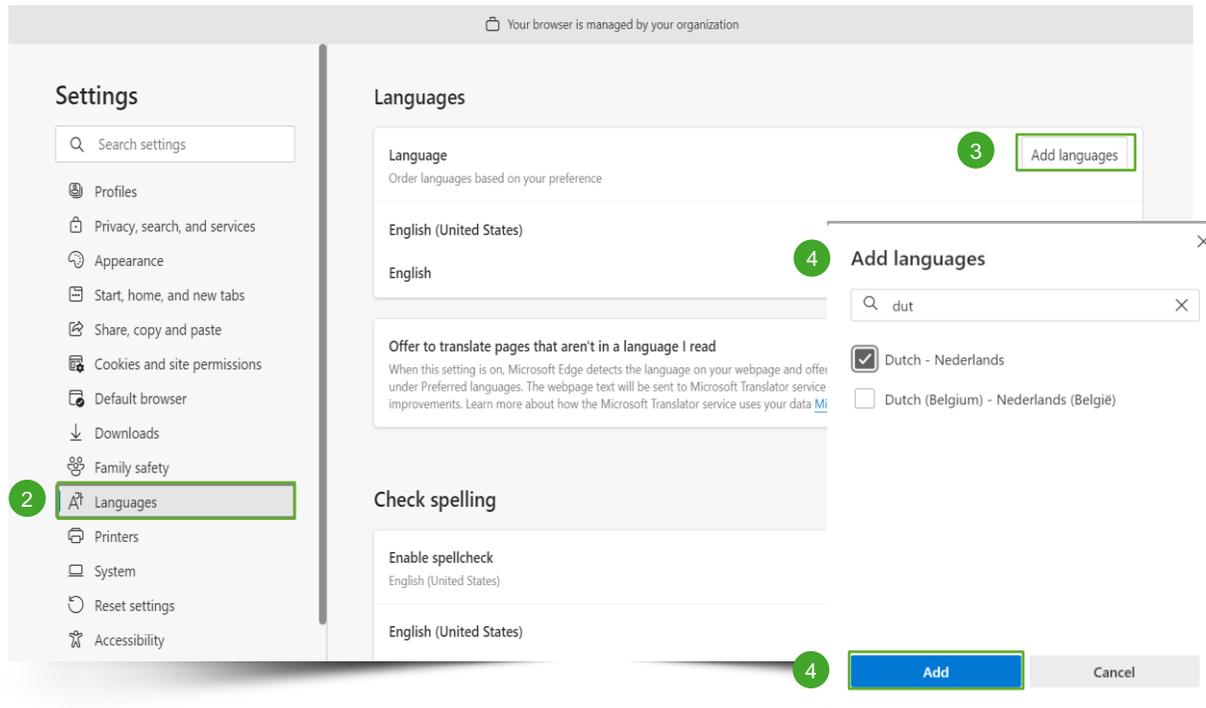


The language you see on your SAP Ariba account is based on your **language settings** in your **internet browser**.

- 1 Click the **options** (three dots) menu in the upper right corner and choose **Settings**.



