



PETAL

User Training Manual

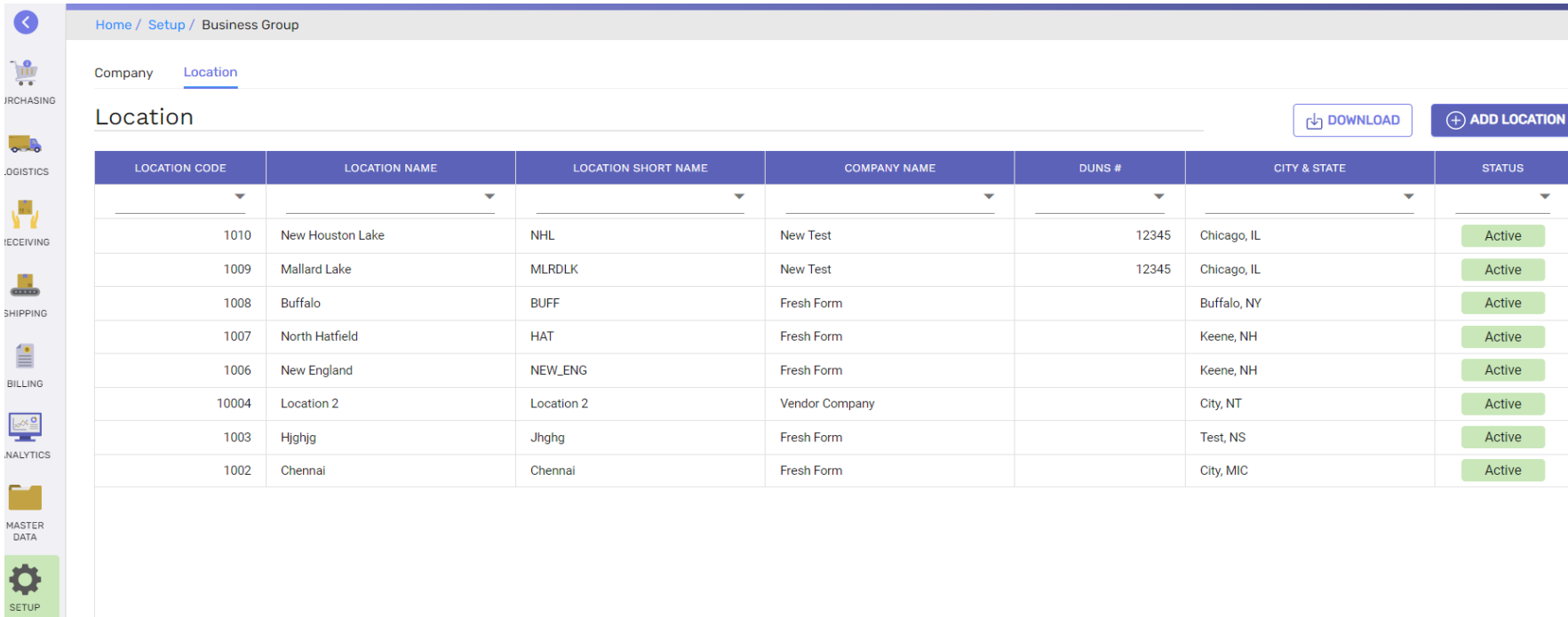
LLPT 1.1 -Application Setup V2.0

CONTENTS



- Location
- Application Configuration
- Lookups
- Notifications
- Notification Events
- Notification Types

Navigation: Setup -> Business Group -> Location



Home / Setup / Business Group

Company [Location](#)

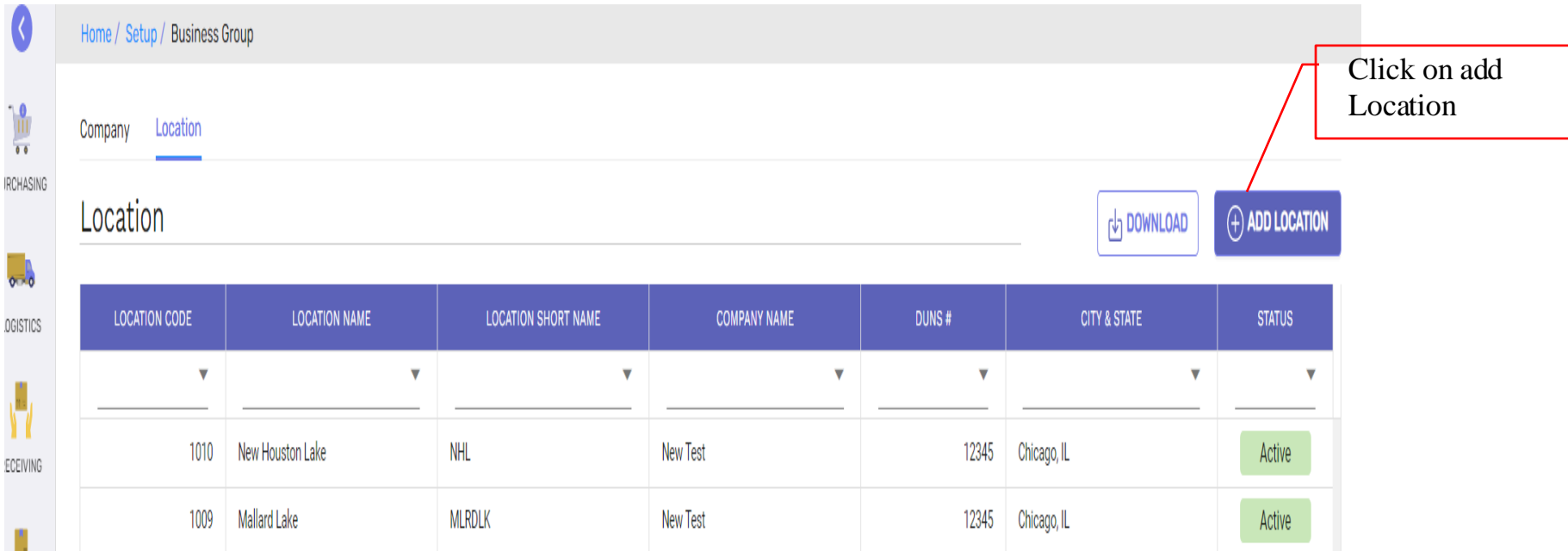
Location [DOWNLOAD](#) [+ ADD LOCATION](#)

