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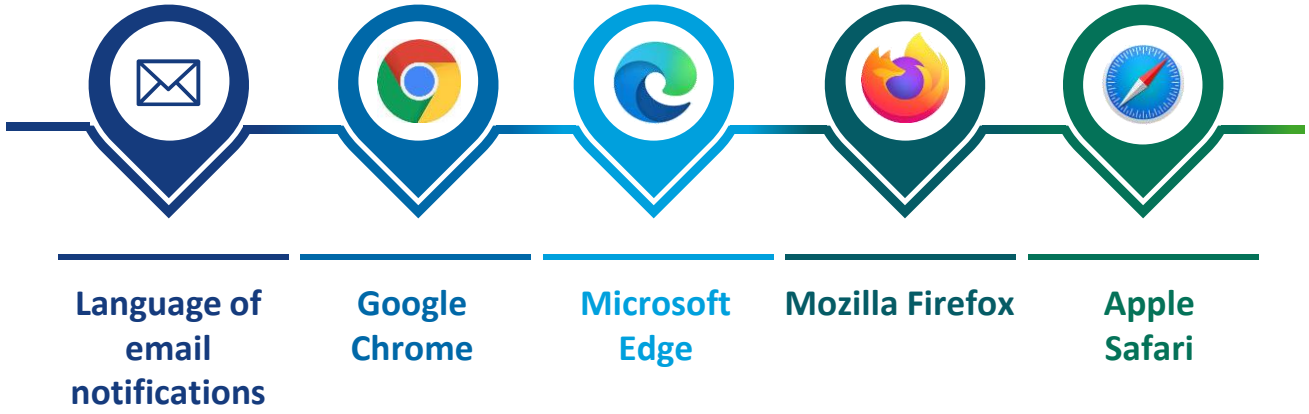
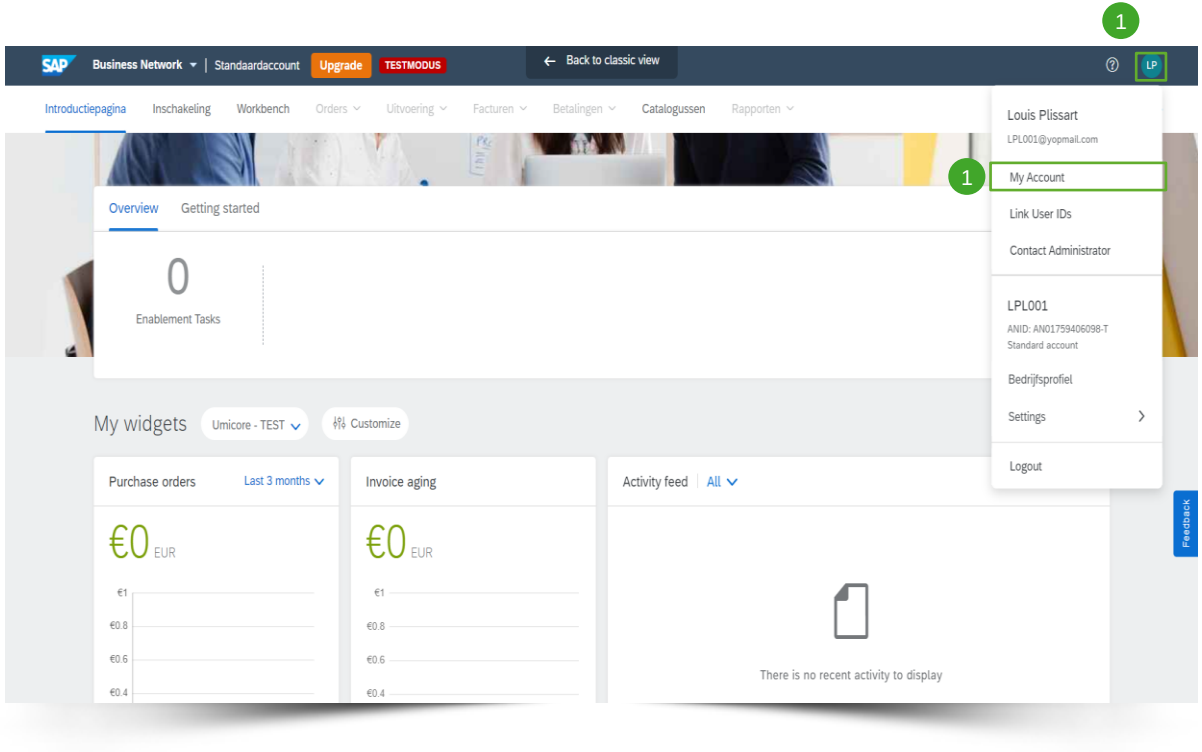
Supplier guidelines

