Notification Settings

Ordering and Approval Settings Permission Settings

Administration & Integration Shopping, Carts & Requisitions

Change Requests

Purchase Orders Catalog Management Accounts Payable

Receipts Contracts Supplier Management Form Requests User History Administrative Tasks

To manage your notification settings, click on your name at the top right of your screen and go to **View My Profile -> Notification Preferences**.

MBC SITE				All 🔻	Search (Alt+Q) Q 0.00 USD	
Shop • Shopping					Rafael Espinoza	
Organization Message Welcome to the Test Site for the Paw Procurement System!			··· Showcases		View My Profile Dashboards Manage Searches Manage Search Exports Set My Home Page	
			Non-Catalog Purchase Pag	ment Request	Search Help For A Solution My Pending Requisitions My Recently Completed Requisitions	
Quick Links	0	Action Items	···· Technology		My Pending Purchase Orders My Recently Completed Purchase Orders	
Software Purchase		MY ASSIGNED APPROVALS		-		Logout He
MBC I site						All 🝷
Prome V Oser's Name, Priorie Number, Chi	an, etc.	Llear's Name Dhane Number Ema	il ata			
		Oser's Name, Phone Number, Ema	i, etc.			1
		First Name				
Liser Profile and Preferences		First Name				
User Profile and Preferences Update Security Settings	>	First Name Last Name Phone amber	ext.			
User Profile and Preferences Update Security Settings Default User Settings	>	First Name Last Name Phone admber International phone	ext. numbers must begin with +			

International phone numbers must begin with +

SAML 🗸

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Save Changes

E-mail Address * Department

User Name *

★ Required

Authentication Method

For each category that appears, there is a list of different events along with
the corresponding notification setting. To edit any of these values, select Edit
Section on the top right of the page.

Switch from **Default** to **Override** and select one of the options (None, Email, *Notification, Email & Notification) from the corresponding dropdown selection. Click the **Save Changes** button to confirm your new notification settings.

*Note: **Notifications** appear within the Paw Procurement System while **Emails** are sent to you even when you are not logged in.