LOCATION CODE	LOCATION NAME	LOCATION SHORT NAME	COMPANY NAME	DUNS #	CITY & STATE	STATUS
1010	New Houston Lake	NHL	New Test	12345	Chicago, IL	Active
1009	Mallard Lake	MLRDLK	New Test	12345	Chicago, IL	Active
1008	Buffalo	BUFF	Fresh Form		Buffalo, NY	Active
1007	North Hatfield	HAT	Fresh Form		Keene, NH	Active
1006	New England	NEW_ENG	Fresh Form		Keene, NH	Active
10004	Location 2	Location 2	Vendor Company		City, NT	Active
1003	Hjghg	Jhghg	Fresh Form		Test, NS	Active
1002	Chennai	Chennai	Fresh Form		City, MIC	Active

- The location section contains the summary information of all operating business locations defined for the client.
- Column positions can be changed, data can be filtered and downloaded to excel using the download option.

LOCATION

How to define a new location?



Home / Setup / Business Group

Company Location

Location

DOWNLOAD ADD LOCATION

Click on add Location

LOCATION CODE	LOCATION NAME	LOCATION SHORT NAME	COMPANY NAME	DUNS #	CITY & STATE	STATUS
▼	▼	▼	▼	▼	▼	▼
1010	New Houston Lake	NHL	New Test	12345	Chicago, IL	Active
1009	Mallard Lake	MLRDLK	New Test	12345	Chicago, IL	Active

- "A new location can be defined by clicking on 'Add Location,' which opens the location definition page."
- Location information of the vendor gets defaulted to purchase order screen for buyer while creating the PO's.

[Home](#) / [Setup](#) / [Business Group](#) / [Location](#) / Create

Add New Location

[CLEAR CONTENTS](#)

[SAVE](#)

[Back to all Locations](#)

Location Code

* Location Name

Location Name

* Location Short Name

Location Short Name

* Time Zone

Time Zone

* Location Function

☐ Head Quarters

☐ Receiving

☐ Shipping

☐ Payment

☐ Billing

☐ Remit To

Active

☒

* Company Name

Company Name

Company Regn #

Company Regn #

DUNS #

DUNS #

Billing Location

Billing Location

Payment Location

Payment Location

Outside Storage (OSS) ☒

OSS Parent Location

OSS Parent Location

* Address

Country Name

Address Line 1

Address Line 2

City

State

ZIP

Work Week Days & Times

☐ Mon

→

⌚

☒

☐ Tue

→

⌚

☐

☐ Wed

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⌚

☐

☐ Thu

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⌚

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☐ Fri

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☐ Sat

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☐

☐ Sun

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⌚

☐

Appointment Instructions

Contact Name

Contact Name

Instructions

Enter Instructions

Phone

Phone

Email

Email

Scheduling Link

Scheduling Link

At least one contact is mandatory

Contacts

PRIMARY	TITLE	FIRST NAME	LAST NAME	EMAIL	PHONE	FAX	
<input checked="" type="checkbox"/>	Title	First Name	Last Name	Email Address	(___)____-____	(___)____-____	

LOCATION

- Location screen is provided to define the business location information in the system.
- All Mandatory fields are marked with (*).
- Location code is optional.
- Location short name is visible on transactions such as Purchase orders, Invoices, loads etc.
- Location function indicates the type of operations performed from that location. A Location enabled for 'Shipping' is visible under the "Ship From" drop-down of the purchase order.
- Work week schedule helps buyers to know the operational window of the location.
for planning their transportation loads from that location
- Appointment instructions help the buyer reach out to the person in charge at that location for clarification of any questions.
- Contact information of the location is an optional field.
- At least one Location needs to set as 'remit to Flag', as this Location will appear in the dropdown list of the remit to locations in billing screen and it will allow you to process an Invoice.