Language settings

Table of content



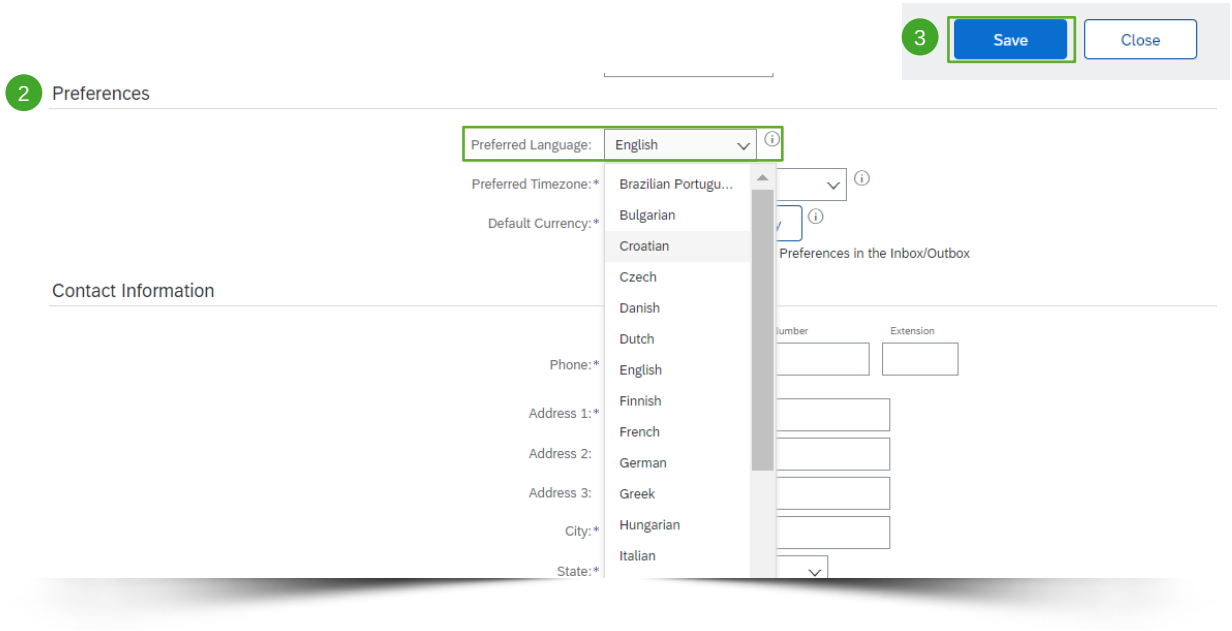
How do I change the language for my email notifications?



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

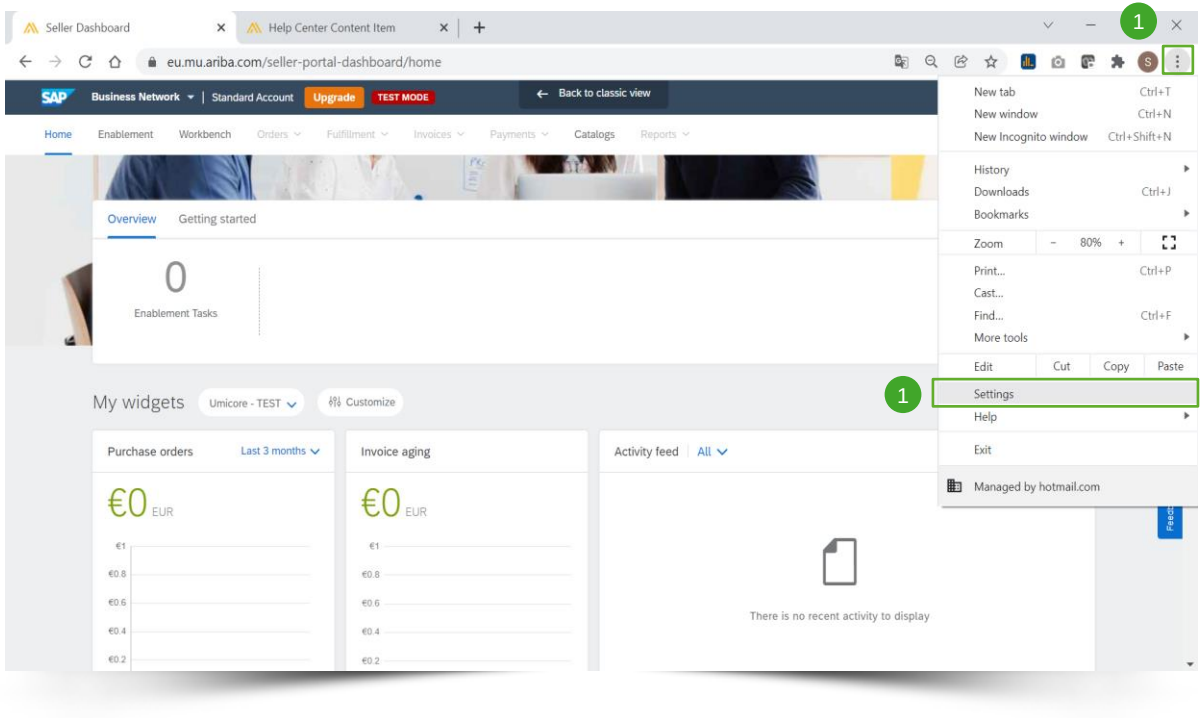
1. When you are logged in on the SAP Ariba environment, click in the upper-right corner of the application on your initials and select **My Account.**

How do I change the language for my email notifications?



