

BuyLU Contracts Notification Setting

Liberty University, Inc.

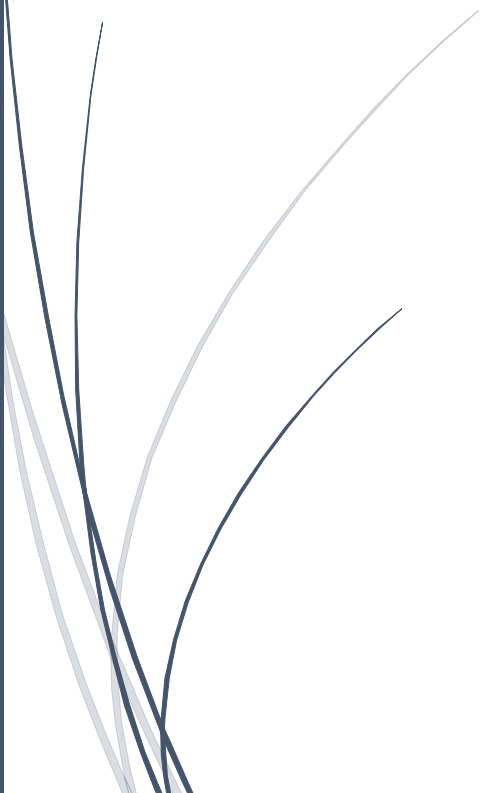
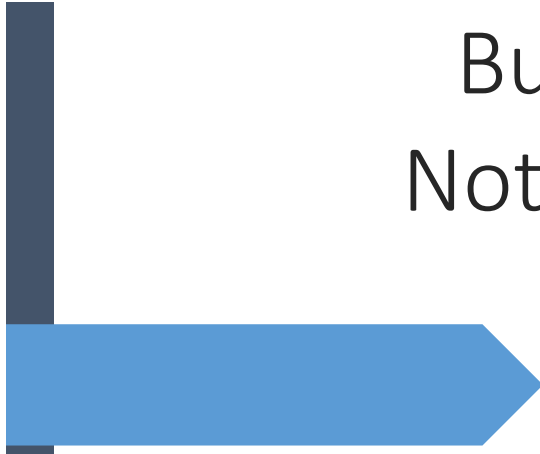


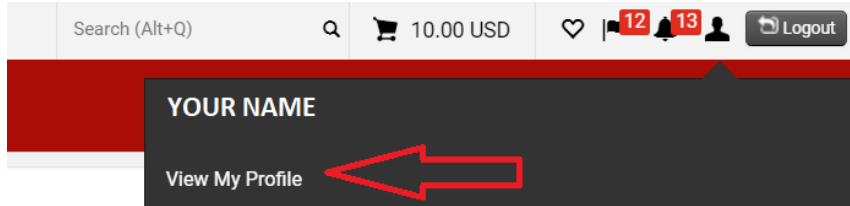
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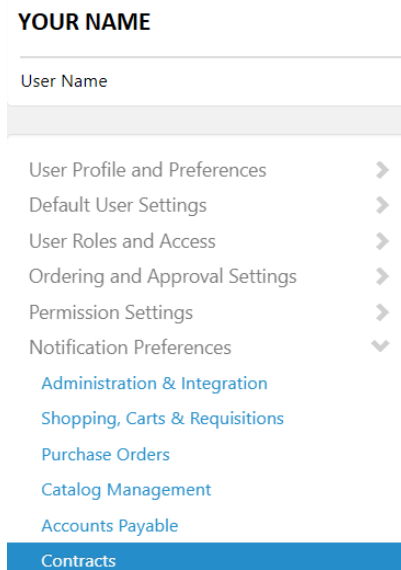
How to Change Your Notifications

You have the opportunity to set your notification preferences within your BuyLU profile.