LOCATION

[Home](#) / [Setup](#) / [Business Group](#) / [Location](#) / [Create](#)

Client ID : 1336/BUYER

Add New Location

[CLEAR CONTENTS](#)

[SAVE](#)

[Back to all Locations](#)

Location Code

* Location Name

* Location Short Name

* Time Zone

* Location Function

☐ Head Quarters ☐ Receiving

☐ Shipping ☐ Payment

☐ Billing ☒ Remit To

Active



* Company Name

Company Regn

DUNS

Billing Location

Payment Location

Outside Storage (OSS) ☒

OSS Parent Location

* Address

Appointment Instructions

Contact Name

Phone

Scheduling Link

Work Week Days & Times

Wk Start

<input type="checkbox"/> Mon	HH:MM	-	HH:MM	<input checked="" type="radio"/>
<input type="checkbox"/> Tue	HH:MM	-	HH:MM	<input type="radio"/>
<input type="checkbox"/> Wed	HH:MM	-	HH:MM	<input type="radio"/>
<input type="checkbox"/> Thu	HH:MM	-	HH:MM	<input type="radio"/>
<input type="checkbox"/> Fri	HH:MM	-	HH:MM	<input type="radio"/>
<input type="checkbox"/> Sat	HH:MM	-	HH:MM	<input type="radio"/>
<input type="checkbox"/> Sun	HH:MM	-	HH:MM	<input type="radio"/>

Instructions

Email

Navigation: Setup -> Application Configuration

Application Configuration contains the system setups that facilitate, control and regulate the transactional processing of functionalities.

This section contains five sub sections, i.e.:

- I. Calendar** – Transactional / Reporting calendar that is followed by business.
- II. System Options** – These are system level parameters that are interlinked with overall processing like currency, decimal separator, group separator, time zone that client is in, language, date format for transactions and master data sequencing options.
- III. Document Management** – This section controls the client's transactional numbering sequencing preferences.
- IV. Terms** – Terms are relevant for vendors and carriers to configure and assign to their customers for billing purposes.

Navigation: Setup -> Application Configuration

[Home](#) / [Setup](#) / Application Configuration Client ID : 4102/VENDOR

[Calendar](#) [System Options](#) [Document Management](#) [Terms](#)

Calendar

Calendar Name

jabbar_acc_cal

Period Type

Gregorian Calendar

Start Date

01/01/2022

ADD PERIODS

PERIOD NUM	START DATE	END DATE	YEAR	QUARTER
1	01/01/2022	01/31/2022	2022	1
2	02/01/2022	02/28/2022	2022	1
3	03/01/2022	03/31/2022	2022	1
4	04/01/2022	04/30/2022	2022	2
5	05/01/2022	05/31/2022	2022	2
6	06/01/2022	06/30/2022	2022	2
7	07/01/2022	07/31/2022	2022	3

Rows per page 50

1 of 1 pages (12 items)

<<

<

1

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>>

+

 ADD CALENDAR

➤ Calendar configuration is an optional set up.

APPLICATION CONFIGURATION

Calendar:

Click on Add calendar in 'calendar' tab

Add New Calendar

* Calendar Name

Calendar Name

* Period Type

Choose Period Type

* Start Date

MM-DD-YYYY

CANCEL

ADD CALENDER

a. Provide the name for calendar

For ex: 'XYZ Transaction Calendar'

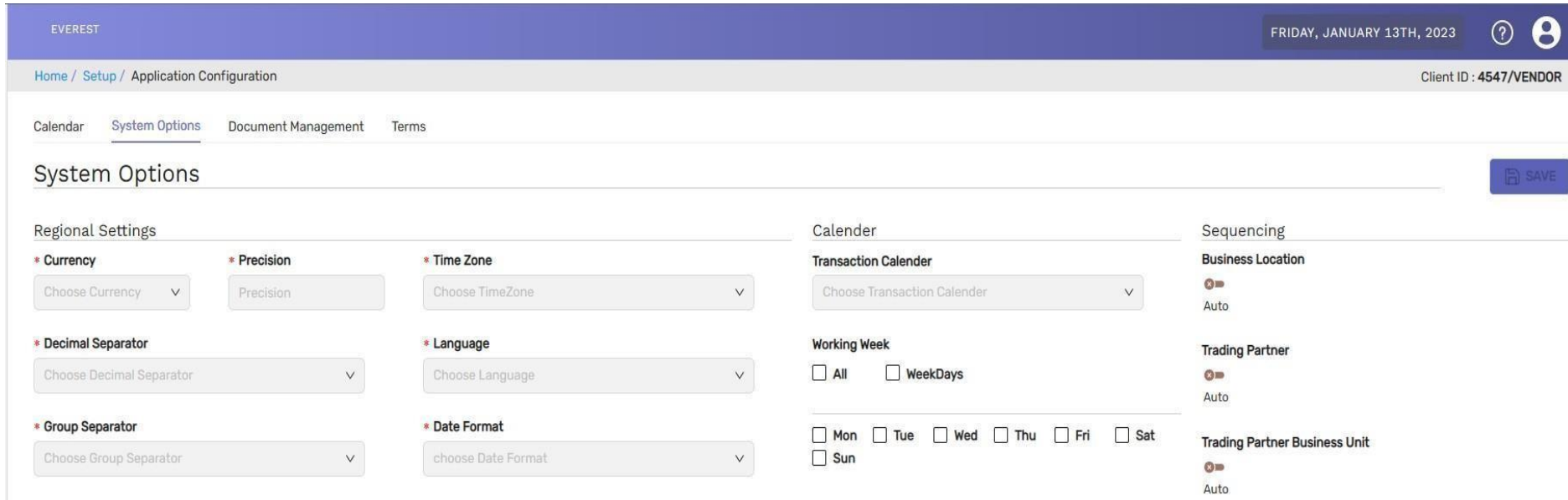
b. Choose period type. It has 2 default types 4-4-5 calendar and Gregorian (regular) calendar

c. Start date for the calendar

Then click on 'Add Calendar'

PERIOD NUM	START DATE	END DATE	YEAR	QUARTER
1	01/01/2023	01/31/2023	2023	1
2	02/01/2023	02/28/2023	2023	1
3	03/01/2023	03/31/2023	2023	1
4	04/01/2023	04/30/2023	2023	2
5	05/01/2023	05/31/2023	2023	2