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

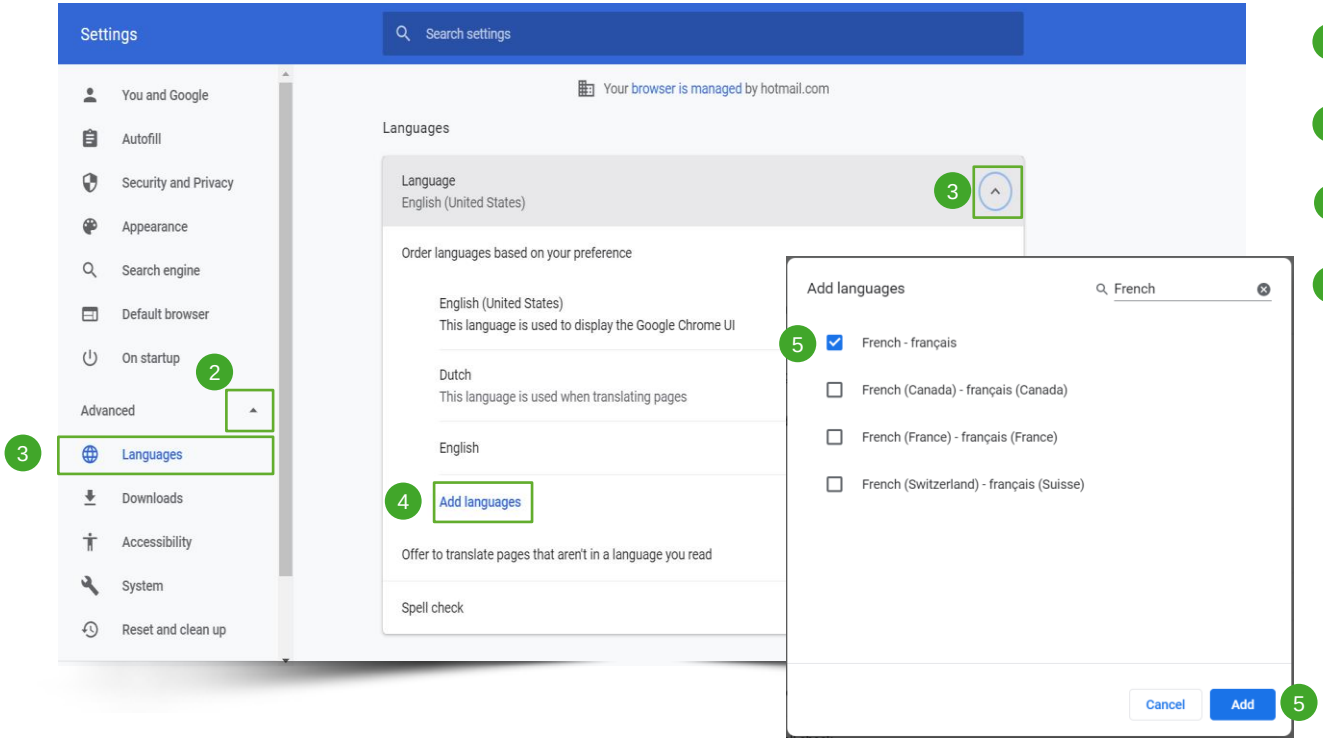
How do I change the language in SAP Ariba?
Google Chrome



