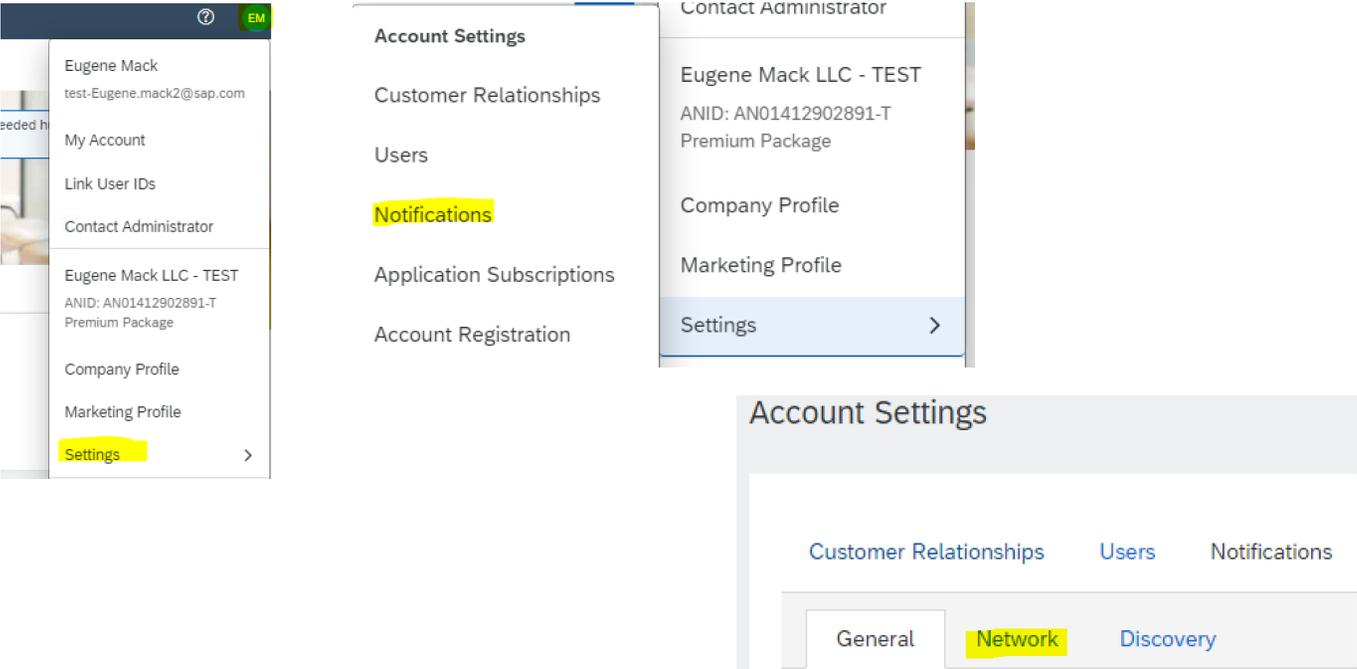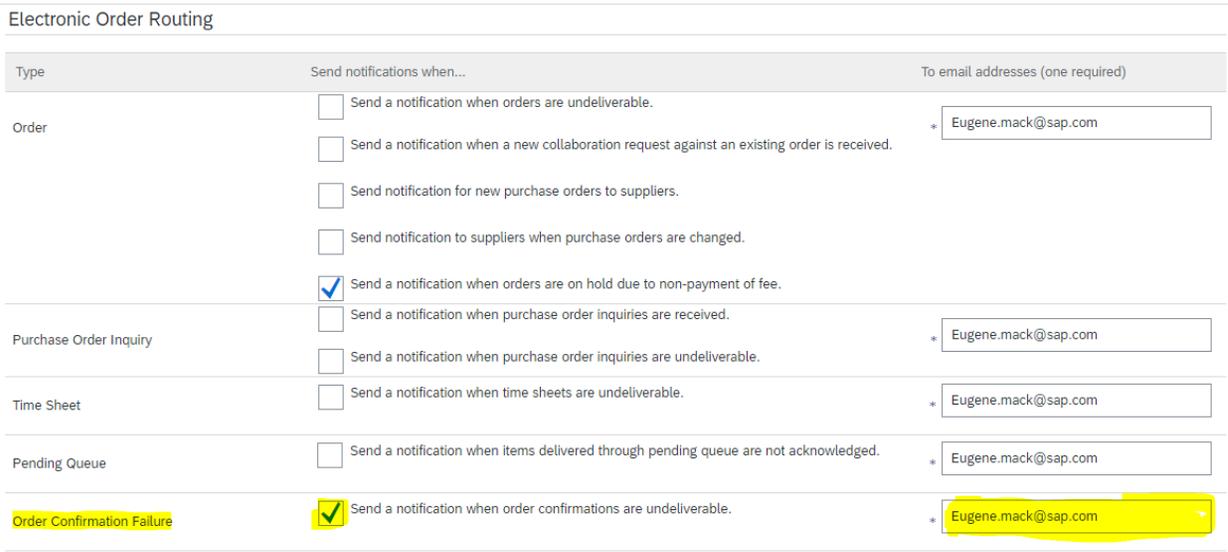# POC Failure Notifications

Job Aid

Description	Screenshot
1. Login to your supplier account at supplier.ariba.com 2. Click initials in top right hand corner of homepage and click settings: 3. Select "Notifications": 4. Click the Network sub tab:	

Description	Screenshot
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:	
6. Click "Save" at the bottom of the screen:	