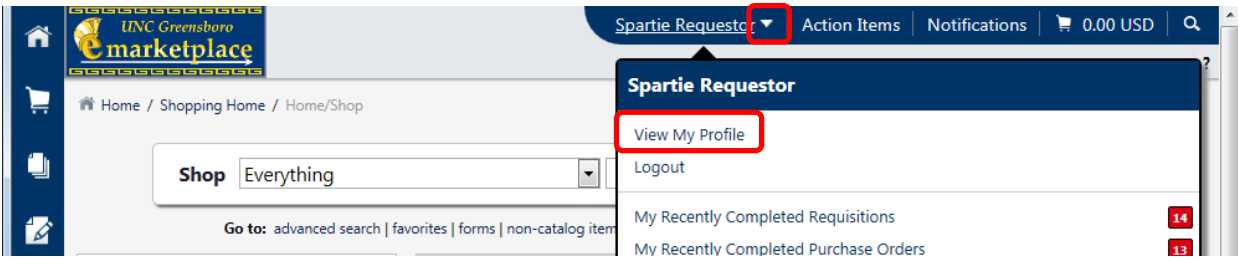


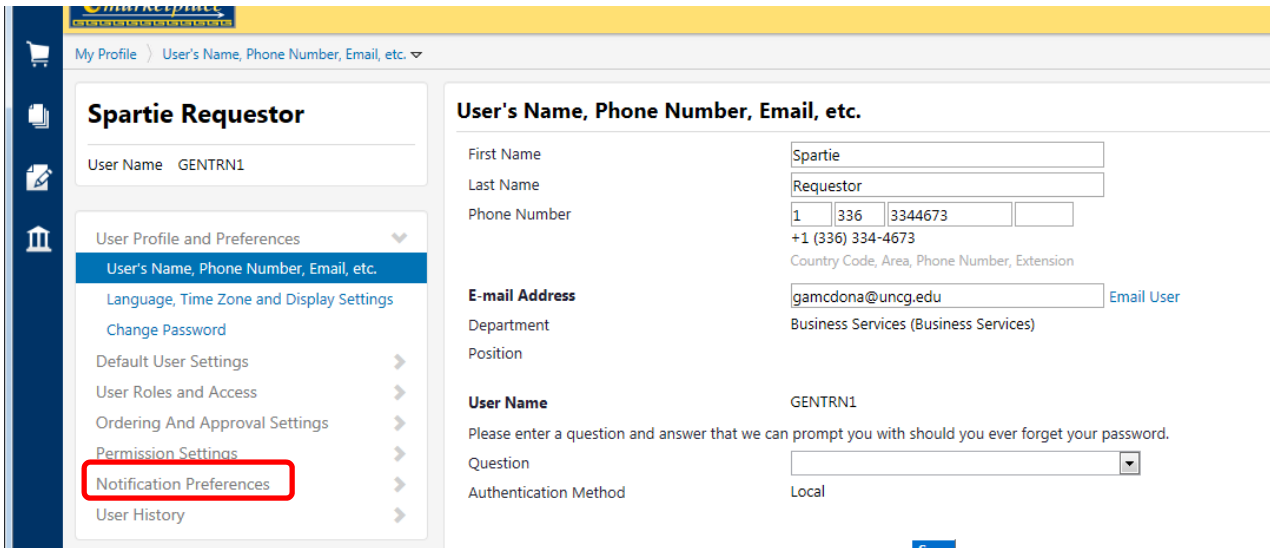
Notifications

You can change your notification settings in your profile –

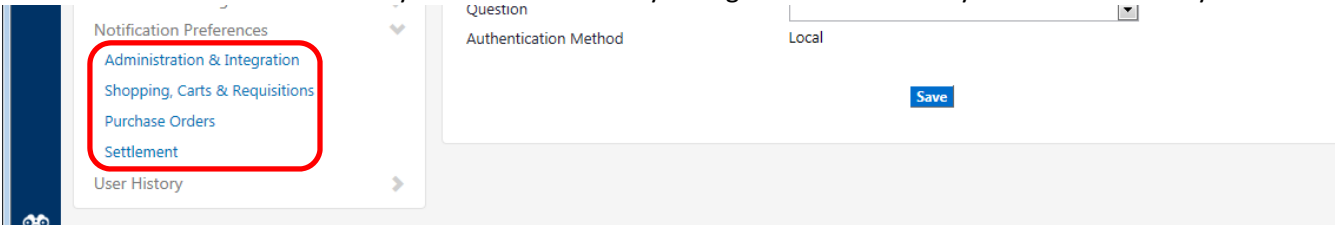
1. Click the dropdown arrow next to your name and select 'View My Profile'.