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

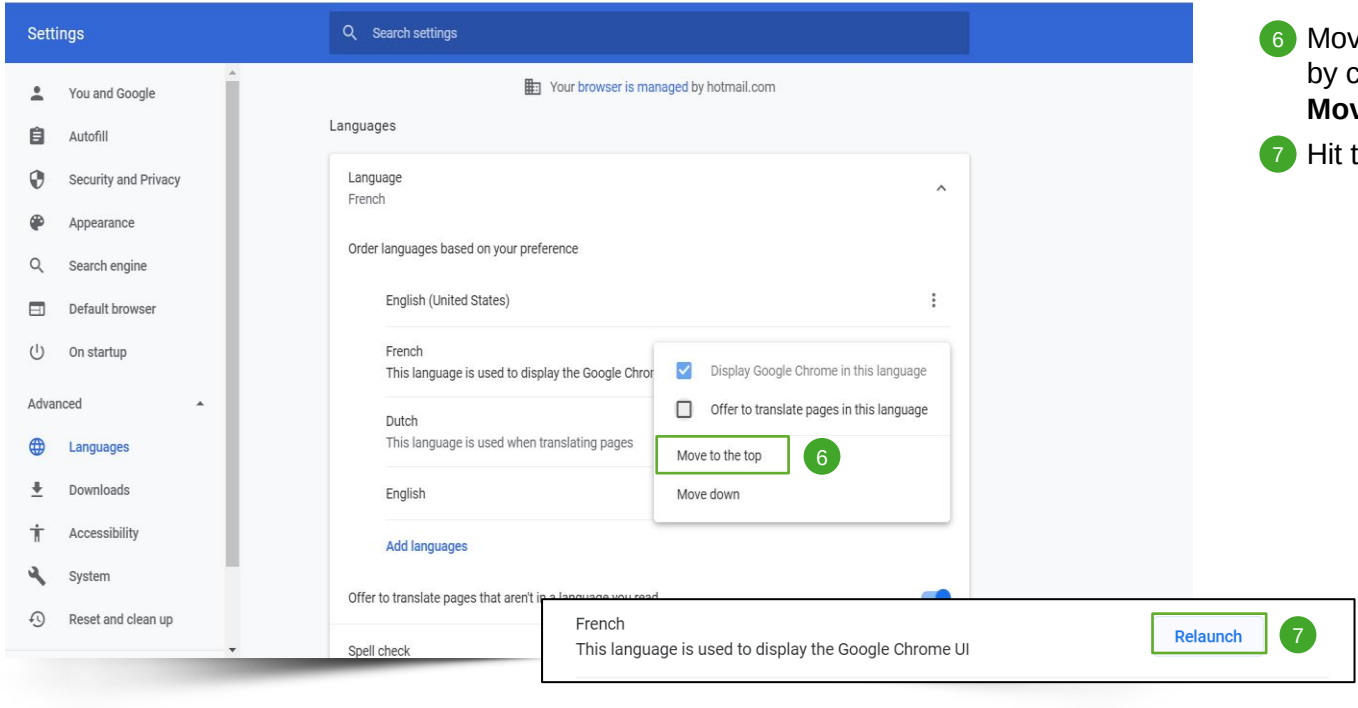
1. Click the **options** (three dots) menu in the upper right corner and choose Settings.

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



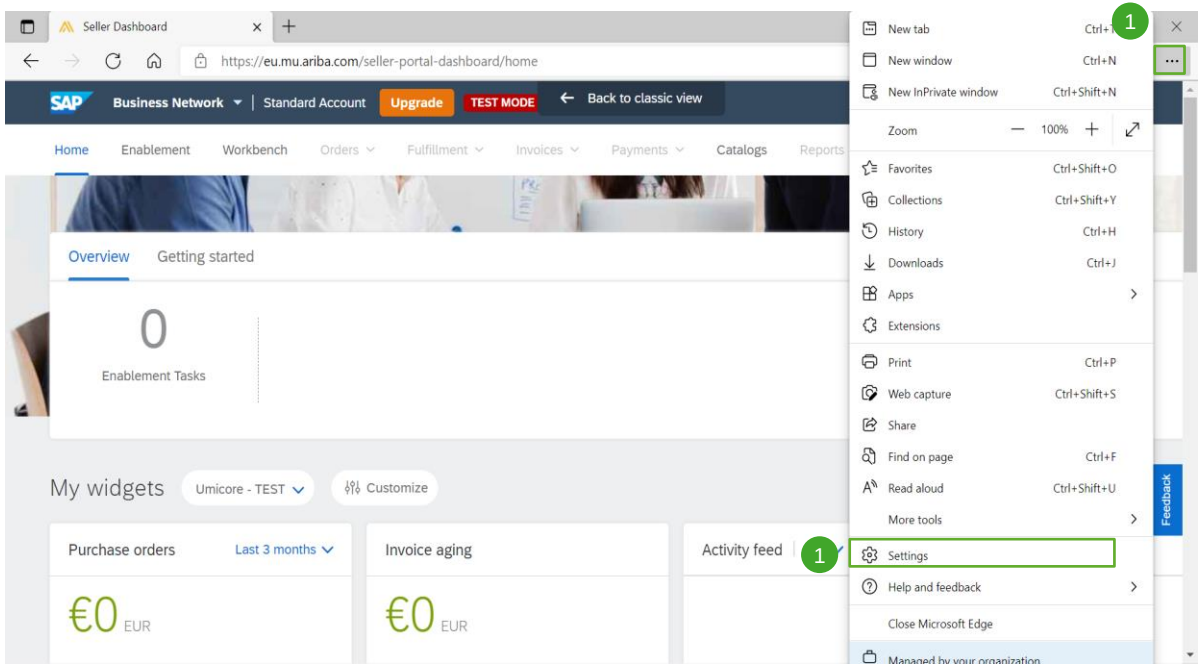
2. Click **Show advanced settings** (triangle).
3. In the **Languages** section, click Language.
4. If you would like to add a language, click on **Add languages**.
5. **Select** your preferred language and click on **Add**.

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.