System Options:



The screenshot shows the 'System Options' configuration page in the Everest application. The page has a blue header with 'EVEREST' on the left, the date 'FRIDAY, JANUARY 13TH, 2023', and user icons on the right. Below the header is a breadcrumb trail: 'Home / Setup / Application Configuration'. The main content area is titled 'System Options' and includes a 'SAVE' button. The configuration is organized into three columns: 'Regional Settings', 'Calendar', and 'Sequencing'. Under 'Regional Settings', there are fields for Currency, Precision, Time Zone, Decimal Separator, Language, and Date Format. Under 'Calendar', there are fields for Transaction Calendar and Working Week. Under 'Sequencing', there are fields for Business Location, Trading Partner, and Trading Partner Business Unit. Each field has a dropdown menu or a text input field.

EVEREST

FRIDAY, JANUARY 13TH, 2023

Home / Setup / Application Configuration

Client ID : 4547/VENDOR

Calendar System Options Document Management Terms

System Options

SAVE

Regional Settings

* Currency Choose Currency

* Precision Precision

* Time Zone Choose TimeZone

* Decimal Separator Choose Decimal Separator

* Language Choose Language

* Date Format choose Date Format

* Group Separator Choose Group Separator

Calendar

Transaction Calendar Choose Transaction Calendar

Working Week

☐ All ☐ WeekDays

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Sequencing

Business Location Auto

Trading Partner Auto

Trading Partner Business Unit Auto

- System options are the controls being defined for the system with that client
- Currency, Currency precision whether 2 or 4 decimals, decimal separator, Language, Amount group separator, date format to represent the date on transactions and time zone are some of the basic application-level configurations that can be completed here.

APPLICATION CONFIGURATION



System Options:

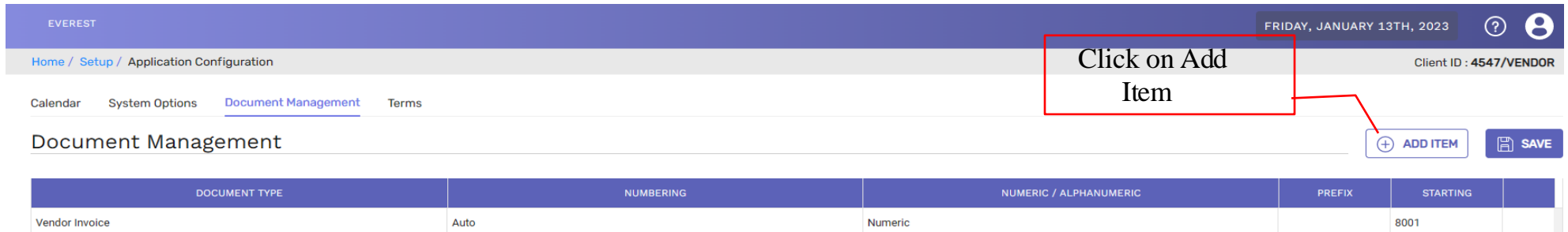
- Calendar dropdown is provided with list of values only when a calendar is defined in previous step
- Working week is an optional set up and indicative only
- **Sequencing:** Sequencing configuration is for generating numbering sequences on locations, trading partners and partner business units. If a client sets this toggle to automatic, the system will generate the number and assign it to the new trading partner or partner site, or location defined. If this is set to be 'Manual' then every record defined by the user should be provided with a unique number.

Click on SAVE once the updates are done.

APPLICATION CONFIGURATION

Document Management:

Click on document management tab to navigate and configure the transactional level number sequencing for the client.



The screenshot shows the Everest Application Configuration interface. The top navigation bar includes the Everest logo, the date "FRIDAY, JANUARY 13TH, 2023", and user icons. The breadcrumb trail is "Home / Setup / Application Configuration". The main navigation tabs are "Calendar", "System Options", "Document Management" (which is selected), and "Terms". The "Document Management" section title is displayed. On the right, there is a "Client ID : 4547/VENDOR" label. Below the title, there are two buttons: "+ ADD ITEM" and "SAVE". A red box highlights the "+ ADD ITEM" button with the text "Click on Add Item". Below the buttons is a table with the following columns: DOCUMENT TYPE, NUMBERING, NUMERIC / ALPHANUMERIC, PREFIX, and STARTING. The table contains one row for "Vendor Invoice" with the following values: "Auto", "Numeric", and "8001".

DOCUMENT TYPE	NUMBERING	NUMERIC / ALPHANUMERIC	PREFIX	STARTING
Vendor Invoice	Auto	Numeric		8001

- The document management section contains the transaction numbering preferences of the client for each of the transaction type applicable as per the client's business type i.e. customer/vendor/carrier.
- If Client is a Vendor, then they would only see Document type as **"Vendor Invoice"**.

APPLICATION CONFIGURATION

- **Numbering:** Vendor needs to select either Auto or Manual where auto means, System will generate the Invoice number (Incremental way) while creating the Invoice & Manual means vendor needs to input the Invoice number while creating them each time.
- **Numeric/Alphanumeric:** If vendor selects the numbering as 'Auto' then, vendor needs to specify whether Invoice number should be only Number or Alphanumeric values as well.

Note: It can be left blank, if vendor selects Numbering as "Manual".

