

Log into AggieBuy and you will come to the HOME screen which will look like this:

Apps SSO : Logon Citizens State Bank Visual Compliance City of CS : Athletic... bConnect : Login CA Database Division of Finance... CA website Nations Baseball | T... Twelve Baseball CANOPY System »... 1295 FORM TEC - H... Pandora Internet Ra...

TEXAS A&M UNIVERSITY

Shop Shopping Shopping Home

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Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

▼ Showcased Suppliers (Suppliers recently added to the MarketPlace)

WorkQuest

▼ Office Supplies / Furniture / Books

TEJAS Staples HUB Partner Office Depot

▼ Computers / Technology

Summus Industries Dell HUB Partner Avira HUB - Download Equipment Connection Computers & Electronics

CDW HUB Partner newegg Computers & Electronics

▼ Scientific & Medical

VWR INTERNATIONAL SUMMUS/VWR

▼ MRO / Facilities

BURGOON GRAINGER Grainger HUB Partner

1. Click on your person in the top right corner and you will get the pop out box below.

2. Click on View My Profile and you will get the screen below

Lindy Beasley

View My Profile

Dashboards

Manage Searches

Manage Search Exports

Set My Home Page

You do not have any recent orders

Logout Help

Once View My Profile is chosen you will get this screen:

The screenshot shows the Texas A&M University user profile interface. The header includes the university logo and name, and a 'Requisition Num' field. A banner at the top states: 'JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.'

The main content area is divided into two sections. The left section, titled 'Lindy Beasley', contains a 'User Name' field with the value '806000196' and a list of settings: 'User Profile and Preferences', 'User's Name, Phone Number, Email, etc.' (highlighted), 'Language, Time Zone and Display Settings', 'App Activation Codes', 'Early Access Participation', 'Guided Tour Instructions', 'Update Security Settings', 'Default User Settings', 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', and 'Notification Preferences'. A red arrow points from the 'Notification Preferences' link to a callout box that says 'Click NOTIFICATION PREFERENCES.'

The right section, titled 'User's Name, Phone Number, Email, etc.', contains a form with the following fields: 'First Name' (Lindy), 'Last Name' (Beasley), 'Phone Number' (+1 979-845-0099), 'Mobile Phone Number' (empty), 'E-mail Address' (empty), 'Business Unit' (02-Texas A&M University (02)), 'Ordering Department' (02-CCOM (02-CCOM)), 'Authentication Method' (LoginXML), and 'User Name' (806000196). A red arrow points from the 'Notification Preferences' link to a callout box that says 'Click FORM REQUESTS.'

At the bottom, a 'Notification Preferences' dropdown menu is open, showing a list of options: 'Administration & Integration', 'Shopping, Carts & Requisitions', 'Change Requests', 'Purchase Orders', 'Catalog Management', 'Accounts Payable', 'Receipts', 'Contracts', 'Sourcing Director', 'Supplier Management', and 'Form Requests'. A red arrow points from the 'Form Requests' option to the 'Click FORM REQUESTS' callout box. A 'Save Changes' button is located at the bottom right of the page.

Once you click FORM REQUESTS you will see the following screen:

TEXAS A&M UNIVERSITY

My Profile > Notification Preferences > Form Requests

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Lindy Beasley
User Name 806000196

User Profile and Preferences >
Update Security Settings >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
Administration & Integration
Shopping, Carts & Requisitions
Change Requests
Purchase Orders
Catalog Management
Accounts Payable
Receipts
Contracts
Sourcing Director
Supplier Management
Form Requests
User History >
Administrative Tasks >

Notification Preferences: Form Requests ?

Form Request Review Workflow Edit Section

Form Request Pending Approval in Workflow ?	Notification
Form Request Workflow Notification Available ?	Notification
Form Request Workflow Error ?	Notification
Form Request Potential Duplicate Supplier ?	Notification
Form Request Approved in Workflow ?	Notification
Form Request Rejected in Workflow ?	Notification
Form Request Completed in Workflow ?	Notification
Form Request Pending Ad-Hoc Workflow Approval ?	None
Form Request Contract is Executed ?	None

When you click EDIT SECTION the screen will open up like below.

The "question mark" found by each of the selections will give an explanation of that notification. To change the notification type you will need to click on the "Override" button.