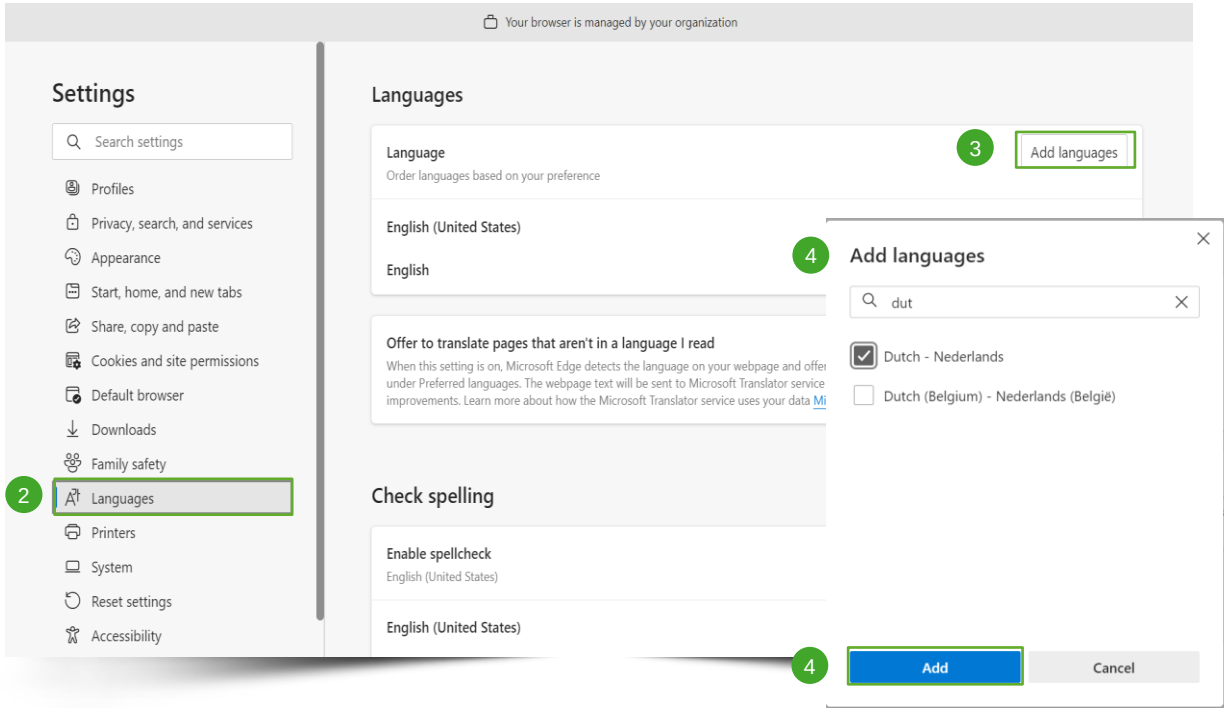
How do I change the language in SAP Ariba?
Microsoft Edge



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

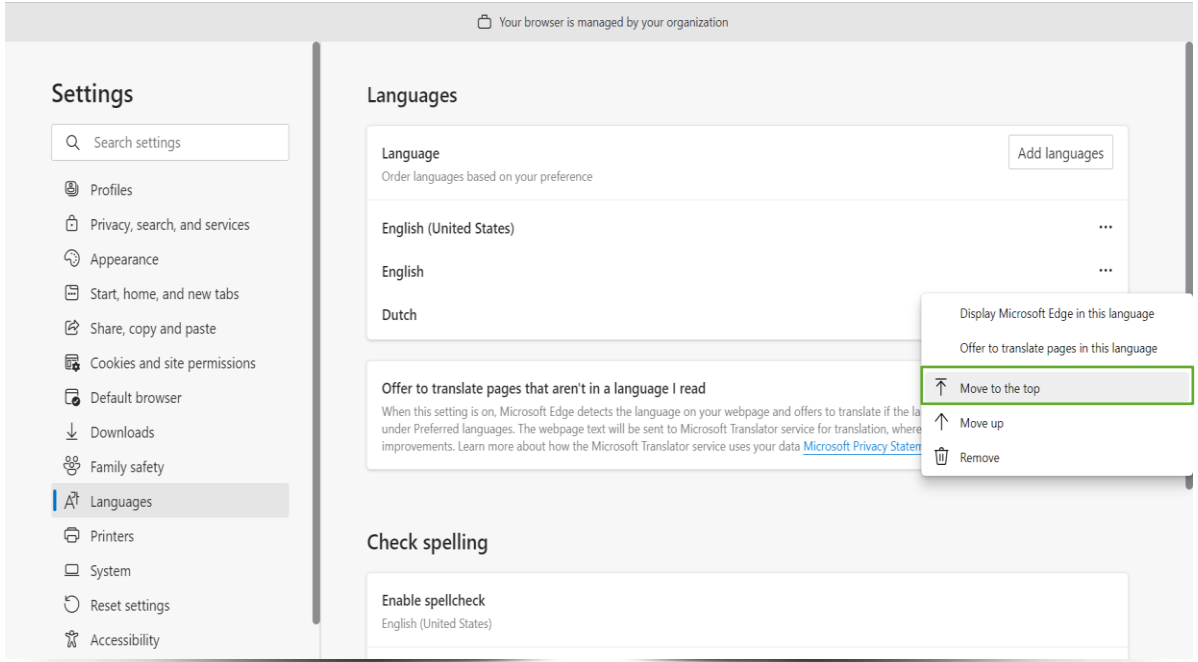
1. Click the **options** (three dots) menu in the upper right corner and choose **Settings**.