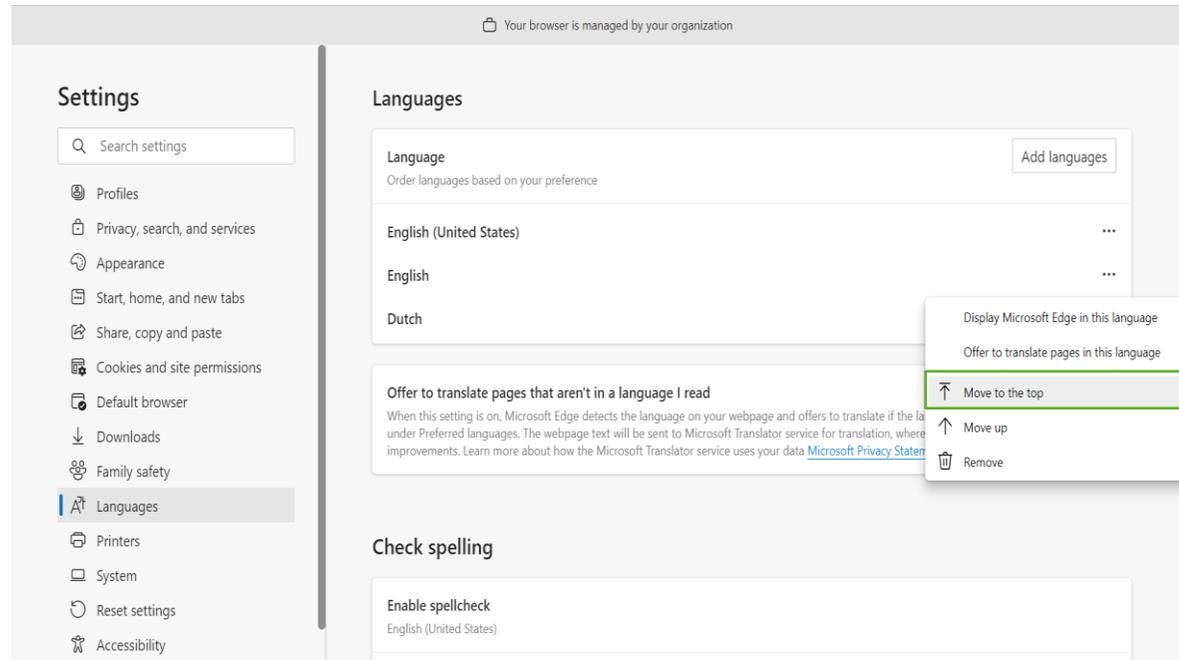
How do I change the language in SAP Ariba? *Microsoft Edge*



- 2 Click on **Languages** in the left navigation pane.
- 3 If you would like to add a language, click on **Add languages**.
- 4 **Select** your preferred language and click on **Add**.



How do I change the language in SAP Ariba? *Microsoft Edge*

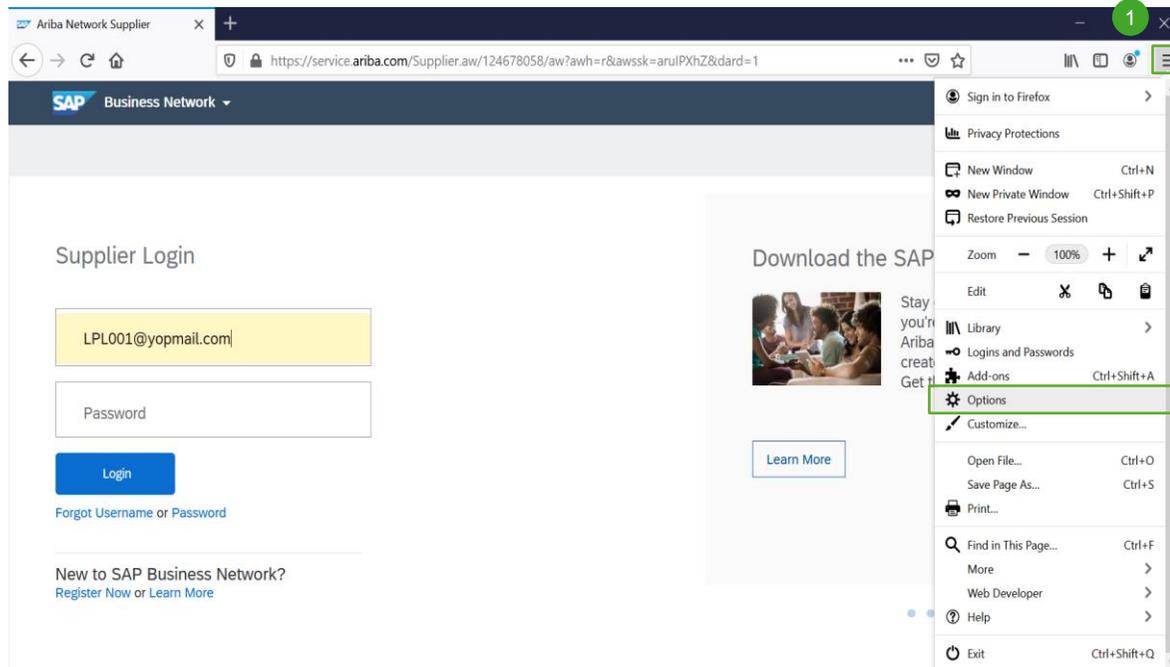


- 5 Move this language to the top of the list, by clicking on the three dots and select **Move to the top.**
- 6 Restart your browser to make sure that the new settings are activated.