Prefix: If Vendor wants to start the Invoice number with a particular format, they need to mention it or else it can be left as blank. EX: Invoice_; INV- ; etc.

Note: It can be left blank, if vendor selects Numbering as "Manual" Click on **SAVE** once numbering sequence is defined.

Terms:

Click on terms tab to navigate and configure the payment term information which eventually can assign to the trading partner records for billing due date calculation purposes.

The Terms section contains 2 parts, i.e.

- Term Definition – contains the name and description of the term
- Term lines definition – Select the term definition to see the details of the term lines

➤ Adding New Terms.

Adding New Terms







- Click on “**Add Items**”

APPLICATION CONFIGURATION

Terms

Terms

 ADD ITEMS

TERM	DESCRIPTION	ACTIVE
N30	Net 30 Days	 
Net45	Net45	 
2%10N21	2%10N21	 

- Term Definition Opens up: – Enter Term name & Terms description and click on “Save”.


APPLICATION CONFIGURATION

Add Term

* Term	* Description	Status
1.5% 7 Days Net 15	1.5% 7 Days Net 15	<input checked="" type="checkbox"/>

Terms Lines

ADD TERM

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
<div><p>No Data</p></div>			

Cancel

SAVE

- Click on “**ADD TERM**” to add Term line definition.

APPLICATION CONFIGURATION

Add Term

*** Term**

1.5% 7 Days Net 15

*** Description**

1.5% 7 Days Net 15

Status

☒

Terms Lines

ADD TERM

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
1.5	15	7	1 to 31

Cancel

SAVE

- Terms Lines: Can't be Blank, as Term Lines are the detail that captures the Discount, Net Due days & Discount Days for Billing

DISC% Conditions:

- Discount % should not be blank
- It only accepts numeric or integer values
- Percentage symbol is not required

Ex1: For the terms: 1.5% 7 Days Net 15, the Disc% should be: 1.5 & not 1.5%

Ex: 2: For the terms: Net 15, the Disc% should be: 0 & not Blank Value (It means there is no Discount) Note: If there is NO Discount%, then always keep DISC% value as "0" & do not leave it Blank.

NET DUE DAYS Conditions:

- NET DUE DAYS should not be blank.
- It only accepts numeric value & it Mentions the Number of days in which vendor is expecting the payment without discount

Ex1: For the terms: 1.5% 7 Days Net 15, the NET DUE DAYS will be: 15 & not N15 or Net15 (Only Number values should be entered)

Ex: 2: For the terms: Net 15, the NET DUE DAYS will be: 15 & not N15 or Net15

Note: Always enter NET DUE DAYS only in Number and no words or any other characters

DISC DAYS CONDITIONS

- a. It can be Blank if there is no Discount
- b. It only accepts numeric value & it Mentions the Number of days in which vendor is expecting the payment with discount

Ex1: For the terms: 1.5% 7 Days Net 15, the DISC DAYS will be: 7 & not DISC7 (Only Number values should be entered)

Ex: 2: For the terms: Net 15, the DISC DAYS can be left Once the Term Lines are Added, then Click on "Save".

APPLICATION CONFIGURATION

Add Term

* Term

1.5% 7 Days Net 15

* Description

1.5% 7 Days Net 15

Status



Terms Lines

ADD TERM

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
1.5	15	7	1 to 31

Cancel

SAVE

Click on “Save” again at Header section (Refer image below) & “Record Processed Successfully” message will be displayed.

APPLICATION CONFIGURATION



PETAL

WEDNESDAY, MAY 3RD, 2023

?

8

Home / Setup / Application Configuration

Client ID : 4102/VENDOR

CalendarSystem OptionsDocument ManagementTerms

Terms

+

ADD ITEMS

TERM	DESCRIPTION	ACTIVE
1.5% 7 Days Net 15	1.5% 7 Days Net 15	
N30	Net 30 Days	
Net45	Net45	
2%10N21	2%10N21	

Terms Lines

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
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APPLICATION CONFIGURATION



Inactivate Terms Definition:

Select the Terms which needs to “Inactivated”.

