Contract Notifications

Notifications for users are configured by default; end users will receive emails and system notifications for specific communications. These notification preferences can be updated by you.

1. Click the notifications icon in the top right corner of the screen and "Click here to see all notifications".

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2. Click "Edit Notification Preferences".

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	Notifications View All Notifications
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	Edit Notification Preferences
785	Clear Notifications
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3. You will be directed to the Notification Preferences page. Choose "Contracts" from the left menu panel. Select "Edit Section".

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Yash Kothari		Notification Preferences: Contracts							13
User Name ykothari1		F Explicitly Overridden by SQ User							
User Profile and Preferences	>	✓ Contracts							Figure 2 Edit Section
Update Security Settings	>	Contract Budget/Tier Notification 🥹	Email & Notification						
Default User Settings	>	Contract Start Date - Advance Notice 9	Email & Notification						
Ordering and Approval Settings	~ >	Contract Start Date Passed	Email & Notification						
Permission Settings	>		Email & Matification						
Notification Preferences	<	Contract End Date - Advance Notices	Email & Notification						
Administration & Integration		Contract End Date Passed 😧	Email & Notification						
Shopping, Carts & Requisitions		Contract Renewal Date - Advance Notices 😧	Email & Notification						
Change Requests		Contract Devenuel Date Descend	Email & Natification						
Purchase Orders		Contract Reliewal Date Passed	Email & Notification						
Accounts Pavable		Contract Review Date Passed 😧	Email & Notification						
Receipts		Contract Internal Review Notification 😧	Email & Notification						
Contracts		Contract Manager Internal Review Notification 🚱	Email & Notification						
Sourcing Director		Contract Excilitation Natification	Email & Notification						
Vendor Management		Contract Facilitation Notification	Linan & NOUNCAUON						

- 4. You will have the ability to update selected notification preferences. To change preferences, select the "Override" radio button and update the notification preference. You may update each of the notifications as you see fit.
 - a. None: You will receive no notifications.
 - b. Email: You will receive an email regarding the notification.
 - c. Notification: You will receive a notification within Contracts+.
 - d. Email & Notification: You will receive an email and a notification within Contracts+.

Note: Clicking the question mark icon provides a brief description of the notification.

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My Profile Notification Preferences Contra	cts									
Yash Kothari		Notification Preferences: Contracts								
User Name ykothari1		Explicitly Overridden by SQ User								
User Profile and Preferences	>	✓ Contracts								
Update Security Settings	>	Contract Budget/Tier Notification	Default	O Override	Email & Notifica	ation				
Default User Settings	>									
User Roles and Access	>	Contract Start Date - Advance Notice 😧	Default	 Override 	Email & Notifica	ation				
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5. After updating your notification preferences, be sure to save changes at the bottom right of the page.

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Contract End Date Passed 😜	💿 Default	Override	Email & Notification
Contract Renewal Date - Advance Notices	🖲 Default	O Override	Email & Notification
Contract Renewal Date Passed 😜	🖲 Default	Override	Email & Notification
Contract Review Date Passed \varTheta	💿 Default	O Override	Email & Notification
Contract Internal Review Notification \varTheta	💿 Default	Override	Email & Notification
Contract Manager Internal Review Notification \varTheta	💿 Default	O Override	Email & Notification
Contract Facilitation Notification	💿 Default	Override	Email & Notification
New Contract Request Discussion Thread 😜	💿 Default	O Override	Email & Notification
New Contract Request Discussion Reply \varTheta	💿 Default	Override	Email & Notification
External Reviewer Email Failure	💿 Default	O Override	Email & Notification
Contract Originated From Salesforce \varTheta	💿 Default	Override	None
Contract Renewal Auto-Created	💿 Default	O Override	Email & Notification
Contract Renewal Auto-Executed	💿 Default	Override	None
Contract Renewal Auto-Execute Failure	🖲 Default	O Override	None
Zero Auto-Renewals Remain	💿 Default	Override	Email & Notification
Contract Workflow Notification \varTheta	🖲 Default	O Override	Email & Notification
New Contract Communication \varTheta	💿 Default	Override	Email & Notification
			Save Changes Cancel