

SET UP USER PROFILE

Before you begin creating transactions in BuyWays, you should review your settings and enter default options in your BuyWays profile to save time as you use the system.

1. Access Your Profile: From your BuyWays homepage, select the profile icon in the upper right corner, then click on 'View My Profile'.



| | | | | | All 🔻 | Search (Alt+Q) | ۹ | 0.00 USD | Ä | ♡ 🏴 | P 1 |
|------------------|-----------------------|----------------|------------------------------|-----------------------|-------|--------------------|-----------|----------------|----------|-----|------------|
| Shop • Guided I | Buying Dashboard - | Pres Office | | | | Ashley Hunter | | | | | |
| | | | | | | View My Profile | | | | | |
| Purchasing Categ | jories | | | | | Dashboards | | | | | |
| | | | | | | Manage Searches | | | | | |
| | P.F | 5.0 | | | | Manage Search Expo | orts | | | | |
| | | | | | | Set My Home Page | | | | | |
| Medical/Clinical | Research/Lab Supplies | MRO/Facilities | Office Supplies and Services | IT Equipment/Services | | | You do no | t have any rec | ent orde | rs | |
| | | | | | | | | | | | Logout |



2. **Review Your Information:** The profile page will open with your personal information on the right. Some information will be populated from your security set up. Verify that your name, employee ID, phone number, email address and campus are correct. Modify as needed, and then select **Save Changes**.

On the left side of the window, you may choose the profile setting that you'd like to modify from the menu.

| My Profile User's Name, Phone Number, Email, etc. | | | | ÷ | [] Logout |
|--|---|-----------------------|---|---|--------------|
| Ashley Hunter | | User's Name, Phone | Number, Email, etc. | ? | |
| User Name | | First Name | Ashley | | |
| Licar Profile and Proferences | | Last Name | Hunter | | |
| User's Name, Phone Number, Email, etc. | | Phone Number * | ext. | | |
| Language, Time Zone and Display Settings App Activation Codes | | Mobile Phone Number | International phone numbers must begin with + | | |
| Early Access Participation | | | International phone numbers must begin with + | | |
| Update Security Settings | > | E-mail Address * | | | |
| Default User Settings | > | | | | |
| User Roles and Access | > | Business Unit | Central (UMCEN) | | |
| Ordering and Approval Settings Permission Settings | > | Department | | | |
| Notification Preferences | > | Position | | | |
| User History Administrative Tasks | > | Authentication Method | SAML | | |
| | | User Name * | | | |
| | | ★ Required | Save Changes | | augus Palica |

3. Access Your Default User Settings: On the left side of the window, select the Default User Settings tab.

| Ashley Hunter | | User's Name, Phone | e Number, Email, etc |). | |
|---------------------------------------|---------|----------------------------|----------------------------|----------------------|---|
| Jser Name | | First Name | Ashley | | |
| Uses Deefle and Deefersman | | Last Name | Hunter | | |
| User's Name, Phone Number, Email, etc | < 2. | Phone Number * | +1 774-455-8700 | ext. | |
| Language, Time Zone and Display Setti | ngs | | International phone number | rs must begin with + | |
| App Activation Codes | | Mobile Phone Number | | | |
| Early Access Participation | | | International phone numbe | rs must begin with + | |
| Update Security Settings | -> | E-mail Address * | AHunter@umagen.edu | | |
| Default User Settings | < | | Anumer@umassp.euu | | ~ |
| Custom Field and Accounting Code De | aults | Business Unit | Central (UMCEN) | • | ~ |
| Default Addresses | | Department | | | |
| Cart Assignees | | Department | | | |
| User Roles and Access | > | Position | ~ | | |
| Ordering and Approval Settings | > | Analyzed and an Adaptive t | CAMI | | |
| Permission Settings | > | Authentication Method | SAML | | |
| Notification Preferences | > | User Name * | 10254289 | | |
| | | | | | |
| User History | > | | | | |