Terms

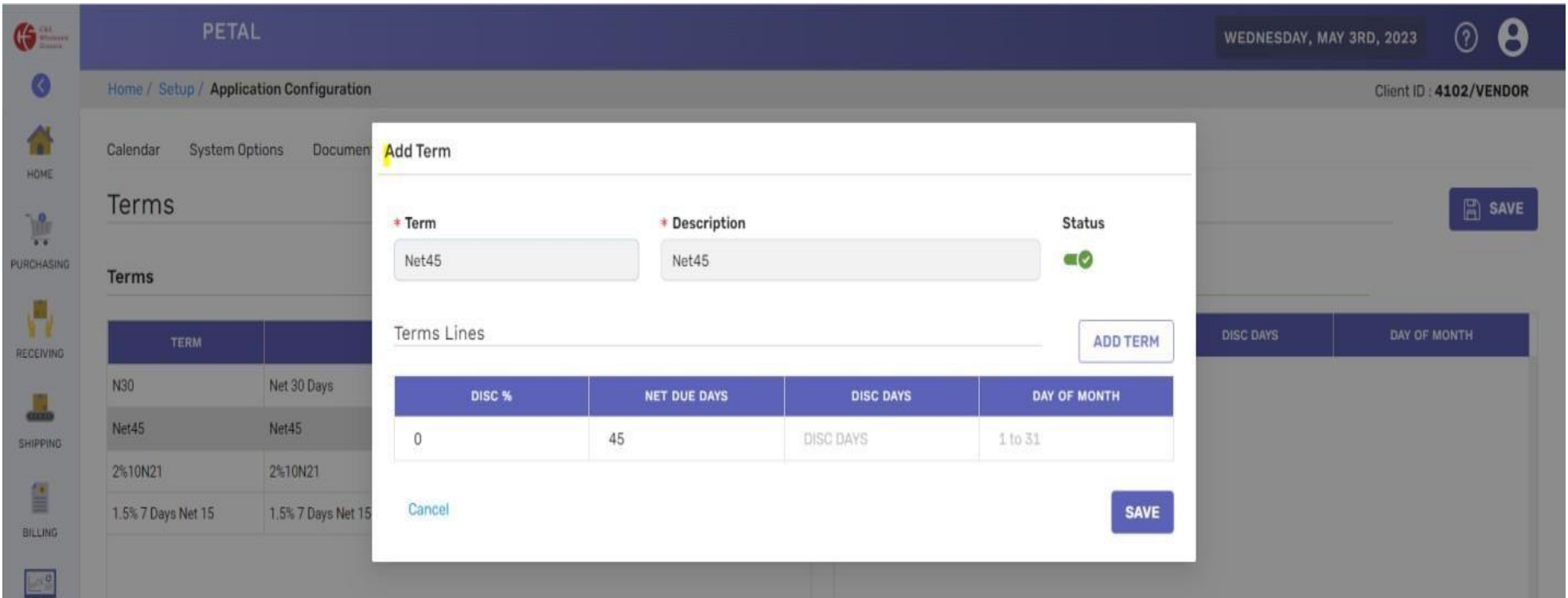
Terms

+ ADD ITEMS

TERM	DESCRIPTION	ACTIVE
N30	Net 30 Days	<input checked="" type="checkbox"/>
Net45	Net45	<input checked="" type="checkbox"/>
2%10N21	2%10N21	<input checked="" type="checkbox"/>
1.5% 7 Days Net 15	1.5% 7 Days Net 15	<input checked="" type="checkbox"/>

APPLICATION CONFIGURATION

Double click on the Selected Terms & New pop-up window Opens up.



The screenshot displays the PETAL application configuration interface. The main window shows the 'Terms' section with a table of existing terms. A pop-up window titled 'Add Term' is open, allowing for the creation of a new term. The pop-up includes input fields for 'Term' and 'Description', a 'Status' toggle, and a 'Terms Lines' table for defining discount and due date details. The background interface includes a sidebar with navigation icons for Home, Purchasing, Receiving, Shipping, and Billing, and a top header with the date and user information.

Terms

TERM	
N30	Net 30 Days
Net45	Net45
2%10N21	2%10N21
1.5% 7 Days Net 15	1.5% 7 Days Net 15

Add Term

* Term: Net45 * Description: Net45 Status: ☒

Terms Lines

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
0	45	DISC DAYS	1 to 31

Buttons: Cancel, ADD TERM, SAVE

APPLICATION CONFIGURATION

Update the Status (by inactivating the toggle) & it should change from Green to Red &
Click on “Save”

Add Term

* Term

Net45

* Description

Net45

Status



Terms Lines

ADD TERM

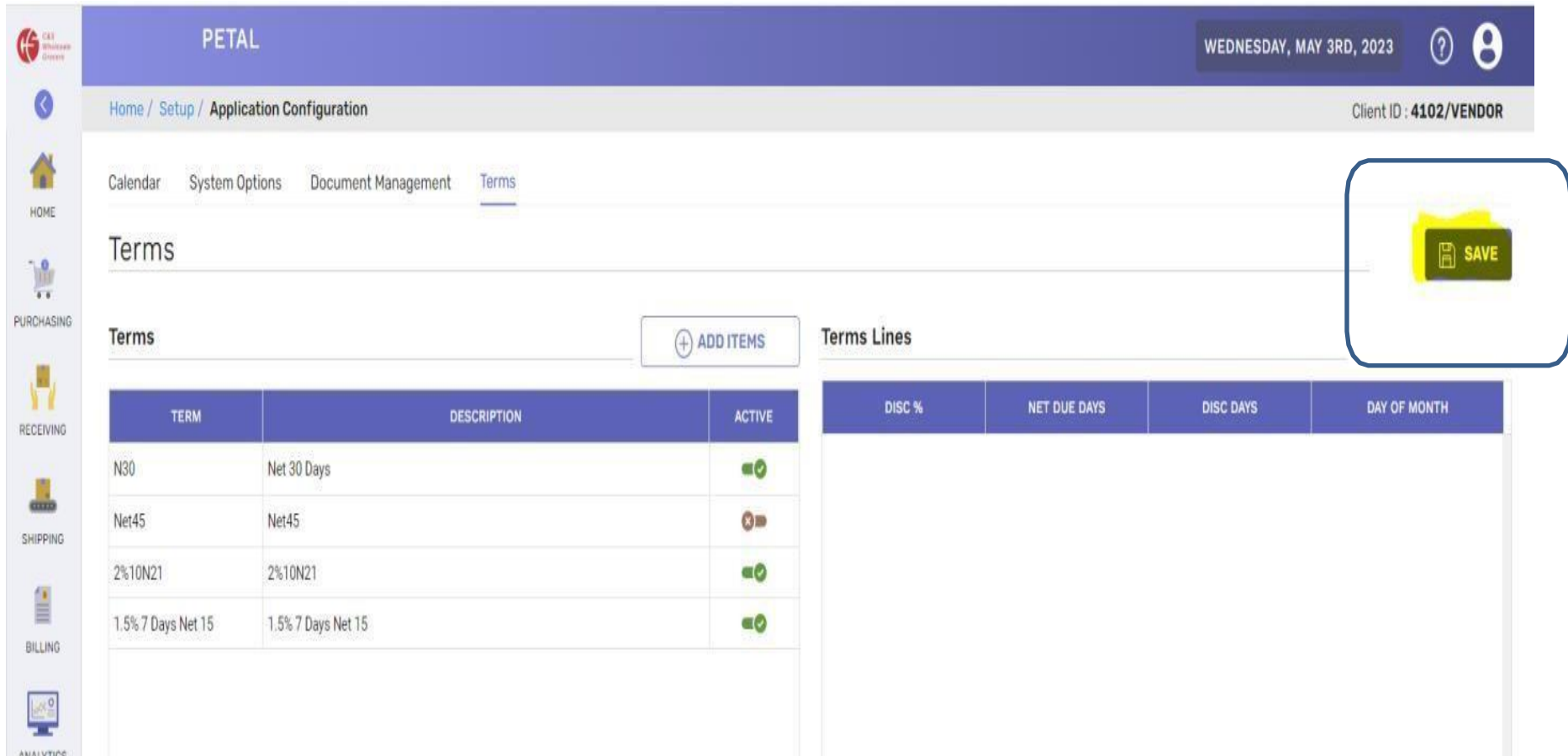
DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
0	45	DISC DAYS	1 to 31