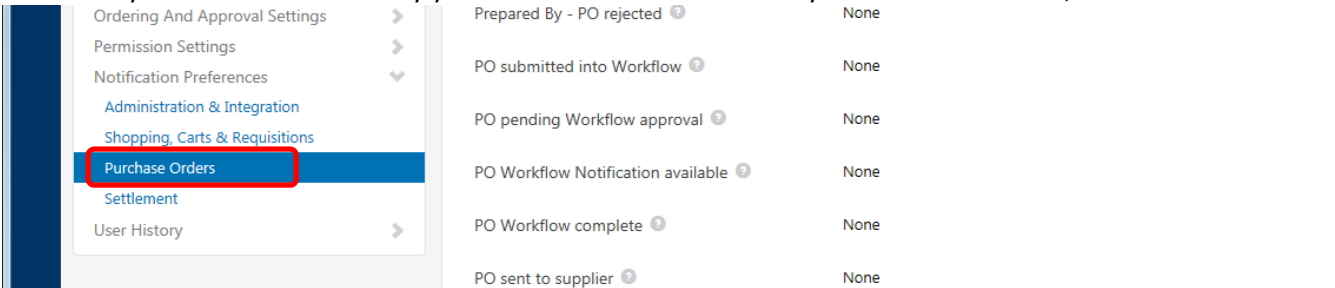
2. Expand 'Notification Preferences' from the menu on the left.



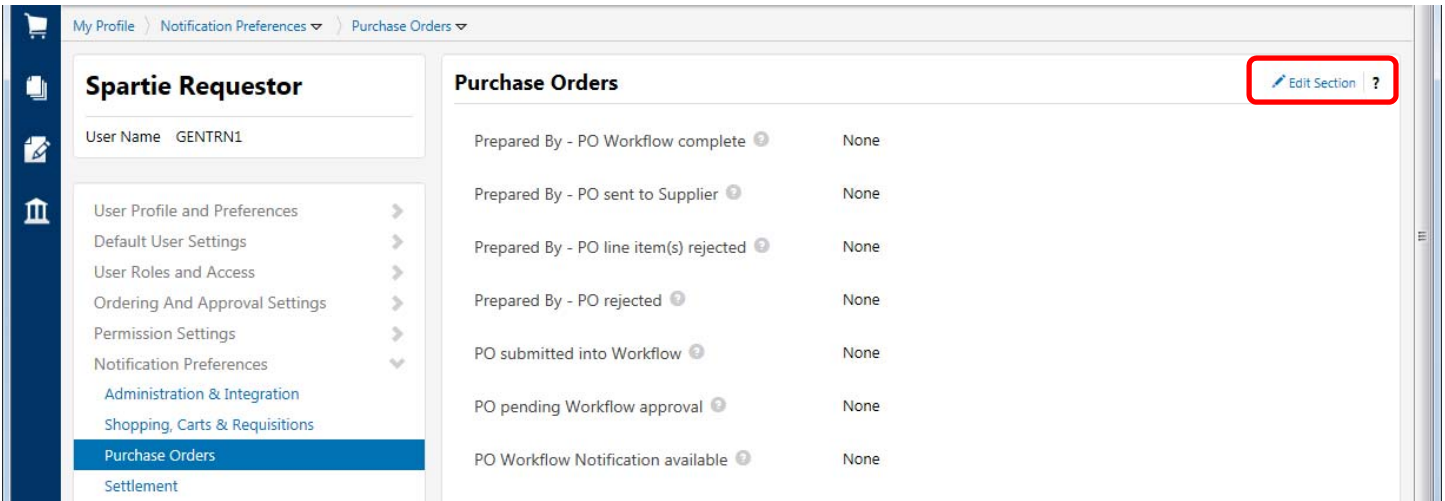
3. Select the section where you want to make any changes to notifications you receive either by email or in system.