4. Set Up Your Codes: Once on 'Default User Settings' select the on Custom Field and Accounting Code Defaults. Users are encouraged to set up 'Code Favorites' to assist with requisitions. You may set one particular speedtype to appear as a default or you can enter the speedtypes you use most frequently to appear in a dropdown menu when you create a requisition

| CI | | Custom Field and Acco | unting Code Defa | ults | |
|------------------------------------|----------|-----------------------------|-----------------------|-------------|------------|
| Jser Name | | Codes Code Favorites System | Administration Use On | ly | |
| User Drofile and Draferences | | Custom Field Name | Default Value | Description | Edit Value |
| Default User Settings | 5 | Business Unit | UMBOS | Boston | Edit |
| Custom Field and Accounting Code E |)efaults | ∟ Account | No Defa | ault Value | Edit |
| Default Addresses | | ∟ Speedtype | No Defa | ault Value | Edit |
| Cart Assignees | | ∟ Fund | No Defa | ault Value | Edit |
| Checkout Settings | | ∟ Department | No Defa | ault Value | Edit |
| User Roles and Access | > | ∟ Program | No Defa | ault Value | Edit |
| Ordering and Approval Settings | > | ∟ Project | No Defa | ault Value | Edit |
| Permission Settings | > | L SpeedType Class | No Defa | ault Value | Edit |
| Notification Preferences | > | ∟ Class | No Defa | ault Value | Edit |
| ser History | > | Request Budget Override | No Defa | ault Value | Edit |
| dministrative Tasks | 5 | | | | |

Do not make edits on 'Codes' tab. This should not be modified





5. Update Your Codes Favorites: Select the 'Codes Favorites' tab, click 'Add'.

| C | | Custom I | Field and / | Accoun | ting Co | de Defau | lts | | | | |
|---|-------------|--------------------------------------|------------------|--------------|-------------------------------|--------------------|-----------|----------|-------------------|------------------------|-------------------------|
| Us | | Codes Co | de Favorites | System A | dministra | tion Use Only | / | | | | |
| User Profile and Preferences | > | Business U | nits: Boston (| UMBOS) | | • | | | | | |
| Default User Settings | ~ | Use Code Fi | avorites for qui | k access to | accounting | g code combi | nations : | saved to | o your profile d | luring | |
| Custom Field and Accounting Code D | Defaults | checkout. V | ou may create a | new Code | Favorite by | / clicking the " | Add" bu | itton ar | nd entering a co | ommonly | |
| Default Addresses | | by editing t | he codes sectio | n or by sele | ecting it as | your default a | ccountir | ng code | es in your profil | é. | Jul |
| Cart Assignees | | (| | | | | | | | | |
| Objection Contractor | | Add | | | | | | | | | |
| Checkout Settings | | | | | | | | | | | |
| Jser Roles and Access | > | Account | ing Codes | | | | | | | | |
| Jser Roles and Access Drdering and Approval Settings | > | PAPER | ing Codes | | | | | | | Edit | Delete |
| Iser Roles and Access Prdering and Approval Settings Permission Settings | > > | PAPER Business | Speedtype | Account | Request | SpeedType | Class | Fund | Department | Edit Program | Delete Projec |
| Uneckout Settings Jser Roles and Access Ordering and Approval Settings Termission Settings Iotification Preferences | > | Account PAPER Business Unit | Speedtype | Account | Request Budget | SpeedType Class | Class | Fund | Department | Edit Program | Delete Projec |
| Checkolt Settings Jser Roles and Access Ordering and Approval Settings Permission Settings Notification Preferences Jser History | > > > > > > | PAPER Business Unit | Speedtype | Account | Request Budget Override | SpeedType Class | Class | Fund | Department | Edit Program | Delete Projec |

Enter a meaningful nickname for your code favorite.

You can choose to enter just the speed type number OR you can use a combination of Speed Type AND Account Number if the account will be the same for each order placed against the Speed Type. If you will use this combination for EVERY order you place, you can check the 'default' checkbox and the information will auto populate on each order. To avoid errors, choosing a default is only recommended when a single funding source is used for all of your requisitions. **Save** your code favorite.

