Click on Profile

WUNT SYSTEM MARKETPLACE		All •	Search (Alt+Q)	۹. 0.00 USD 👿	v 🔊 🔯
Shop • UNTS Shopping Home Page					۵
Approver's Dashboard Buyer Dashboard Home Pag	UNTS Shopping Home Page				
Shop					
Simple Advanced		Go to: Favorites Forms Non-	Catalog Item Quick Order	Browse: Suppliers Catego	ories Contracts
Search for products, suppliers, forms, part number, etc.					Q

Clic	k on View My Profile	2				
	Search (Alt+Q)	۹	0.00 USD	Ä	♡	2,941
	Jill Roys					User
	View My Profile					
	Dashboards					
	Manage Searches					
	Manage Search Expo	rts				
ata	Set My Home Page					
	Search Help For A So	lution				
	My Pending Requisiti	ons				•
					[Logout

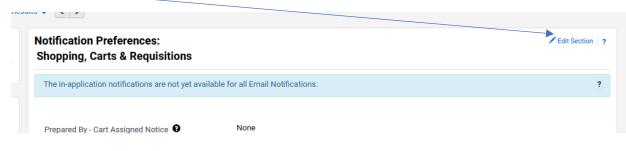
Click Notification Preferences

Jser Profile and Preferences	>
Default User Settings	>
User Roles and Access	>
Ordering and Approval Settings	>
Permission Settings	>
Notification Preferences	>
Jser 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	>

Click Edit Section



Click Override to change Notification

Notification Preferences: Shopping, Carts & Requisitions				
The in-application notifications are not yet avai	lable for all Email No	tifications.		
Prepared By - Cart Assigned Notice 😧	 Default 	 Override 	None	
Prepared By - PR line item(s) rejected 0	💿 Default	 Override 	None	
Prepared By - PR rejected/returned	💿 Default	 Override 	None	
Cart Assigned Notice 9	Oefault	Override	Email & Notification	
Receive PR and PO notifications for Carts Assigned to Me 😧	 Default 	Override	None	
Assigned Cart Processed Notification 🕄	 Default 	Override	None	
Assigned Cart Deleted Notification 🕄	💿 Default	O Override	None	
PR submitted into Workflow 😧	 Default 	O Override	None	
PR pending Workflow approval	 Default 	O Override	Email & Notification	
PR pending Ad-Hoc Workflow approval 😧	💿 Default	O Override	Email & Notification	
PR Workflow Notification available 🕄	💿 Default	O Override	None	
PR Workflow complete / PO created 🕄	 Default 	O Override	Email & Notification	
PR line item(s) rejected 😧	 Default 	O Override	None	
Cart/PR rejected/returned 0	 Default 	O Override	Email & Notification	
Solicitation created from Requisition 🕄	 Default 	O Override	Email & Notification	

Change notification preference in drop down