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



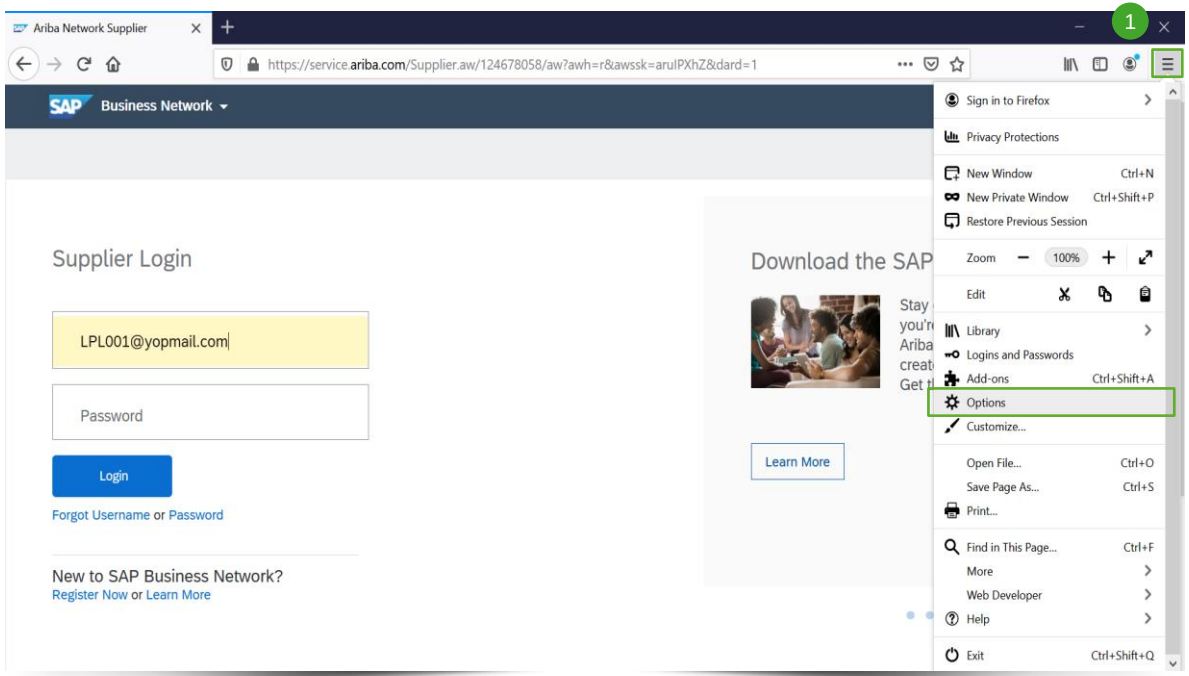
2. Click on **Languages** in the left navigation pane.
3. If you would like to add a language, click on **Add languages**.
4. **Select** your preferred language and click on **Add**.

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.

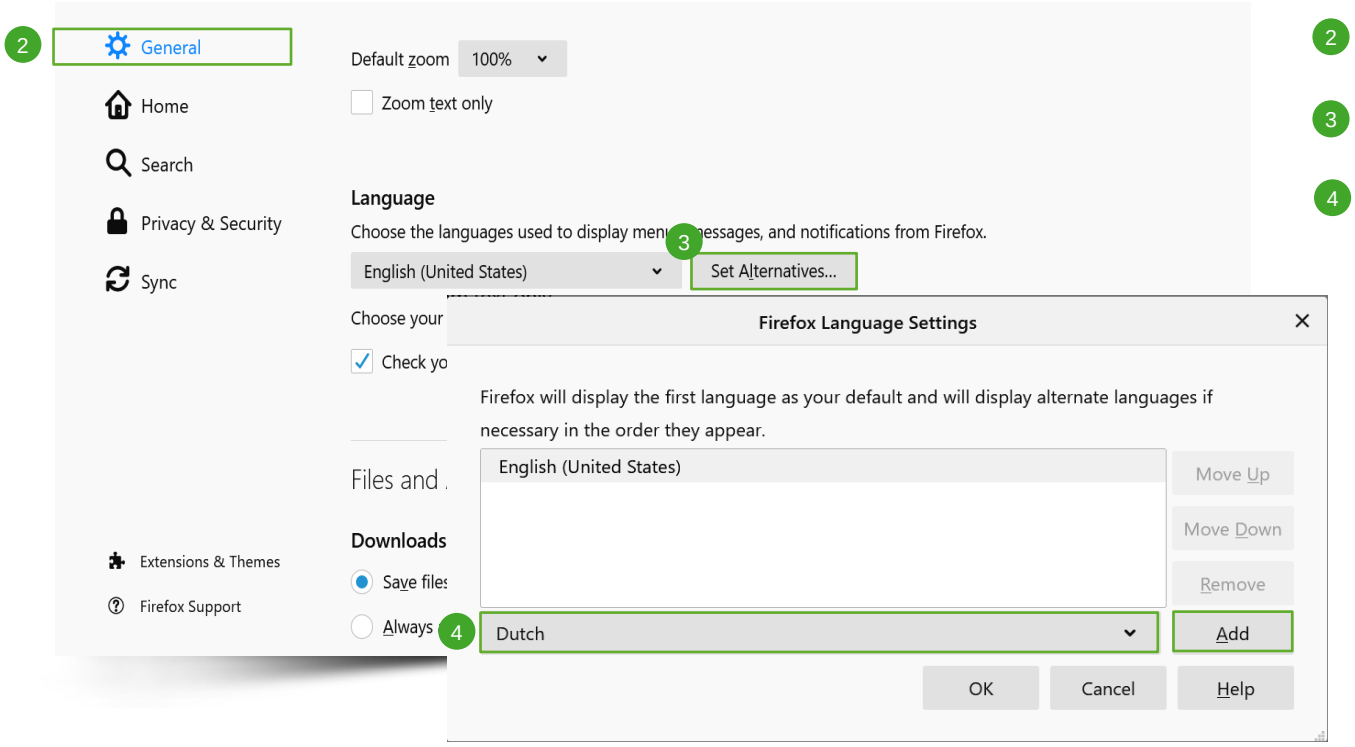
How do I change the language in SAP Ariba?
Mozilla Firefox