Never modify the 'Class' field – this field should always remain unfilled.

| Accounting Co | odes | | | | | | | | | ? X |
|--|------------------------|-------------------------------------|--|--|-------|---|--|--|---|--------------|
| Nickname Der | partment RTF | 🗖 Default | | | | | | | | |
| Business Unit | Speedtype | Account | Request Budget Override | SpeedType Class | Class | Fund | Department | Program | Project | add split |
| JMWOR Select from profile values Clear selected value | Select from all values | 739600-WA Select from all values | no value Select from all values Clear selected value | no value Clear selected value | | no Value Clear selected value | no value Clear selected value | no value Clear selected value | no value Clear selected value | |
| | | | Save | Cancel | | | recalcu | late / valida | ate values | |

You can edit or delete a code favorite by clicking on the buttons to the right.

| odes | Code | Favorites | System | Administr | ation Use Or | nly | | | | |
|-------------|--|-----------|--|---|--|---|---|--|--|---------|
| | | | | | | | | | | 1 |
| Add | ode Favo out. You ombina out by e | g Codes | iick access e a new Co ounting co odes sectio | to account de Favorite des with or on or by se | ing code com by clicking th without splits lecting it as yo | binatio ne "Add s. Code our defa | ns save " butto Favorit ult acci | ed to your profi n and entering es are accesses ounting codes | le during a commor d during in your pro | file. |
| Busir Un | ness S nit | peedtype | Account | Request Budget Override | SpeedType Class | Class | Fund | Department | Program | Project |
| | | | | | | | | | | |



6. When you enter a requisition, click 'Edit' in the **Accounting Codes** tab then go to **Select from your codes favorites**, a dropdown menu will appear, listing the nicknames you created for your speedtypes. Select the code you need, then save.

| | Almost ready Required field Required field | to go! The list below ne : Account : Speedtype | eds to be address | ed before the re | equest can be sub | mitted. | | | | | | | ac snopping |
|---|---|---|----------------------------|--|-------------------------------------|-----------------|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------|----------------|
| equisition PR Approva | als PO Preview Com | ments Attachments Histo | ry | | | | | | | | | | |
| Summary Billing | Accounting Codes | Supplier Info | | | | | | | | | | | 2 ? |
| | | | | | | | | | | | | Hide valu | e descriptions |
| | | | | | Account | ting Codes | | | | | | | ? |
| | | | | The | ese values apply to all | lines unless sp | cified by line item | | | | | | |
| Business Unit | Speedtype | Account | Request Budget Override | SpeedType | Class | Class | Fund | Department | Prog | gram | Project | | edit |
| UMWOR UMass Medical School | O Required field | Required field | | | | | | | | | | | |
| ccounting Codes | | _ | | | | | | | | | | | ? X |
| Select from your code f | favorites | | | | | | | | | | | | |
| Business Unit | 9 Department | RTF | ount | Request Budget Override | SpeedType Class | | Class | Fund | Department | Program | Project | add split | - D |
| UMWOR Select from profile values Clear selected value | ct from all values Required field | Select from all valu | ues d | no volue Select from all values Clear selected value | no value Clear selected value | | | no value Clear selected value | no value Clear selected value | no value Clear selected value | no value Clear selected value | | |
| | | | | | Save | Cancel | | | | recal | culate / validate values | | |
| | | | | | | | | | | | | | |

Validate the information to ensure it is correct.

| mmary Billing | Accounting Codes | Supplier Info | | | | | | | | 9 |
|------------------------------|----------------------|---------------------------|----------------------------|------------------|----------------------------|----------------------------|-------------------------------------|--------------------------------|---------|-------------------------|
| | | | | | | | | | | Hide value description: |
| | | | | 4 | Accounting Codes | | | | | ? |
| | | | | These values app | ply to all lines unless sp | ecified by line item | | | | |
| Business Unit | Speedtype | Account | Request Budget Override | SpeedType Class | Class | Fund | Department | Program | Project | edit |
| UMWOR Mass Medical School | 102750-WA W102750 | 739600-WA Lab Supplies | | none-WA | | 52132-WA RTF-Department | W400900000-WA Molecular Medicine | 801-WA Research-Instruction | none | |
| | | | | | | | | | | - |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

7. Users are encouraged to set up the Default Addresses. Having default addresses allows you to select from a customized short list when creating requisitions instead of having to search for an address on each.

| CI | Default Addresses | |
|---|---------------------------|------------------------------|
| Use | Ship To Bill To | |
| | | |
| User Profile and Preferences | Select an address to edit | Select Addresses for Profile |
| Default User Settings | Shipping Addresses | |
| Custom Field and Accounting Code Defaults | ATMC bldg | |
| Default Addresses | | |
| Cart Assignees | | |
| Checkout Settings | | |
| User Roles and Access | | |



You should set up at least two addresses.