1. In BuyLU, navigate to your profile by clicking on the person icon in the top right corner <View My Profile.

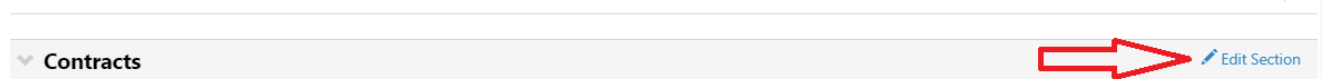


2. On the left click Notification Preferences < Contracts



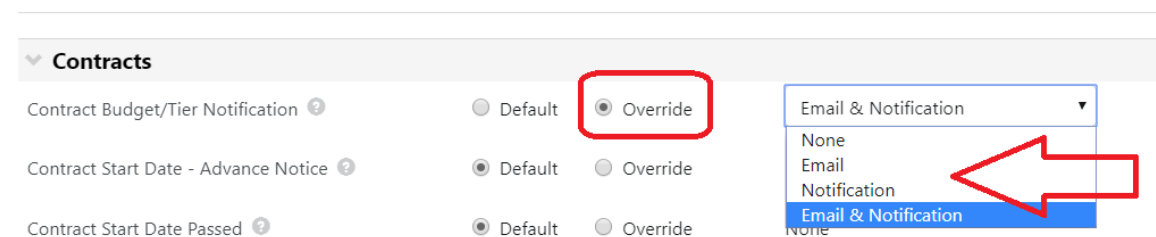
3. To edit selections, click Edit Selection in the right corner.

Notification Preferences: Contracts

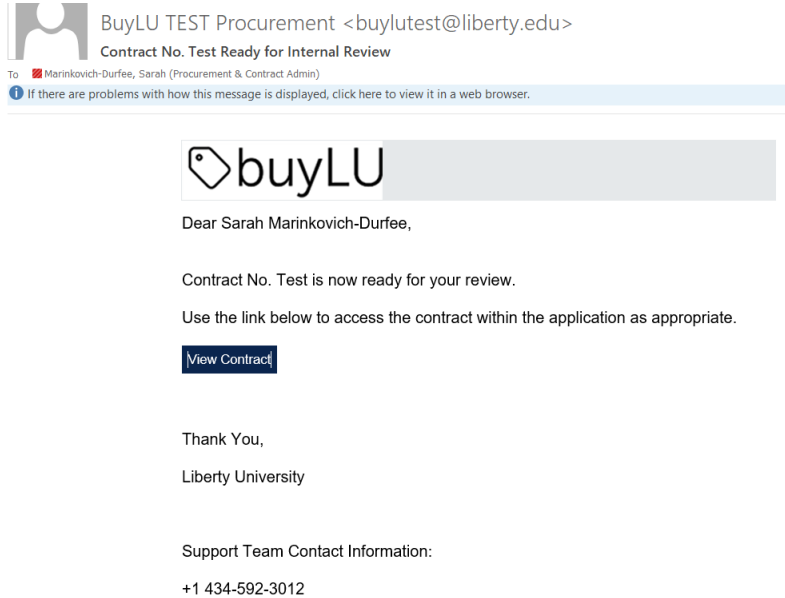


4. You have the option to override any of the notifications in the three sections: Contracts, Contract-Approval Workflow and Contract Obligations.