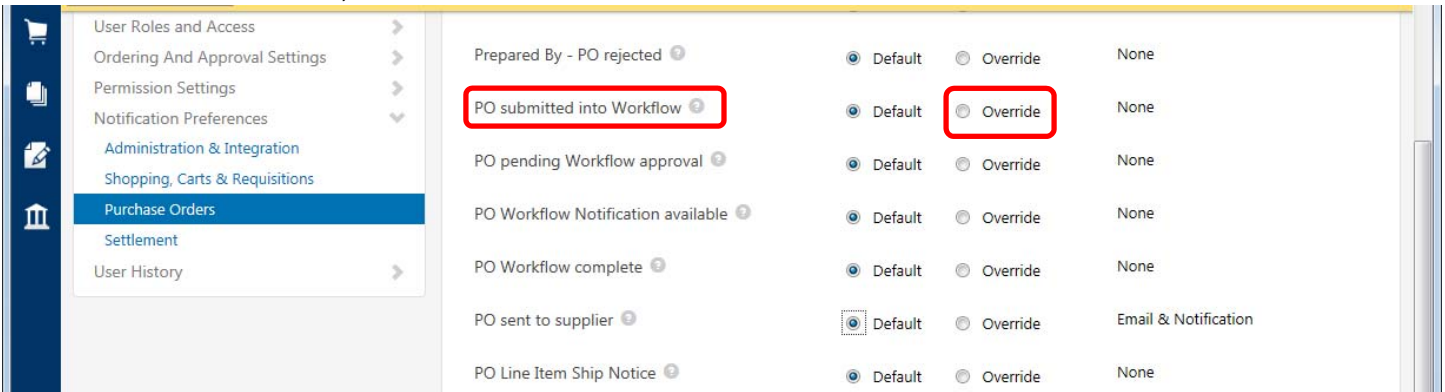
4. If you want to edit the way you receive notifications about your Purchase Orders, click 'Purchase Orders'.



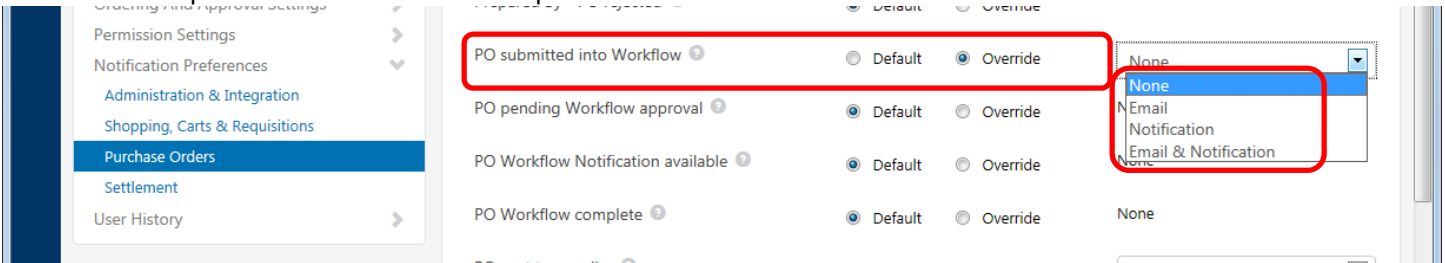
5. Then click the 'Edit Section' link.



Example: The default for being notified when your PO is submitted into workflow is to receive no notifications. If you want to receive notifications, click on the radio button **Override** in line with 'PO submitted into Workflow'.



You have four options available from the drop down menu.



None – you will receive no notifications for when your POs are submitted into workflow.

Email – you will receive an email when your POs are submitted into workflow.

Notification – You will receive an in system notification when your POs are submitted into workflow.

Email & Notification – You will receive both an email and an in system notification when your POs are submitted into workflow.

Make your selection and click Save Changes.

Event	Default	Override	Notification
Prepared By - PO Workflow complete	<input checked="" type="radio"/>	<input type="radio"/>	None
Prepared By - PO sent to Supplier	<input checked="" type="radio"/>	<input type="radio"/>	None
Prepared By - PO line item(s) rejected	<input checked="" type="radio"/>	<input type="radio"/>	None
Prepared By - PO rejected	<input checked="" type="radio"/>	<input type="radio"/>	None
PO submitted into Workflow	<input type="radio"/>	<input checked="" type="radio"/>	Notification
PO pending Workflow approval	<input checked="" type="radio"/>	<input type="radio"/>	None
PO Workflow Notification available	<input checked="" type="radio"/>	<input type="radio"/>	None
PO Workflow complete	<input checked="" type="radio"/>	<input type="radio"/>	None
PO sent to supplier	<input type="radio"/>	<input checked="" type="radio"/>	Notification
PO Line Item Ship Notice	<input checked="" type="radio"/>	<input type="radio"/>	None
PO line item(s) rejected	<input checked="" type="radio"/>	<input type="radio"/>	None
PO rejected	<input type="radio"/>	<input checked="" type="radio"/>	None
PO line item Backorder notice	<input checked="" type="radio"/>	<input type="radio"/>	None
PO line item Cancellation notice	<input type="radio"/>	<input checked="" type="radio"/>	None

When you receive a Notification, it will show here in a red box with a number showing how many notifications you have. Click it and the list of Notifications will display. Each of the Notifications are links to the orders associated with the links.

You will now receive an in system Notification when your POs are submitted into Workflow.

Notifications

Purchase Orders

Your PO Has Been Submitted For Approval Jul 31
Pending PO689 - 1.00 USD, Submitted by Spartie Req...
Your PO Has Been Submitted For Approval

NOTE: Once you click on a Notification link, it is no longer listed in the Notifications.