

## **Enabling/Disabling Notifications in Your Profile**

BullyBuy has the ability to send notifications to users based on action items. Users can adjust the emails and in-app notifications they receive. Notifications are sent by email, as well as visible within the application in the Notifications menu in the top banner area. To access notification preferences, click on the *Profile Icon located* on the right top of the screen. Select *View My Profile* option from the menu.

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-		Dashboards • Shopper Requester Dashboard									Sumeet Simunla					
 6	Accounts Payable Dashboard Admin Dashboard Contracts Dashboard Contracts Dashboard Shopper Requester Dashboard Sourcing Even						rents Dashboard	View My Profile Dashboards								
<u>o</u>		Shop							Manage Searches Manage Search Exports							
血		Simple Advanced Go to: Favorites   Forms   Non-Catalog Item								Set My Home Page Search Help For A Solution						
38		search for products, vendors, forms, part number, etc.							You do not have any recent orders							
	-													Logout	(	

 Go to Notification Preferences and select the category. Click Edit Section to amend the notification.

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-	My Profile  Notification Preferences  Shoppin						
H	Sumeet Simunla		Notification Preferences: Shopping, Carts & Requisitions		/ Edit Section ?		
e 0	User Name ssimunla		The in-application notifications are not yet available		?		
2. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4.	User Profile and Preferences Update Security Settings Default User Settings User Roles and Access Ordering and Approval Settings Permission Settings Notification Preferences Administration & Integration Shopping, Carts & Requisitions Change Requests Purchase Orders Catalog Management Accounts Payable Receipts Contracts Sourcing Director Vendor Management Form Requests User History	>>>>	<ul> <li>Explicitly Overridden by SQ User</li> <li>Prepared By - Cart Assigned Notice</li> <li>Prepared By - PR line item(s) rejected</li> <li>Prepared By - PR rejected/returned</li> <li>Cart Assigned Notice</li> <li>Receive PR and PO notifications for Carts Assigned Notice</li> <li>Assigned Cart Processed Notification</li> <li>Assigned Cart Processed Notification</li> <li>PR submitted into Workflow</li> <li>PR pending Workflow approval</li> <li>PR Workflow Notification available</li> <li>PR Workflow complete / PO created</li> </ul>	None Email & Notification Email & Notification Email & Notification None None None None None None			
	Administrative Tasks	5	PR line item(s) rejected	None			

• Select the Override radio button and from the drop-down menu select the notification type and Click Save Changes.



Sumeet Simunla		Notification Preferences: Shopping, Carts & Requisitions						
User Name ssimunla		The in-application notifications are not yet available for all Email Notifications.						
User Profile and Preferences Update Security Settings	>	Explicitly Overridden by SQ User						
User Roles and Access	>	Prepared By - Cart Assigned Notice	<ul> <li>Default</li> </ul>	Override	None			
Ordering and Approval Settings Permission Settings Notification Preferences	>	Prepared By - PR rejected/returned	<ul> <li>Default</li> </ul>	O Override	None			
Administration & Integration		Cart Assigned Notice \varTheta	⊖ Default	Override	None ~			
Shopping, Carts & Requisitions Change Requests Purchase Orders		Receive PR and PO notifications for Carts Assigned to Me <b>O</b>	<ul> <li>Default</li> </ul>	<ul> <li>Override</li> </ul>	Email Notification Email & Notification			
Catalog Management		Assigned Cart Processed Notification 😌	Default	O Override	None			
Accounts Payable Receipts		Assigned Cart Deleted Notification <b>9</b>	Oefault	O verride	None			
Contracts Sourcing Director		PR submitted into Workflow 🔮	<ul> <li>Default</li> </ul>	<ul> <li>Override</li> </ul>	None			
Vendor Management		PR pending Workflow approval 😧	Oefault	Override	None			
Form Requests User History	>	PR Workflow Notification available 9	Default	O Override	None			
Administrative Tasks	>	PR Workflow complete / PO created	Oefault	<ul> <li>Override</li> </ul>	None			
		PR line item(s) rejected	Default	<ul> <li>Override</li> </ul>	None			
		Cart/PR rejected/returned 0	<ul> <li>Default</li> </ul>	<ul> <li>Override</li> </ul>	None			
		Sourcing Event created from Requisition 🔮	Default	O Override	Notification			

- **Email** indicates that the system will send notifications via email.
- **Notification** indicates system will send the notification within the application. Important Note: In application notifications are not available for all notifications.
- **Email & Notification** indicates that the system will send the notification both ways.
- **None** indicates that the user does not receive this notification.