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

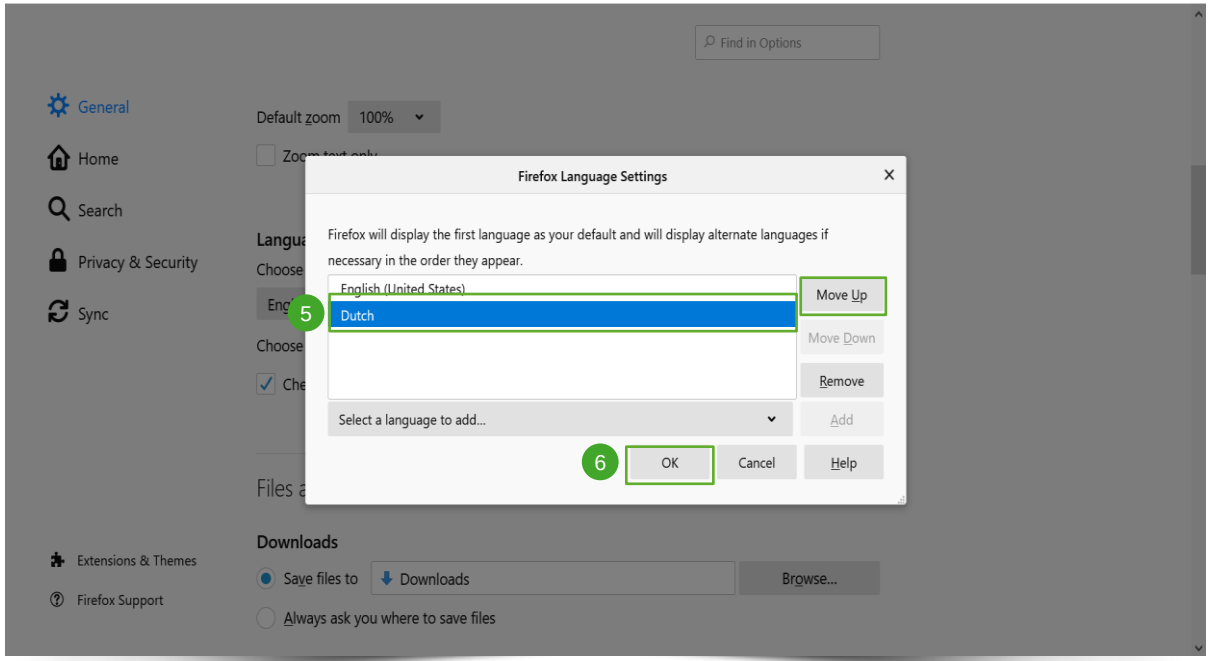
1. Click the **Settings** (three horizontal lines) menu in the upper right corner and choose **Options**.