How do I change the language in SAP Ariba?

Mozilla Firefox



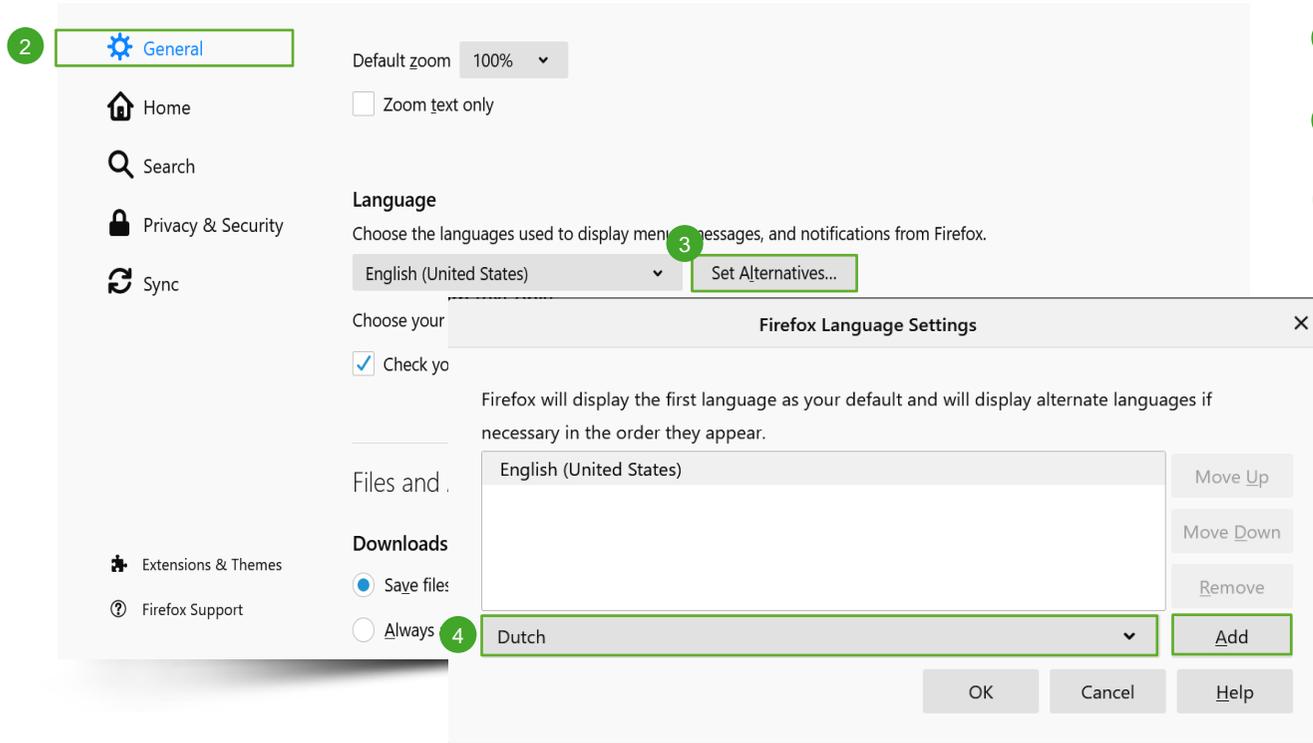
The language you see on your SAP Ariba account is based on your **language settings** in your **internet browser**.

- 1 Click the **Settings** (three horizontal lines) menu in the upper right corner and choose **Options**.



How do I change the language in SAP Ariba?

Mozilla Firefox



The screenshot shows the Firefox 'General' settings tab. The 'Language' section is highlighted, showing a dropdown menu set to 'English (United States)' and a 'Set Alternatives...' button. A 'Firefox Language Settings' dialog box is open, showing a list of languages with 'Dutch' selected and highlighted. The 'Add' button is also highlighted.

