

Web Tutorial: How to Change Account Profile Preferences

ORDERING / CHECKOUT PREFERENCES:

Default Catalog: MEDICAL Note: Catalogs being processed may not be selected.

Express Checkout:
 On
 Off

Default Payment Method: Bill On Account

Default Shipping Method: UPS Standard Delivery

Do not display recommendations.

Barcode Scanner: Set my Default ordering quantity equal to:
 Last Quantity Ordered (if never ordered, a quantity of 1 will be used)
 Quantity equal to 1

Note: The last unit of measure (UOM) ordered will be added when a scanned item is uploaded to your order. If the item was not ordered previously, the lowest UOM will be added to your order. If necessary, the UOM may be modified when the item is in the cart.

Important Information: Any quantity values scanned will override the default setting chosen above. Quantities can also be modified on the My Order Page if necessary.

SAVINGS REMINDERS:

Display missed savings opportunities on users current order.

E-MAIL PREFERENCES:

Special Offer Notifications:

E-mail Specials:
 Text only
 Text and Pictures (note: some e-mail programs do not accept this type of message)
 Mail Specials

Order E-mail Notifications:

Send me an e-mail when my order is received for processing.
 Send me an e-mail when all or part of my order is shipped.
 Send me a copy of the order confirmation e-mail for all orders others submitted but I approved for processing.
 Send me order confirmation emails for all locations I have access to.
 Send me an email when the specified percentage of the monthly budget is used.

Approval E-mails:

Send me an e-mail when an order is waiting for approval.
 Send me an e-mail when my order is waiting for approval. Send email after Day(s)

Reconciliations:

Receiving - Send me shipment confirmations for all shipping locations I have access to.
 Invoice Approvals - Notify me when a user has verified the receipt of a shipment for a shipping location I have access to.
 Invoice Approval Reminder - Send me a reminder email about invoices I have not approved for payment.

Send email after Day(s) from the date the shipment was verified.

Payments - Send me an email when an invoice has been approved for payment.

Inventory Management E-mails:

Quantity on Hand Reminder: Send me an e-mail when it's time to perform a cycle count for the Frequent Count Notification items in my inventory list.

Send me an email day(s) before my next scheduled order date.

Reminder to Order: Send me an e-mail to remind me of my next scheduled order(s).

SUBMIT

1

Click on Preferences

- A. Log-in
- B. Click My Account
- C. Expand (+) My Profile
- D. Click Preferences

2

Select your Preferences

- A. Select your Preferences on this page
- B. Click Submit