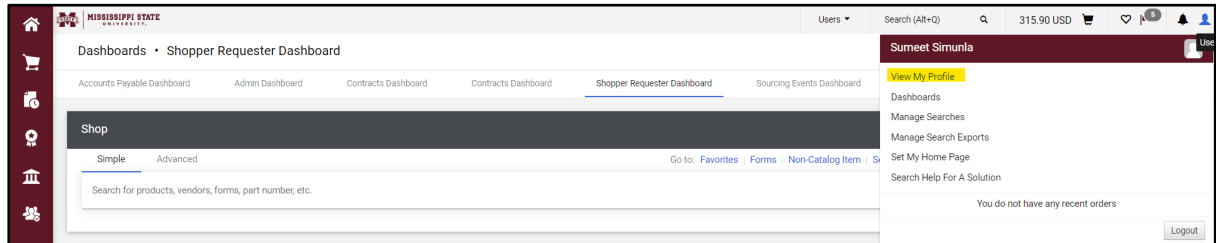


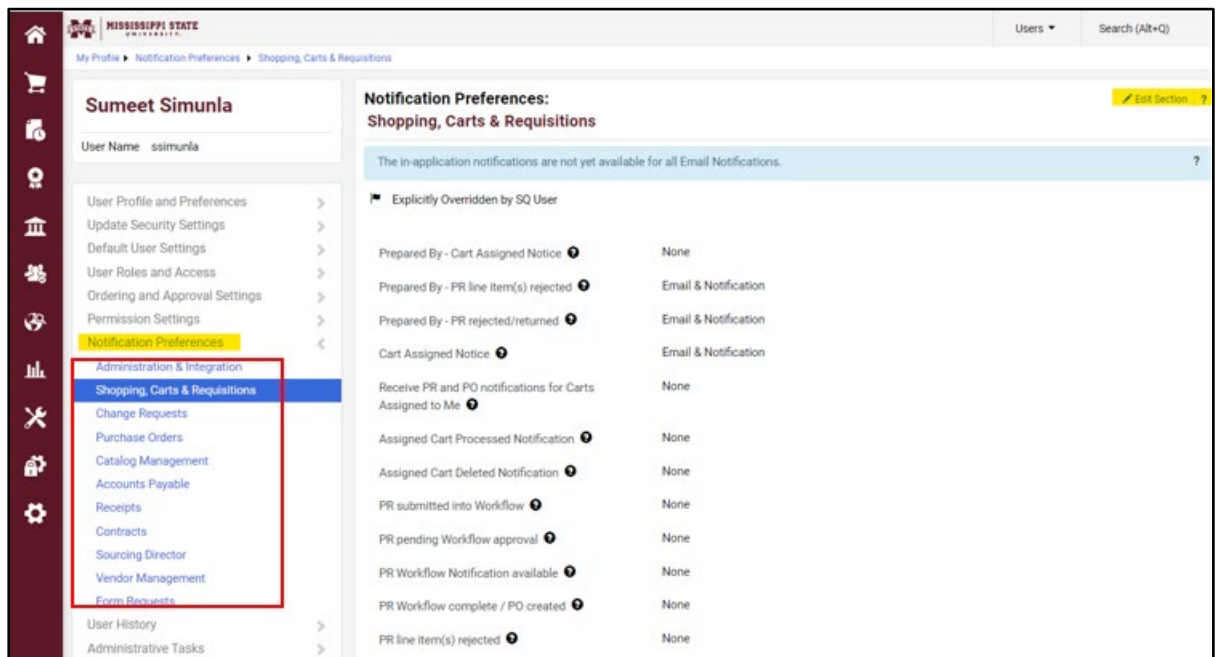


Enabling/Disabling Notifications in Your Profile

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.



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



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



Sumeet Simunla

User Name ssimunla

- 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 >
- Administrative Tasks >

Notification Preferences: Shopping, Carts & Requisitions

The in-application notifications are not yet available for all Email Notifications. ?

Explicitly Overridden by SQ User

Prepared By - Cart Assigned Notice ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Prepared By - PR line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Prepared By - PR rejected/returned ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart Assigned Notice ?	<input type="radio"/> Default <input checked="" type="radio"/> Override	None
Receive PR and PO notifications for Carts Assigned to Me ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Assigned Cart Processed Notification ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Assigned Cart Deleted Notification ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR submitted into Workflow ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR pending Workflow approval ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow Notification available ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow complete / PO created ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR line item(s) rejected ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart/PR rejected/returned ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Sourcing Event created from Requisition ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification

Dropdown menu options: None, None, Email Notification, Email & 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.