Cancel

SAVE

APPLICATION CONFIGURATION

Click on “Save” again at the Header section.



The screenshot displays the PETAL application configuration interface. The top header bar is purple and contains the text "PETAL" on the left, the date "WEDNESDAY, MAY 3RD, 2023" in the center, and a user profile icon on the right. Below the header, a breadcrumb trail reads "Home / Setup / Application Configuration". The main content area is divided into two sections: "Terms" and "Terms Lines". The "Terms" section features a table with columns "TERM", "DESCRIPTION", and "ACTIVE". It lists four terms: "N30" (Net 30 Days, Active), "Net45" (Net45, Inactive), "2%10N21" (2%10N21, Active), and "1.5% 7 Days Net 15" (1.5% 7 Days Net 15, Active). An "ADD ITEMS" button is located above the table. The "Terms Lines" section is currently empty. A yellow box highlights a "SAVE" button in the top right corner of the interface.

Calendar System Options Document Management **Terms**

Terms

Terms + ADD ITEMS

TERM	DESCRIPTION	ACTIVE
N30	Net 30 Days	<input checked="" type="checkbox"/>
Net45	Net45	<input type="checkbox"/>
2%10N21	2%10N21	<input checked="" type="checkbox"/>
1.5% 7 Days Net 15	1.5% 7 Days Net 15	<input checked="" type="checkbox"/>

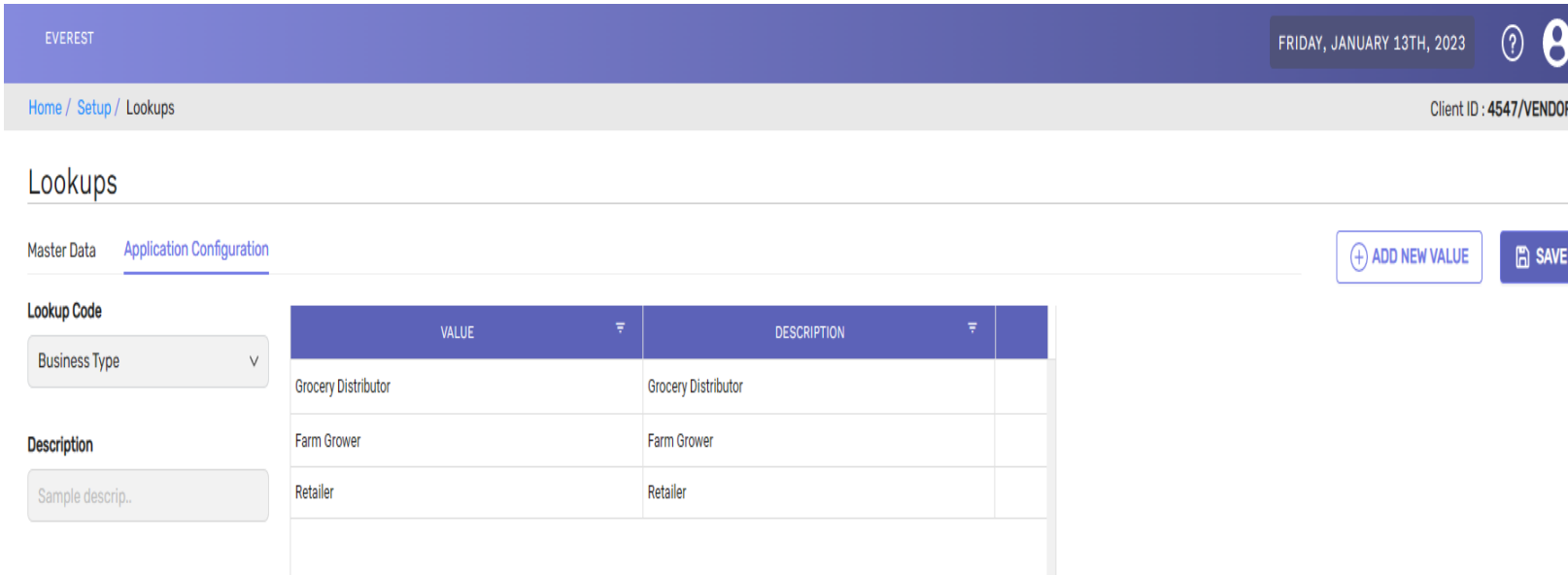
Terms Lines

DISC %	NET DUE DAYS	DISC DAYS	DAY OF MONTH
--------	--------------	-----------	--------------

SAVE

Navigation: Setup -> Lookups

Lookups, as the name suggests, are the values that are common at multiple places.