2 In the **General** tab, scroll down to the language section.

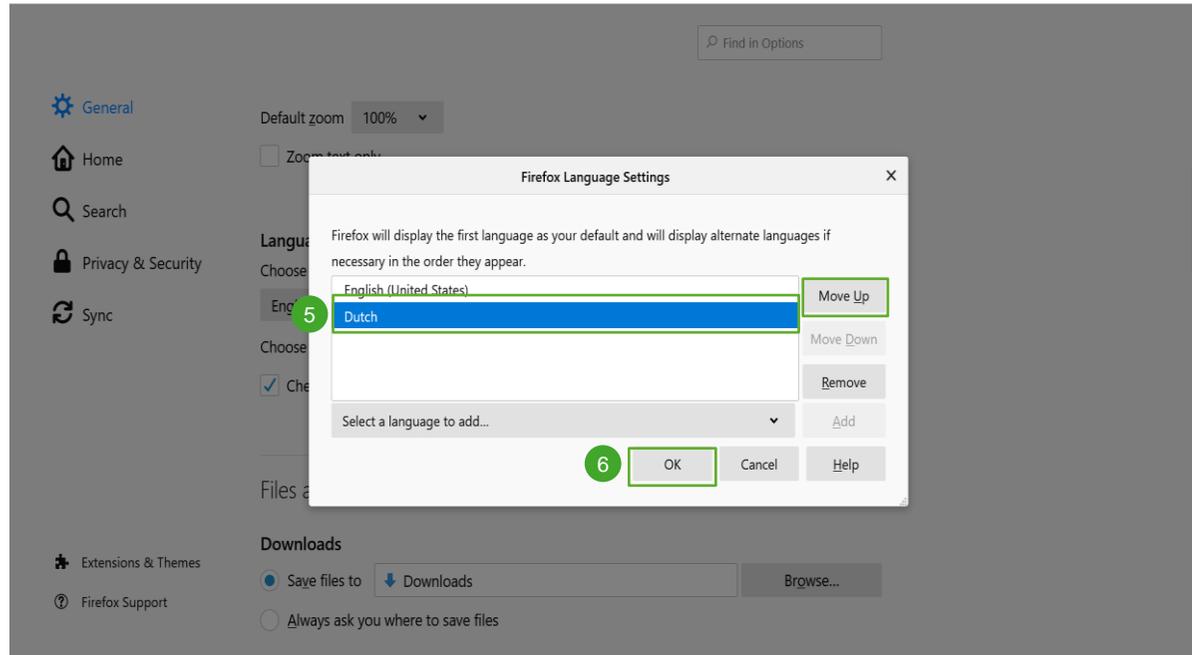
3 If you would like to add a language, click on **Set Alternatives**.

4 **Select** your preferred language in the dropdown list and click on **Add**.



How do I change the language in SAP Ariba?

