Supplier Portal: Alerts for New Releases or Changes in Quantities

Global Notification Settings:

This is the per-user-login setting which directs notifications to be sent to your business email in addition to the Supplier Portal Inbox.

1. Click on Profile icon in the upper right-hand corner:



2. Click on your profile name to open your individual user settings:



3. Verify your email is correct then select "Notifications" in the top tab:

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Jon Doe jwycoff@lacksenterprises.com		
Contact Information Roles Contact Details Languages Address Change Password Preferences Document	t Request Notifications	
✓ Contact Information		^
User ID 803101-example	First Name Jon	
Active	Middle Name	
Email j.wycoff@lacksenterprises.com	Last Name Doe	
Business ID 803101	Job Title	
▼ Roles		
Functional User 💟		

- 4. In the Notifications sections, ensure:
 - a. the Receive Notifications box is set to "Yes"
 - b. the Category Settings for Activity and Alerts has Email set to "Yes"
 - c. the Event Settings has Email set to "All" for all four options
- 5. Click "Save" to ensure all changes are kept.

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Alerts	Yes Yes		
Reports	Yes No		
System	Yes No		
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Activity	Activity Feed Tagged	All All	
Alerts	Alert Message	All All	
Alerts	Field Tracking	All All	
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Configuring Alerts – New Releases

This Alert setup will send a notification (email) when a brand new release *number* has been created.

1. Along the top header selections, click on "Schedules", then click on "Schedule Releases":

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Profile <no stored="" view=""> More</no>	/ Schedule Orders								
	Schedule Releases Schedule Details Profile changes will take effect the next time you sign in to QAD.								
Jon Doe Jwycoff@lacksenterprises.com									
Contact Information Roles Contact Details Lan	guages Address Change Password Preferences Document Request Notifications 🔹 🔯								
✓ Contact Information									
User ID 803101-example	First Name Jon								
Active 🗹	Middle Name								
Email Laycoff@lacksenterprises.com									
Business ID 803101	Business ID 803101 Job Title								
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2. In the upper section of the right-hand icon strip, click on the Alerts icon (bell):

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Release Status = "Active" × Search												Ċ									
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3. Click on "+ New"

Schedule Releases ≥ Alerts		:	×
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- 4. To Create the Alert:
 - a. Name your alert,
 - b. Ensure "Send alerts about change to fields" is selected in the drop down mid-screen,
 - c. Check the check box under Field Changes next to Release Number/Release as shown,
 - d. Turn on consolidation if desired.
 If this feature is not checked, the system will send the alerts at the time of the event.
 If the box is checked, it will send all alerts generated in the specified time frame in one email. For example, once a day, every 5 hours, every 7 days (weekly), etc.
 - e. Click "Save" to keep all settings and activate this Alert

Schedule Releases > Alerts		×
Alerts + New		
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	Field © 2 Operator © 2 Value1 © 2 Value2 ©	
	Send alerts about changes to fields	
	✓ Field Changes	
	□ Se 1 Field Code 0 1 Field Label 0	
	releaseNumber Release	
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	itemid Item Number	
	orderNumber Order	
	releaseDate Release Date	
	releaseStatus Release Status	
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	✓ Notification Options	
	Consolidate Alerts 🔽 Every 🚺 Days 🕕 Hours 🚺 Minutes	
< < > > Ø	Save Close	

This is an example of a New Release Alert notification email that has been consolidated (once a day). Please note that consolidating the alerts will give you a hyperlink for each notification that, if clicked, will bring you to that Schedule Release directly in the Supplier Portal (after you login).

Schedule Releases:(15 Alerts)

qad-demand-and-delivery_no-reply@qad.com To Wycoff, June

Caution This email originated outside of Lacks Systems.

