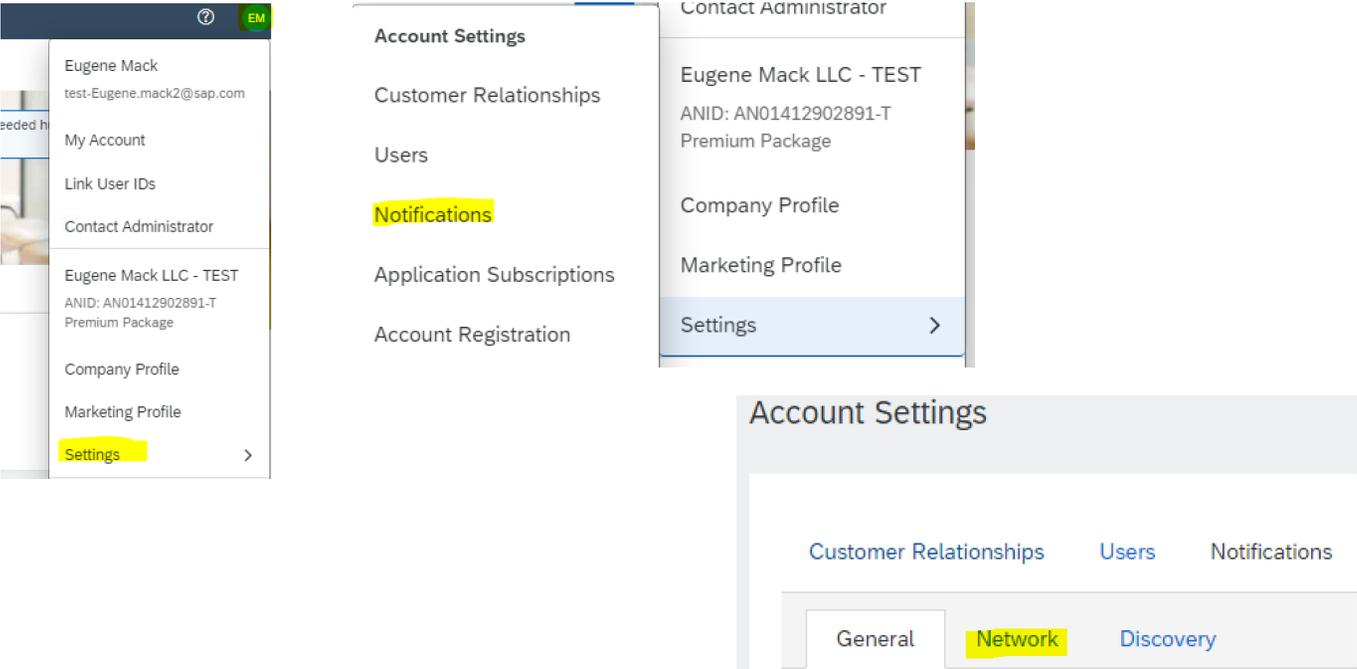
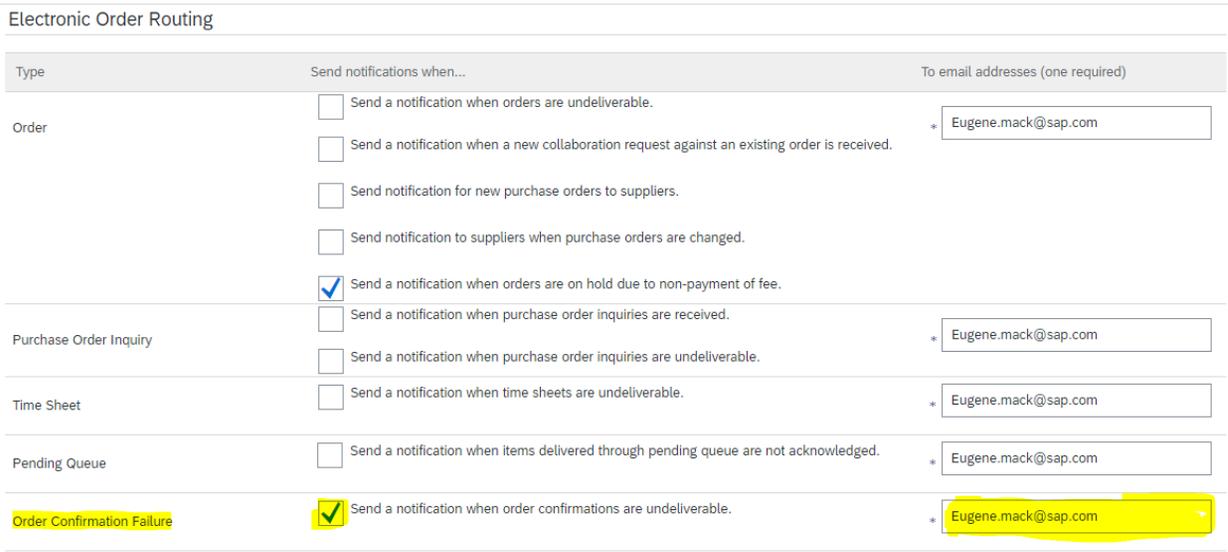


POC Failure Notifications

Job Aid

Description	Screenshot
<ol style="list-style-type: none">1. Login to your supplier account at supplier.ariba.com2. Click initials in top right hand corner of homepage and click settings:3. Select "Notifications":4. Click the Network sub tab:	

Description	Screenshot																		
<p>5. Click the check box for “Order confirmation failure” and insert up to 3 email addresses to receive this notification. It should contain the email address of the resource at your organization who will be submitting order confirmations:</p>	 <table border="1"><thead><tr><th>Type</th><th>Send notifications when...</th><th>To email addresses (one required)</th></tr></thead><tbody><tr><td>Order</td><td><input type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed. <input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.</td><td>* Eugene.mack@sap.com</td></tr><tr><td>Purchase Order Inquiry</td><td><input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.</td><td>* Eugene.mack@sap.com</td></tr><tr><td>Time Sheet</td><td><input type="checkbox"/> Send a notification when time sheets are undeliverable.</td><td>* Eugene.mack@sap.com</td></tr><tr><td>Pending Queue</td><td><input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.</td><td>* Eugene.mack@sap.com</td></tr><tr><td>Order Confirmation Failure</td><td><input checked="" type="checkbox"/> Send a notification when order confirmations are undeliverable.</td><td>* Eugene.mack@sap.com</td></tr></tbody></table>	Type	Send notifications when...	To email addresses (one required)	Order	<input type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed. <input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	* Eugene.mack@sap.com	Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* Eugene.mack@sap.com	Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* Eugene.mack@sap.com	Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* Eugene.mack@sap.com	Order Confirmation Failure	<input checked="" type="checkbox"/> Send a notification when order confirmations are undeliverable.	* Eugene.mack@sap.com
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<p>6. Click “Save” at the bottom of the screen:</p>	