The screenshot shows the 'Lookups' page in a web application. At the top, there's a header bar with 'EVEREST' on the left, the date 'FRIDAY, JANUARY 13TH, 2023' in the center, and a user profile icon on the right. Below the header, a breadcrumb trail reads 'Home / Setup / Lookups'. On the right side of this bar, it says 'Client ID : 4547/VENDOR'. The main section is titled 'Lookups'. Below this title, there are two tabs: 'Master Data' and 'Application Configuration', with the latter being selected. To the right of the tabs are two buttons: '+ ADD NEW VALUE' and 'SAVE'. On the left side of the main section, there are two dropdown menus: 'Lookup Code' with 'Business Type' selected, and 'Description' with 'Sample descrip..' selected. The main area contains a table with three columns: 'VALUE', 'DESCRIPTION', and an empty column. The table has three rows of data: 'Grocery Distributor', 'Farm Grower', and 'Retailer'.

VALUE	DESCRIPTION	
Grocery Distributor	Grocery Distributor	
Farm Grower	Farm Grower	
Retailer	Retailer	

- Look ups that are allowed to add with additional values by clients are accessible and allowed to add values by clicking on 'Add New Value' button.
- All the available lookup codes are grouped as Master data lookups and Application configuration lookups. Relevant codes can be seen from the drop down in each of the tabs.

Navigation: Setup -> User Preferences-> Notifications

- The current PETAL functionality does not provide an option for the users to set their own email / workflow (Home screen notification window) notification preferences for various transactional events sourced by the system.
- Customer (Buyer) Admin user only can configure and control which notification should be sent for whom.
- A new solution is going into production, which allows users to set their own email / workflow preferences.
- By default, all the users preferences are set based on the admin (Buyer side) enabled notifications. Any user who wants to overwrite the default preferences can now be able to do by navigating through the below path.

NOTIFICATIONS



PETAL

Home / Setup / User Preferences

Notifications

SAVE

NOTIFICATION EVENTS	FUNCTIONS	NOTIFICATION TYPE	
Arrival Date Change on PO by vendor Accepted by Buyer	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
Arrival Date Change on PO by vendor Rejected by Buyer	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
Arrival Date Change request on PO by vendor	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
Charge Amount updated by Buyer	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
Charge Amount updated by Vendor	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
Item substitute update on PO	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
Item TI-HI change by on PO	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
New Charge Added by Buyer	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
New Charge Added by Vendor	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
New Line Added on PO	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
New PO created	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
Pickup Location Change By Buyer on PO	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input checked="" type="checkbox"/> Email
Pickup Location Change By Vendor	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
PO Cancellation	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
PO Notes update	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
PO Removed from Load	Purchase Order	<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email
PO Status change to 'SHIPPED'	Purchase Order	<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
		<input checked="" type="checkbox"/> Workflow	<input type="checkbox"/> Email

NOTIFICATIONS

- Users will see all the notification events PETAL provides but they will have an option to enable / disable specific events those were configured by Admin (buyer side).
- For ex: If admin (Buyer) enables email for New PO created to only 'order processor' role on vendor side, then users with order processor role can only be to set their preference on that notification type. Other roles such as 'Shipping Admin' or 'Billing Admin' will have that notification as grayed out.
- Any notification event admin (buyer side) did not enable are not available to be enabled by vendor side users.
- When admin (Buyer side) disables an event for a specific vendor role from buyer admin screen, it will disable the event for all vendor users assigned with that role.

Note: Any event in grayed out mode needs to be checked back with buyer and get it enabled based on the business need.

- Users can enable active notification email and/or workflow check box, so that they start receiving emails and/or view home screen notification. They stop receiving emails/access home screen notifications when the check box is unchecked.

NOTIFICATIONS

- What are different Notification Types:

NOTIFICATION TYPE	
<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
<input type="checkbox"/> Workflow	<input type="checkbox"/> Email
<input checked="" type="checkbox"/> Workflow	<input checked="" type="checkbox"/> Email

- **Workflow:** Once User logs into Petal system, on Home Page, Under Task list, where Users will view FYI and To Do Notifications.
- **Email:** Users will receive email notification for business transactions such as PO create, price modification, quantity change etc.

NOTIFICATIONS

- Finally, after making the needed changes on the Notification event, Select **Save**
- Your notification preferences will be updated, and the changes will apply to all future Transactions & only applicable for the user account you logged in.

PETAL

Home / Setup / User Preferences

Notifications

Notifications

SAVE

NOTIFICATION EVENTS	FUNCTIONS	NOTIFICATION TYPE
NEW LINE ADDED ON PO	Purchase Order	<input checked="" type="checkbox"/> Workflow <input checked="" type="checkbox"/> Email
New PO created	Purchase Order	<input checked="" type="checkbox"/> Workflow <input type="checkbox"/> Email

THANK YOU