

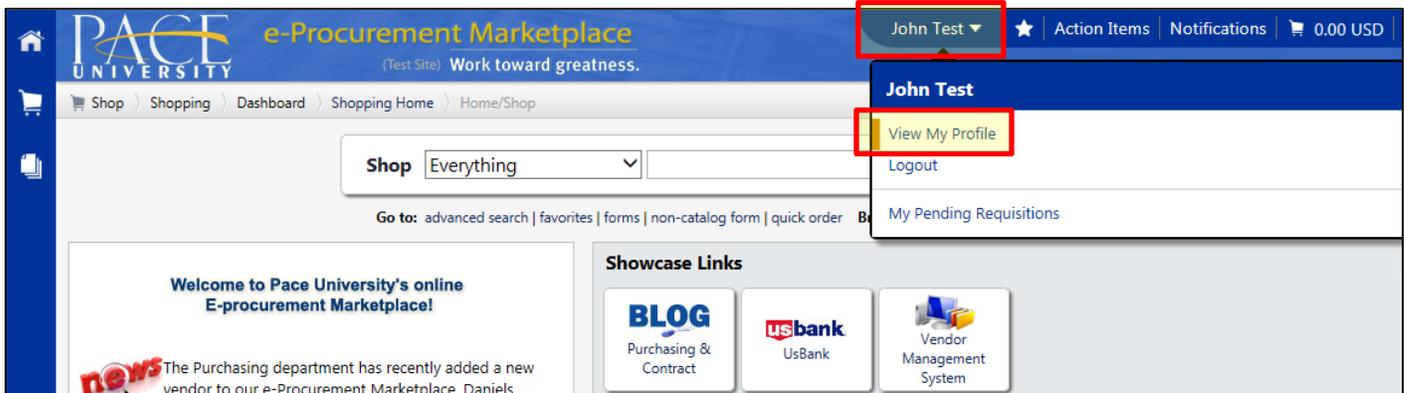
# E-Procurement System Tutorial

## *Setting up Email Preference*

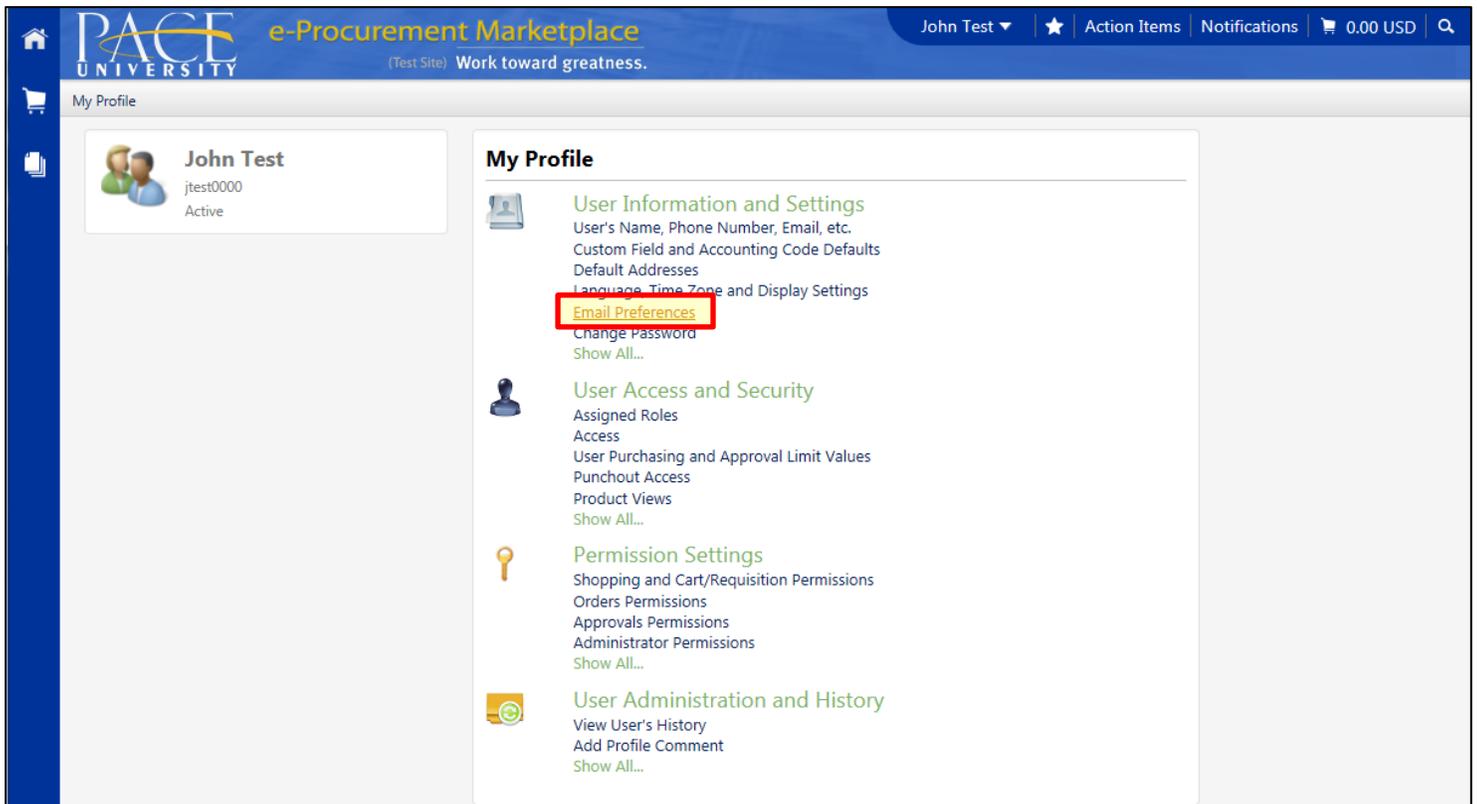
The Email Preferences screen determines when and why the user will receive email notifications from the system.