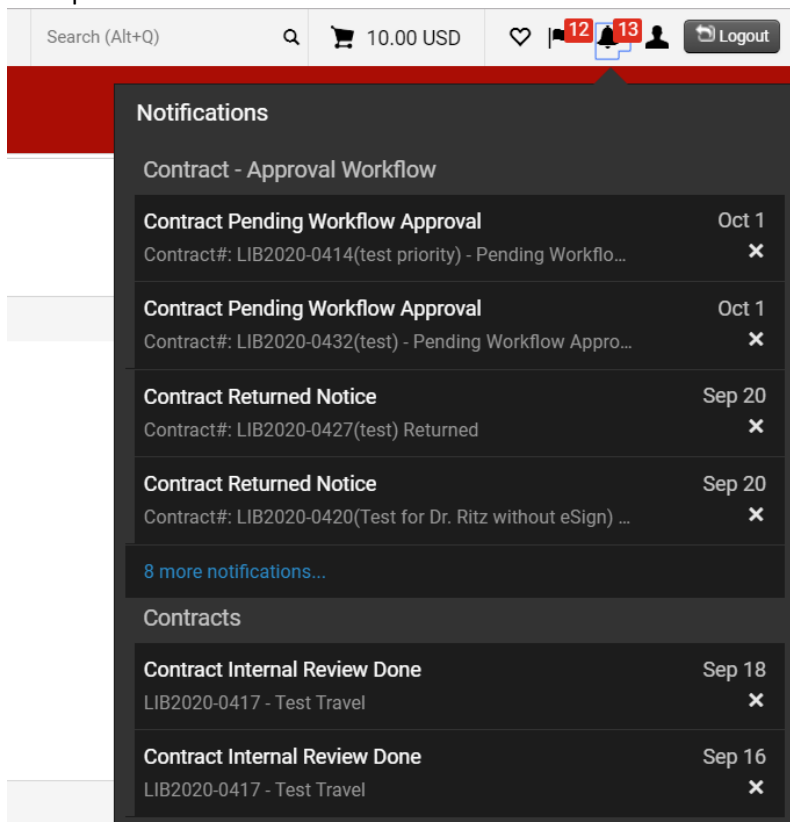
Notification Preferences: Contracts



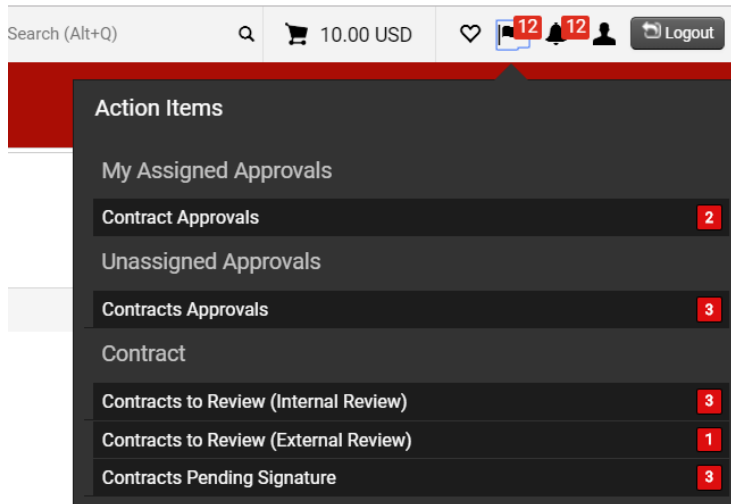
5. Example of an Email



6. Example of a Notification



7. Example of Action Item



Important Notifications

1. Contract End Date- Advance Notices

Select if you are a stakeholder on the contract record and wish to receive a notice before the contract expiration date.

2. Contract Renewal Date-Advance Notices

Select if you are a stakeholder on the contract record and wish to receive a notification before the contract renewal date.

3. Contract Internal Review Notification

This is an important notification setting even if you are not a stakeholder on a contract record. If Contract Administration needs to request more information regarding a contract or has a question, he or she will send an internal review round.

4. Contract Workflow Notification

This is an important notification setting even if you are not a stakeholder on a contract record. You will receive this notification if are named as an approver on a contract approval workflow step. If there are multiple approvers on a contract workflow step, each approver who has the notification enabled will receive contract approval notifications.

5. Contract Pending Workflow Ad-Hoc Approval

This is an important notification setting even if you are not a stakeholder on a contract record. You will receive this notification if are named as an Ad-Hoc approver on a contract approval workflow step.

6. Contract Obligation Advance Notification

Obligations are unique notifications created by the Contract Manager. Example: The Contract Manager will add an obligation to an individual contract record if the contract does not have an expiration date and the Contract Manager would like you to review the contract at a set date to

determine if the contract is still required. If you are added on an obligation as a stakeholder, you will receive this notification prior to the due date set by the Contract Manager.

7. Contract Obligation Due Date Notification

Obligations are unique notifications created by the Contract Manager. Example: The Contract Manager will add an obligation to an individual contract record if the contract does not have an expiration date and the Contract Manager would like you to review the contract at a set date to determine if the contract is still required. If you are added on an obligation as a stakeholder, you will receive this notification on the due date set by the Contract Manager.

8. Contract Obligation Past Due Notification

Obligations are unique notifications created by the Contract Manager. Example: The Contract Manager will add an obligation to an individual contract record if the contract does not have an expiration date and the Contract Manager would like you to review the contract at a set date to determine if the contract is still required. If you are added on an obligation as a stakeholder, you will receive this notification if the due date has past.

9. Contract Obligation Complete Notification

Obligations are unique notifications created by the Contract Manager. Example: The Contract Manager will add an obligation to an individual contract record if the contract does not have an expiration date and the Contract Manager would like you to review the contract at a set date to determine if the contract is still required. If you are added on an obligation as a stakeholder, you will receive this notification when the obligation is complete.