My Profile > Notification Preferences > Form Requests

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Lindy Beasley
User Name 806000196

User Profile and Preferences >
Update Security Settings >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
Administration & Integration
Shopping, Carts & Requisitions
Change Requests
Purchase Orders
Catalog Management
Accounts Payable
Receipts
Contracts
Sourcing Director
Supplier Management
Form Requests
User History >
Administrative Tasks >

Notification Preferences: Form Requests

Form Request Review Workflow

Form Request Pending Approval in Workflow ?	<input type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Workflow Notification Available ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Workflow Error ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Potential Duplicate Supplier ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Approved in Workflow ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Rejected in Workflow ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Completed in Workflow ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Pending Ad-Hoc Workflow Approval ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Form Request Contract is Executed ?	<input checked="" type="radio"/> Default <input type="radio"/> Override	None

Save Changes Cancel

Once you click Override your screen will look like this:

TEXAS A&M UNIVERSITY

Requisition Number Search (Alt+Q) 0.00 USD Logout

My Profile Notification Preferences Form Requests

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Lindy Beasley
User Name 806000196

User Profile and Preferences >
Update Security Settings >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
Administration & Integration
Shopping, Carts & Requisitions
Change Requests
Purchase Orders
Catalog Management
Accounts Payable
Receipts
Contracts
Sourcing Director
Supplier Management
Form Requests
User History >
Administrative Tasks >

Notification Preferences: Form Requests

Form Request Review Workflow

Form Request Pending Approval in Workflow	<input type="radio"/> Default <input checked="" type="radio"/> Override	Notification
Form Request Workflow Notification Available	<input type="radio"/> Default <input checked="" type="radio"/> Override	Notification
Form Request Workflow Error	<input checked="" type="radio"/> Default <input type="radio"/> Override	None Email Notification Email & Notification
Form Request Potential Duplicate Supplier	<input checked="" type="radio"/> Default <input type="radio"/> Override	
Form Request Approved in Workflow	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Rejected in Workflow	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Completed in Workflow	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Form Request Pending Ad-Hoc Workflow Approval	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Form Request Contract is Executed	<input checked="" type="radio"/> Default <input type="radio"/> Override	None

Save Changes Cancel

If you select to receive NOTIFICATIONS this is where your notifications will appear (the little bell will show a number which references the number of notifications you have).

This is where you will select if you want an "Email" or "Notification" or both an "Email & Notification" when the provided action happens with a Contract Form Request.

If you select Email you will get an Email from AggieBuy in your Email Inbox when that particular Form Request action happens.

If you select Notification then you will ONLY receive a Notification in AggieBuy when that particular action happens.

If you select both then you receive both.

After you make your choices **BE SURE TO click the blue button that says SAVE CHANGES.** Otherwise your choices will not stick.

Next, to set your notification preferences for Contracts you will click on **CONTRACTS** and will see the screen below.

Lindy Beasley

User Name 806000196

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences ▾
 - Administration & Integration
 - Shopping, Carts & Requisitions
 - Change Requests
 - Purchase Orders
 - Catalog Management
 - Accounts Payable
 - Receipts
 - Contracts**
 - Sourcing Director
 - Supplier Management
 - Form Requests
- User History >
- Administrative Tasks >

Notification Preferences: Contracts



▼ Contracts

[Edit Section](#)

Contract Budget/Tier Notification ?	Notification
Contract Start Date - Advance Notice ?	Email & Notification
Contract Start Date Passed ?	Notification
Contract End Date - Advance Notices ?	Email & Notification
Contract End Date Passed ?	Email & Notification
Contract Renewal Date - Advance Notices ?	Email & Notification
Contract Renewal Date Passed ?	Notification
Contract Review Date Passed ?	Notification
Contract Internal Review Notification ?	Email & Notification
Contract Manager Internal Review Notification ?	Notification
Contract Facilitation Notification ?	Email & Notification
New Contract Request Discussion Thread ?	Email & Notification
New Contract Request Discussion Reply ?	Email & Notification
External Reviewer Email Failure ?	Email & Notification
Contract Originated From Salesforce ?	None
Contract Renewal Auto-Created ?	Notification
Contract Renewal Auto-Executed ?	Notification
Contract Renewal Auto-Execute Failure ?	Notification
Zero Auto-Renewals Remain ?	Email & Notification
Contract Workflow Notification ?	Notification
New Contract Communication ?	Email & Notification

Again, this is where you will select if you want an "Email" or "Notification" or both an "Email & Notification" when the provided action happens with a Contract.

After you make your choices **BE SURE TO click the blue button that says SAVE CHANGES.** Otherwise your choices will not stick.

▼ Contract - Approval Workflow

[Edit Section](#)

Contract Returned Notice ?	Email & Notification
Contract Rejected Notice ?	Email & Notification
Rejected Contract Returned to Draft ?	Email & Notification
Contract Pending Workflow Approval ?	Email & Notification
Contract Pending Workflow Ad-Hoc Approval ?	Email & Notification
Contract Approval Workflow Error ?	Email & Notification
Contract Sent to eSignature Application ?	Notification
Contract Pending Upload of Signed Document ?	Email & Notification
Contract Declined Signature ?	Email & Notification
Contract Approval Workflow Completed ?	Email & Notification

▼ Contract Obligations

[Edit Section](#)

Contract Obligation Advance Notification ?	Email & Notification
Contract Obligation Due Date Notification ?	Email & Notification
Contract Obligation Past Due Notification ?	Email & Notification
Contract Obligation Complete Notification ?	Email & Notification

That should be all the notifications that you need to set. Let me know if questions!