

Setting TSM Notifications and Email Alerts

The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/MyProfileEmailPrefSupplierManagement?t>. The user is logged in as Amy Watts. The page title is "Notification Preferences: Supplier Management".

Supplier Administration

Notification Category	Default	Override	Notification Type
Supplier Insurance Expiration Notice	<input checked="" type="radio"/>	<input type="radio"/>	None
Supplier Diversity Expiration Notice	<input checked="" type="radio"/>	<input type="radio"/>	None
Supplier Registration Duplicate Found	<input type="radio"/>	<input checked="" type="radio"/>	Email & Notification
Supplier (Invited by You) Completed Registration	<input type="radio"/>	<input checked="" type="radio"/>	Email & Notification
Supplier (Invited by You) Approved in Workflow	<input type="radio"/>	<input checked="" type="radio"/>	Email & Notification
Scheduled Email Not Sent	<input type="radio"/>	<input checked="" type="radio"/>	Email & Notification

Supplier Registration Workflow

Notification Category	Notification Type
Supplier Registration Pending Workflow Approval	Email & Notification
Supplier Registration Workflow Notification Available	Email & Notification
Supplier Registration Workflow Error	Email & Notification
Supplier Registration Workflow Potential Duplicate	Email & Notification

Buttons: Save Changes, Cancel

View your Supplier Profile and select Notification Preferences/Supplier Management. Edit each category that you want to receive notice of a change. You can choose Email, TSM (bell symbol) Notification, or both.