#### Click on Profile





## **Click Notification Preferences**

User Profile and Preferences	>
Default User Settings	>
User Roles and Access	>
Ordering and Approval Settings	>
Permission Settings	>
Notification Preferences	>
User History	>
Administrative Tasks	>

# Click each area you want to change your notifications

User Profile and Preferences	>
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	
Supplier Management	
Form Requests	
User History	>
Administrative Tasks	5

## Click Edit Section

lotification Preferences: Shopping, Carts & Requisitions	Edit Section
The in-application notifications are not yet available for all Email Notifications.	

#### **Click Override to change Notification**

Notification Preferences: Shopping, Carts & Requisitions				?
The in-application notifications are not yet availa	able for all Email Not	ifications.		?
Prepared By - Cart Assigned Notice	<ul> <li>Default</li> </ul>	Override	None	
Prepared By - PR line item(s) rejected 😧	💿 Default	Override	None	
Prepared By - PR rejected/returned	💿 Default	Override	None	
Cart Assigned Notice	<ul> <li>Default</li> </ul>	Override	Email & Notification	
Receive PR and PO notifications for Carts Assigned to Me <b>O</b>	💿 Default	O Override	None	
Assigned Cart Processed Notification 😧	<ul> <li>Default</li> </ul>	Override	None	
Assigned Cart Deleted Notification <b>3</b>	💿 Default	Override	None	
PR submitted into Workflow	💿 Default	Override	None	
PR pending Workflow approval 🕄	💿 Default	Override	Email & Notification	
PR pending Ad-Hoc Workflow approval 3	💿 Default	Override	Email & Notification	
PR Workflow Notification available	💿 Default	Override	None	
PR Workflow complete / PO created	💿 Default	Override	Email & Notification	
PR line item(s) rejected 0	💿 Default	Override	None	
Cart/PR rejected/returned 🕄	💿 Default	Override	Email & Notification	
Solicitation created from Requisition	💿 Default	Override	Email & Notification	
PR created from an awarded Solicitation 😧	💿 Default	O Override	Notification	

### Change notification preference in drop down