### View and Update your Email Preference:

- Click **Your Name** and then **View My Profile**.



- Under **User Information and Settings**, click **Email Preferences**.



**Email Preferences**

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

**Administration & Integration**

Search Result Export Confirmation

PR Export Failure Notification

**Shopping, Carts & Requisitions**

1 Prepared By - Cart Assigned Notice

2 Prepared By - PR line item(s) rejected

3 Prepared By - PR rejected/returned

Cart Assigned Notice

Receive PR and PO notifications for Carts Assigned to Me

Assigned Cart Processed Notification

Assigned Cart Deleted Notification

PR submitted into Workflow

PR pending Workflow approval

PR Workflow Notification available

PR Workflow complete / PO created

PR line item(s) rejected

4 Cart/PR rejected/returned

**Purchase Orders**

5 Prepared By - PO Workflow complete

6 Prepared By - PO sent to Supplier

7 Prepared By - PO line item(s) rejected

8 Prepared By - PO rejected

PO submitted into Workflow

PO pending Workflow approval

PO Workflow Notification available

PO Workflow complete

PO sent to supplier

PO Line Item Ship Notice

PO line item(s) rejected

PO rejected

PO line item Backorder notice

PO line item Cancellation notice

**Settlement**

Prepared By - PO Requires Receipt notice

PO Requires Receipt notice

Determine in which cases you would like to receive an email. It is recommended to choose the above default selections:

**Shopping, Carts, & Requisitions**

- 1) Prepared By – Cart Assigned Notice  
*An email is sent to the prepared by user when the applicable active cart has been assigned to the appropriate user for approval.*
- 2) Prepared By – PR Line Item(s) rejected  
*Email to the prepared by user that an approver rejected one or more line items on a requisition.*

- 3) Prepared By – PR rejected/returned  
*Email to the prepared by user that an approver has either rejected or returned a requisition.*
- 4) Cart/PR rejected/returned  
*Email to a requisitioner that an approver has either rejected or returned a requisition.*

**Purchase Orders**

- 5) Prepared By – PO Workflow complete  
*Email notice that a purchase order successfully completed workflow sent to the prepared by user.*
- 6) Prepared By – PO sent to Supplier  
*Email indicating that the system transmitted a purchase order to the supplier sent to the prepared by user.*
- 7) Prepared By – PO line item(s) rejected  
*Email to the prepared by user that an approver rejected one or more line items on a purchase order.*
- 8) Prepared By – PO rejected  
*Email to the prepared by user that an approver rejected an entire purchase order.*

➤ Click **Save** when the email preferences are set to your liking.

**Difference between Email & Notification**

In the new Phoenix user interface, users have the option to receive notifications via Email, In-App, both Email and In-App or None. The In-App notifications display in the banner of the Phoenix user interface.