Central Receiving Address to identify your delivery address for all goods shipped by vendors other than our office supply vendor.

Desktop Delivery Address is for desktop delivery of office supplies from the University's contract office supply vendor only

Click on 'Default Addresses' to set up ship-to-addresses. The 'Ship To' tab will be displayed. On the far right, click on 'Select Addresses for Profile'. Click on the 'Select Address Template' dropdown menu and make your selection (eg: UMB - Central Receiving). The screen will refresh, specify the 'Internal Rm/FI/Ste' and click save.







When you 'save' the information, the new address will appear under the Shipping Addresses on the left. The bold print address is where you check the 'Default' checkbox on the address and will automatically populate on each requisition for you. To prevent shipping errors, you should only check the default checkbox if all orders will be going to that address.

| C | | Default | Addresses | | | |
|---|------|--------------|------------------|---|-------------------------|------------------------------|
| ser Name 10208444 Jser Profile and Preferences | | Ship To | Bill To | | | |
| User Profile and Preferences | 5 | Select an ac | ddress to edit | | | Select Addresses for Profile |
| Default User Settings | ý. | Shippin | ng Addresses | | Select Address Template | |
| Custom Field and Accounting Code Defau | ults | ATMC b | ldg | * | Select Address | |
| Default Addresses | | UMB - C | entral Receiving | | lemplate | |
| Cart Assignees | | | | | | |
| Checkout Settings | | | | | | |
| User Roles and Access | > | | | | | |
| Ordering and Approval Settings | > | | | | | |
| Permission Settings | > | | | | | |
| Notification Preferences | 5 | | | * | | |

8. You can modify the address from a cart shipping tab, click on Edit, then use the drop down box and select from your custom list.

| 4 | Almost ready to go! The list below needs to be addr | essed before the request | can be submitted. | | |
|--------------------------|---|--------------------------|--|------------------|------------|
| | Address is incomplete: Shipping address | | | | |
| uisition DR Annrovale D | O Dreview Comments Attachments History | | | | |
| Ship To | ? X | | | | |
| to make a change, select | w to enter your snipping acaress for this order. If you need t a different address from the available options. | There yells | Shipping | ? | |
| Shipping address | select from your addresses | Ship To | s apply to all lines unless specified by line item | edit | |
| To choose a different ad | ddressBiotech 1 | Shipping address | Attn Rm/Fl/Ste: | | |
| Address Details | South Street | | Biotech 1 | | |
| Attn: | | | 365 Plantation St | | |
| Rm/FI/Ste: | | | Worcester, MA 01605 | | |
| Address Line 1 | UMASS Medical School | | Address is incomplete | | |
| Address Line 2 | Biotech 1 | | | | |
| Address Line 3 | 365 Plantation St | | | | |
| State | worcester | | | | |
| Zip Code | 01605 | | | F | or selecte |
| /F Country | United States | | | | |
| | Control Control | | Catalog No. | Size / Packaging | 1 |
| | | | catalog No | Size / Packaging | |



9. Users should also set up the default 'Bill To' address. From the Select Address Template drop down, click on the AP Address for your campus (UMLOW AP, UMBOS AP, UMCEN AP, UMAMH AP, UMDAR AP, UMWOR AP). As the billing address will be the same for all orders, check the 'Default' checkbox, then save.

| | | Default Addresses | | |
|-------------------------------------|---------|---------------------------|---|--------------------------|
| se | | Ship To Bill To | | |
| User Profile and Preferences | > | Select an address to edit | | Select Addresse |
| Default User Settings | ×. | Billing Addresses | | Select Address Template |
| Custom Field and Accounting Code De | efaults | UMCEN AP | • | Select Address Template |
| Default Addresses | | | | UMBOS AP |
| Cart Assignees | | | | UMass DMR |
| Checkout Settings | | | | |
| User Roles and Access | > | | | |
| Ordering and Approval Settings | > | | | |
| Permission Settings | > | | | |
| Notification Preferences | > | | • | |

As the billing address will be the same for all orders, check the 'Default' checkbox, then save.