How do I change the language in SAP Ariba?
Mozilla Firefox



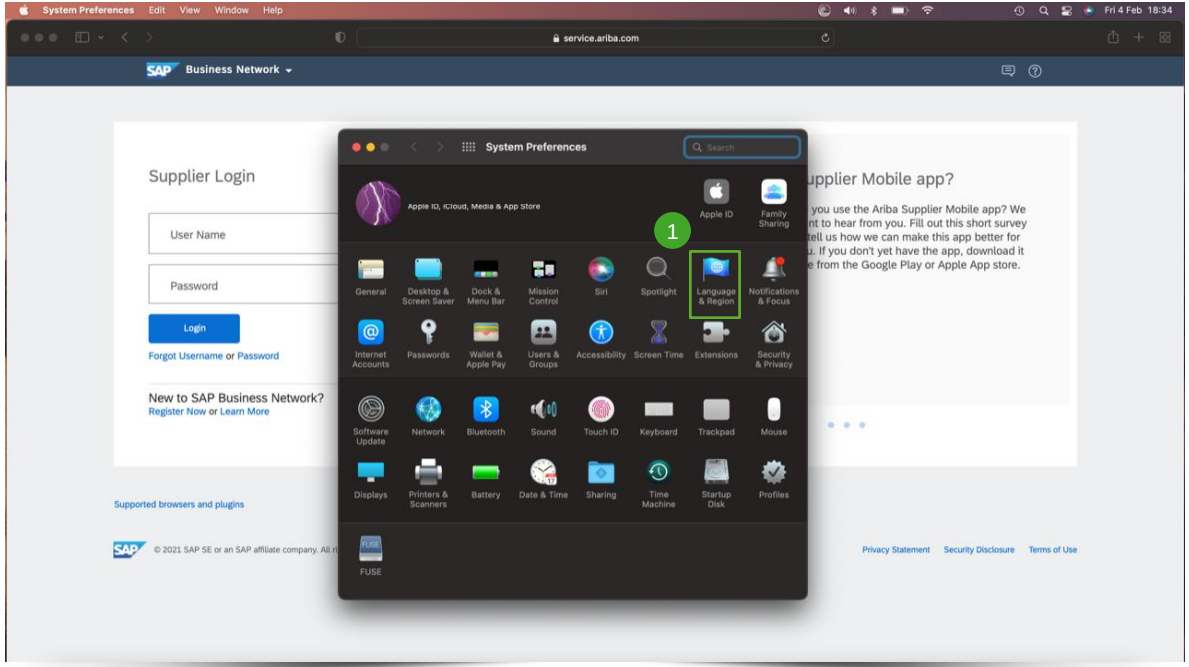
2. In the **General** tab, scroll down to the language section.
3. If you would like to add a language, click on **Set Alternatives**.
4. **Select** your preferred language in the dropdown list and click on **Add**.

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.

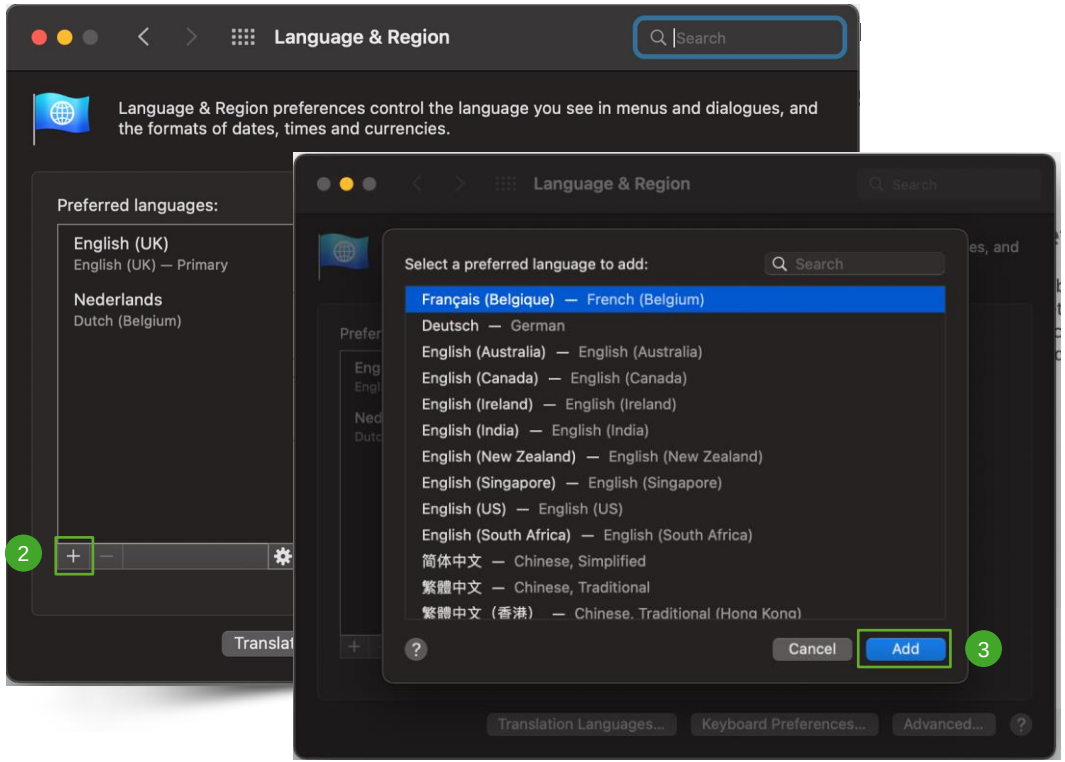
How do I change the language in SAP Ariba?
Apple Safari



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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