Schedule Releases:(15 Alerts)

Alert: New Release created

Alerts Summary

SS7183 8 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 7 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 5 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 4 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 3 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 2 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 2 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS7183 1 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS611 8 20230918-002 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:04 PMSS618 1 409182-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:14:05 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PMSS618 1 4091823-01 Aggregatecreated by VMI poller user. Sep 18, 2023 7:13:55 PM</tr

 ← Reply
 ≪ Reply All
 → Forward

 Mon 9/18/2023 3:24 PM

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Configuring Alerts – Change in Order Quantity

This Alert setup will send a notification (email) when the required quantity on a release has changed.

1. Along the top header selections, click on "Schedules", then click on "Schedule Details":

Powered by	Supplier 👻 Inventory 🗸	Orders	Schedules 🔻	Schedule Repl	enishment 🔻	ASNs 🔻	Receipts 🔻	Invoices 🔻						SOLAR	SYSTEMS	& Solutions, LLC, Lacksent 🗸	२ 🛥 १		
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<u>5/13 - CKM</u>	•	<u>SS2139</u>		1 /	Aggregate	1	1029	WIDGETABC		<u>1029</u>		BULK TRUCK		EA		39683.0	60	937	
5/13 - CKM	•	SS2139		1.7	Aggregate	1	1029	WIDGETABC		1029		BULK TRUCK		EA		39683.0	64	906	2
5/13 - CKM	•	SS2139		1.7	Aggregate	1	1029	WIDGETABC		1029		BULK TRUCK		EA		39683.0	68	874	Ŝ
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2. In the upper section of the right-hand icon strip, click on the Alerts icon (bell):

Supplier Inventory	Orders Schedules 🔻	Schedule Replenishment 👻 ASN	ls 🔻 Receipts 🔻	Invoices 🔻			SOLARSYSTEMS	& Solutions, LLC, Lacksent 🗸	Q 🖴 😯	1
Schedule Details Factory View	▼ PE Schedule Or	rders								
Release Status = "Active"	Schedule Re Schedule De	etails v S	earch							¢
Release +2 Release Status	Order +3 := Schedule Ex	cceptions Audit Trail edule Type \$	Ship-To 🗧	Item Number 🗧 🚦	Site 🔋	Reference 🚦	UM \$	Quantity Required 🚦	Cum Quantity 🛱	R
5/13 - CKM	<u>SS2139</u>	1 Aggregate	1029	WIDGETABC	<u>1029</u>	BULK TRUCK	EA	39683.0	6093	37
5/13 - CKM	SS2139	1 Aggregate	1029	WIDGETABC	1029	BULK TRUCK	EA	39683.0	6490)6 🔍
5/13 - CKM	SS2139	1 Aggregate	1029	WIDGETABC	1029	BULK TRUCK	EA	39683.0	6887	74 🔊
5/13 - CKM	SS2139	1 Aggregate	1029	WIDGETABC	1029	BULK TRUCK	EA	39683.0	7284	12 OP

3. Click on "+ New"

Schedule Details > Alerts		×
Alerts + New		
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- 4. To Create the Alert:
 - a. Name your alert,
 - b. Ensure "Send alerts about change to fields" is selected in the drop down mid-screen,
 - c. Check the check box under Field Changes next to quantity/Quantity Required as shown,
 - d. Turn on consolidation if desired.

If this feature is not checked, the system will send the alerts at the time of the event. If the box is checked, it will send all alerts generated in the specified time frame in one email. For example, once a day, every 5 hours, every 7 days (weekly), etc.

e.	Click "Save" to keep all settings and activate this Alert
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Schedule Details > Alerts				×					
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This is an example of a Change in Quantity notification email (no consolidation). There are no links in a single notification event. It does however show you directly the was/is quantity change:

Schedule Details SS7189 16 20230918-001 Aggregate Mar 25, 2024 4:00:00 AM : VMI poller user updated field Quantity Required									
qad-demand-and-delivery_no-reply@qad.com To Wycoff, June	← Reply	≪ Reply All	→ Forward Mon 9/18/2023 3	••• 3:14 PM					
Caution This email originated outside of Lacks Systems.									
Schedule Details SS7189 16 20230918-001 Aggregate Mar 25, 2024 4:00:00 AM : VMI poller user updated Quantity Required from 270.0 to 0.0									