| | | Default Addresses | | | |
|------------------------------------|----------|---------------------------|---|----------------------------|--|
| Jse | | Ship To Bill To | | | |
| User Profile and Preferences | - 5 | Select an address to edit | | Sele | ect Addresses for Profile Delete Addre |
| Default User Settings | v | Billing Addresses | | Edit Selected Add | dress |
| Custom Field and Accounting Code D | Defaults | UMCEN AP | * | Nickname | UMass DMR |
| Default Addresses | | | | Default | |
| Cart Assignees | | | | Current Default Address | UMCEN AP |
| Checkout Settings | | | | ADDRESS | |
| User Roles and Access | > | | | Contact Line 1 | University of Massachusetts Accour |
| Ordering and Approval Settings | > | | | Address Line 4 | Payable |
| Permission Settings | > | | | City | PO Box 90759 Raleigh |
| Notification Preferences | > | 1.5 | * | State | NC |
| User History | > | | | Zip Code | 27675 |
| Administrative Tasks | 5 | | | Country | United States |



10. For Shoppers, it is HIGHLY RECOMMENDED that Cart Assignees be set up to avoid searching for the Cart Assignee on each requisition. It is also recommended that users have a backup Cart Assignee that can process your requisitions when the primary Assignee is out of the office.

Click 'Add Assignee'

| C | | Cart Assignees | | |
|----------------------------------|----------|------------------------------------|------------------|--------|
| Je | | Add Assignee | | |
| | | My Cart Assignees | | |
| User Profile and Preferences | > | Name | Action | |
| Default User Settings | ~ | Thomas Miller (Preferred Assignee) | Remove Preferred | Remove |
| Custom Field and Accounting Code | Defaults | | | |
| Default Addresses | | | | |
| Cart Assignees | | | | |
| Checkout Settings | | | | |
| User Roles and Access | > | | | |
| Ordering and Approval Settings | > | | | |
| Permission Settings | > | | | |
| | | | | |

Type in your search criteria, then click 'Search'.

| | mi | |
|--------------|--------------------|---|
| irst Name 💿 | MI | |
| Jser Name 💿 | | _ |
| Email 💿 | | |
| usiness Unit | Business Unit Name | a |
| dameas ont | | |
| Role 💿 | | • |

Click on 'Select' to the right of your Cart Assignee name

| 1-7 of 7 Results | | | | | 10 Per Page |
|------------------|-----------|---------|-------|-------|-------------|
| Name 🔺 | User Name | Email 🗢 | | Phone | Action |
| /iller, Ba | | bs | | +1 - | [select] |
| /iller, Ba | | ы | | +1 - | [select] |
| Ailler, Ju | | j1 | | +1: | [select] |
| 1iller, Ka | | Ка | d.edu | +1: | [select] |
| 1iller, Ke | | Ke | | +1: | [select] |
| 1iller, M | | m | | +1. | [select] |
| 1iller, Th | | Tł | | +1 (| [select] |

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You can set your primary Assignee as the 'Preferred' name, so it will show as the 1st on your list to select from on your cart

| C | Cart Assignees | |
|---|-------------------|-------------------------|
| Js | Add Assignee | |
| | My Cart Assignees | ? |
| User Profile and Preferences | Name | Action |
| Default User Settings 🛛 🗸 🗸 🗸 🗸 🗸 | 8 | Remove Preferred Remove |
| Custom Field and Accounting Code Defaults | Т | Set as Preferred Remove |
| Default Addresses | | |
| Cart Assignees | | |
| Checkout Settings | | |
| Lizza Dalas and Assass | | |

11. To use your Assignee on a requisition, from the Final Review tab, click on Assign Cart

| | Grogour |
|--|------------------|
| Sub | bmit Requisition |
| 🧟 General 🧟 Shipping 🖉 Billing 🔮 Accounting Codes 🧟 Internal Notes and Attachments 🔮 External Notes and Attachments 🛕 Final Review | or |
| | Assign Cart |

Your 'Default' Assignee will appear in the message box. If this is who you will be assigning to, you can add an optional note, then click Assign.

