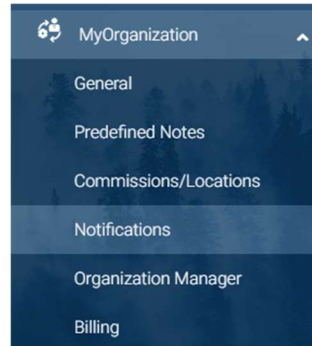# Notifications

The Notification section allows you to suppress certain information and email notifications that would be sent out with the orders. The Notification tab can be found under My Organization.

Below are the following notifications and their application.

1. Suppress Customer sale order confirmation email- This is sent to the customer once their order is submitted. If checked then its suppressed.

2. Suppress Sales rep sale order confirmation email- This is sent when the reps customer's order is submitted or created. If checked then its suppressed.

3. Suppress Customer email information- on the sale orders copies going to vendors. If checked then its suppressed.

4. Suppress Vendor Info – on sales order copies going to customers. This is sent when the order is submitted. If checked then its suppressed.

☐ Suppress "Commission Payments" tab on Sale Order

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5. <u>Suppress "Commission Payments" tab on the sale order</u>- This is located in the sales order. If checked then its suppressed.


☐ Suppress Duplicate Item Alert on Sale Order

6. <u>Suppress Duplicate Item Alert on Sale Order</u>- This alerts reps or the order writer they are about to add a duplicate item. If checked then its suppressed.

☐ Market Orders Auto-Submit

7. <u>Market Orders Auto-Submit</u>- If this is checked then any order made in OneMart, or Shopsy will automatically be submitted to the vendor.

☐ Confirm Submitted Order upon "Email Open"
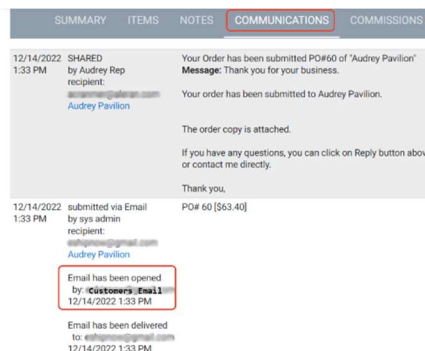
8. <u>Confirm Submitted Order upon "Email Open"</u>- When checked you will see a confirmation in the communication tab of the sale order. This means the recipient has opened the email and therefore received it. The image above shows a sales order communication tab with the notification the recipient has opened the email.

☐ Split Order by Availability Date

9. Split Order by Availability Date – When this is checked you are able to split ordered items by the date it will be back in stock. When you split the order, you can use the same PO or a different PO for the split orders. Once split, one of the orders will be ready to submit and contain all the items that are in stock, and the second PO will be ready to submit based on availability date.