Mozilla Firefox

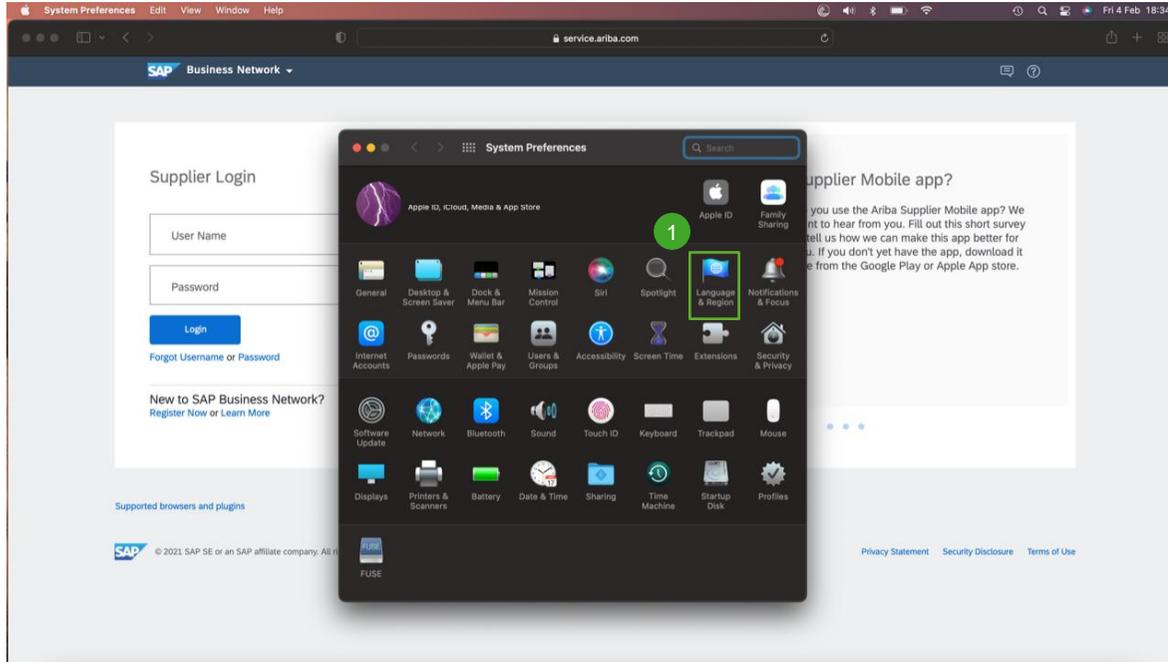


- 5 Move this language to the top of the list, by clicking on **Move Up** until it is at the top of your list.
- 6 Click OK and restart your browser.



How do I change the language in SAP Ariba?

Apple Safari

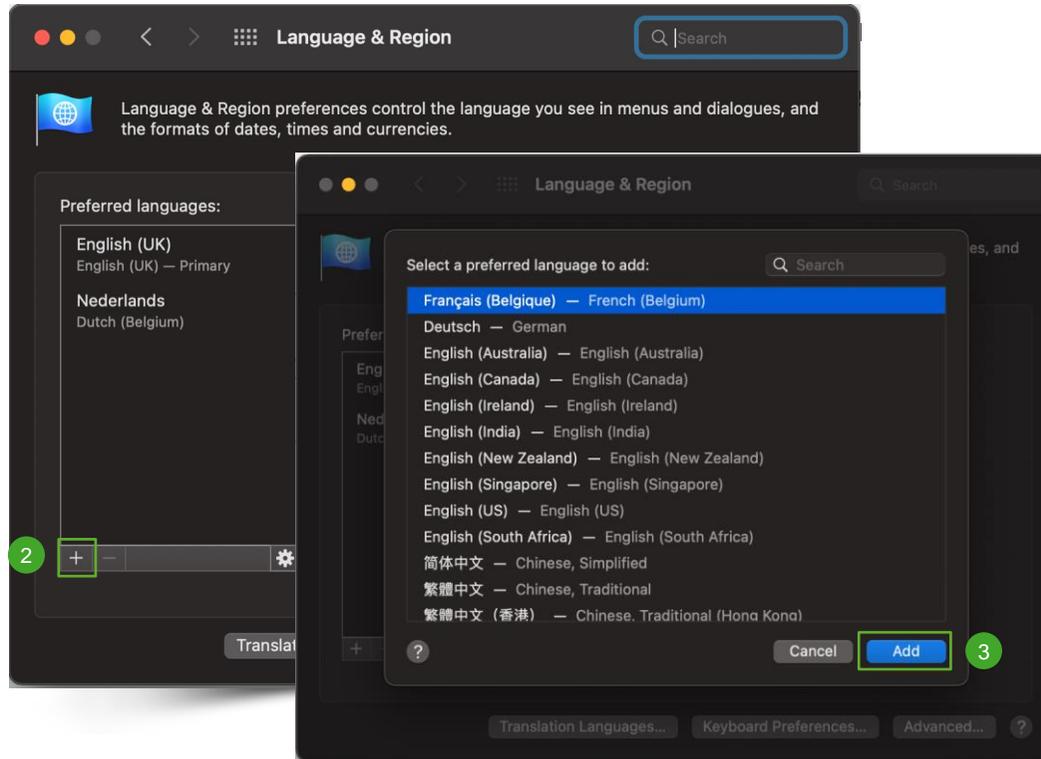


The language you see on your SAP Ariba account is based on your **language settings** in your **internet browser**.

- 1 Go to your system preferences and click on **Language & Region**.



How do I change the language in SAP Ariba? *Apple Safari*



- 2 If you would like to add a language, click on the + sign.
- 3 **Select** your preferred language in the list and click on **Add**.



How do I change the language in SAP Ariba? *Apple Safari*



- 4 In the pop-up screen, select whether you would like to use the newly added language as your **primary language**.
- 5 To make sure that the settings are adjusted corrected, **Restart** your computer.





For additional information:

- Please consult our [SAP Ariba supplier zone](#)
- Reach out to your Umicore contact person
- Send an email to our [Ariba support team](#)

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