| 谷 | | | | Purchase Order Number * | Search (Alt+Q) | ९ 0.97 USD 📜 | ∞⊨ ▲ 1 |
|----|-------------------------------|---|---|-------------------------|-------------------|--------------------------|-------------|
| | Orders + Search + Search Docu | ments Shipping - 131397423 - Draft Requisition | | | | | HD Logout |
| | Shopping Cart | | | | | | |
| io | Seneral 🔥 Shipping | | | ev), | | | Assign Cart |
| ö | | Almost ready to go! The list below needs to Address is not accessible to the Business Unit: | be addressed before the request can be submitted. Shipping address | | | | |
| Î | Requisition PR Approvals | PO Preview Comments Attachments History | | | | | |
| | | accounting Codes Supplier Info | Assign Cart: User Search | × | | | 0 |
| a. | | | ${\scriptstyle \textcircled{\sc only}}$ Select from profile values ${\scriptstyle \textcircled{\sc only}}$ ${\scriptstyle \textcircled{\sc only}}$ Search for an assignee | 2 | | | |
| ų, | | | Select from profile Ba values Note: To Assignee: | sdit | | | |
| | | | | 8 | | | |
| | | | Assign | Close | | | |
| | | | | | For selected linv | e items Add to Favorites | ▼ Go |



To choose a different assignee from your custom list, click on 'Select from profile values. From the dropdown box, select the appropriate Assignee. The Assign Cart to: information will update. Add any notes to the Assignee, then click 'Assign'

| 1 | | Purchase Order |
|----------|---|----------------|
| 7 | Orders - Search - Suarch Documenta - Enloping - 131307423 - Draft Requisition Shopping Cart for Claudia Cartes | |
| 175 | 🗢 General 🕩 Shipping 🥵 hilling 🚮 Accounting Codes 🔤 Thermal Notes and Attachments 🔍 External Notes and Attachments | |
| Q: | Almost ready to got the list below needs to be addressed before the request can be submitted. | |
| 血 -魏 | Requisition PR Approvals PO Preview Comments Attachments History Summary Billing Accounting Codes Supplier Info Select from profile values Search for an assignee | × |
| 67- 1 | Select from profile Ba values Consignee: | Close |

12. You can update Notifications Preferences by clicking Edit Section to the right. Be very careful which notifications you turn off so as not to miss important tasks that you need to perform.

| | | | | Purchase Order Number * | Search (Alt+Q) |
|--|---------------|--|----------------------|-------------------------|----------------|
| My Profile Notification Preferences Shoppi | ng, Carts & R | equisitions | | | |
| c | | Notification Preferences: Shopping, Ca | arts & Requisitions | [| Edit Section ? |
| Us | | Assigned Cart Processed Notification | Email & Notification | | |
| User Profile and Preferences | > | Assigned Cart Deleted Notification 💿 | Email & Notification | | |
| Default User Settings User Roles and Access | > | Cart Shared Notice | None | | |
| Ordering and Approval Settings | 5 | PR submitted into Workflow 📀 | None | | |
| Permission Settings | > | PR pending Workflow approval | None | | |
| Notification Preferences Administration & Integration | Y | PR Workflow Notification available 💿 | None | | |
| Shopping, Carts & Requisitions | | PR Workflow complete / PO created 💿 | None | | |
| Accounts Payable | | PR line item(s) rejected 9 | Email & Notification | | |
| Receipts | | Cart/PR rejected/returned | Email & Notification | | |
| Contracts | | Receive PR and PO notifications for shared carts | None | | |
| Supplier Management | | I am a participant of 💿 | | | |
| Form Requests | | | | | |
| User History | > | | | | |

| | | Notification Preferences: Shopping, Ca | arts & Requi | sitions | | ? |
|--|-----|--|--------------|----------|----------------------|---|
| | | Assigned Cart Processed Notification | Default | Override | Email & Notification | |
| er Profile and Preferences | > | Assigned Cart Deleted Notification 😡 | Default | Override | Email & Notification | |
| fault User Settings er Roles and Access | > | Cart Shared Notice 💿 | Default | Override | None | |
| dering and Approval Settings mission Settings | > > | PR submitted into Workflow | Default | Override | None | |
| tification Preferences | ~ | PR pending Workflow approval 💿 | Default | Override | None | |
| hopping, Carts & Requisitions | | PR Workflow Notification available | Default | Override | None | |
| urchase Orders ccounts Payable | | PR Workflow complete / PO created 💿 | Default | Override | None | |
| eceipts | | PR line item(s) rejected 🥥 | Default | Override | Email & Notification | |
| ontracts upplier Management | | Cart/PR rejected/returned | Default | Override | Email & Notification | |
| orm Requests | | Receive PR and PO notifications for shared carts | Default | Override | None | |