



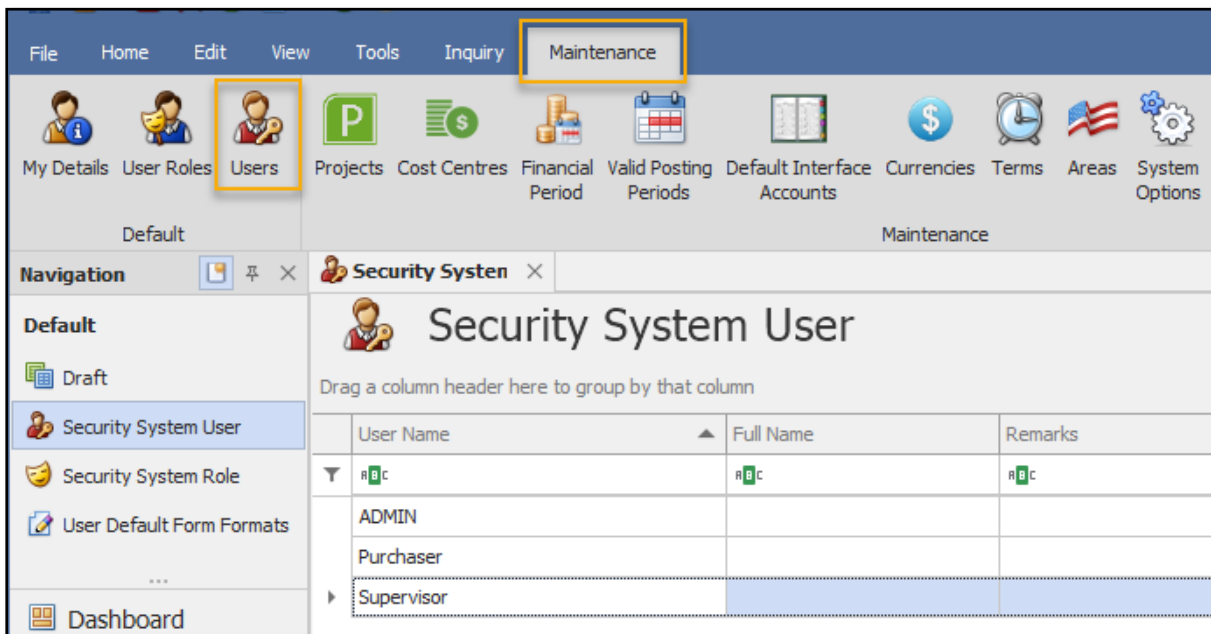
## HOW TO SET UP EMAIL NOTIFICATION FOR PURCHASE REQUISITION APPROVAL

Purchase Requisition Approval enables the management to approve or reject created purchase requisitions. It can also send an email to notify the Approver(s) of the purchase requisitions that require his/her approval. Likewise, it can send an email to notify the Requestor once approved or rejected.

The Purchase Requisition Approver must be set up first. If you have not done this yet, please visit our Knowledge Base via the link below (*copy and paste the link to your browser*) and search for the Article 'How to Set Up Purchase Requisition Approval.'

<https://support.qne.com.ph/support/solutions>

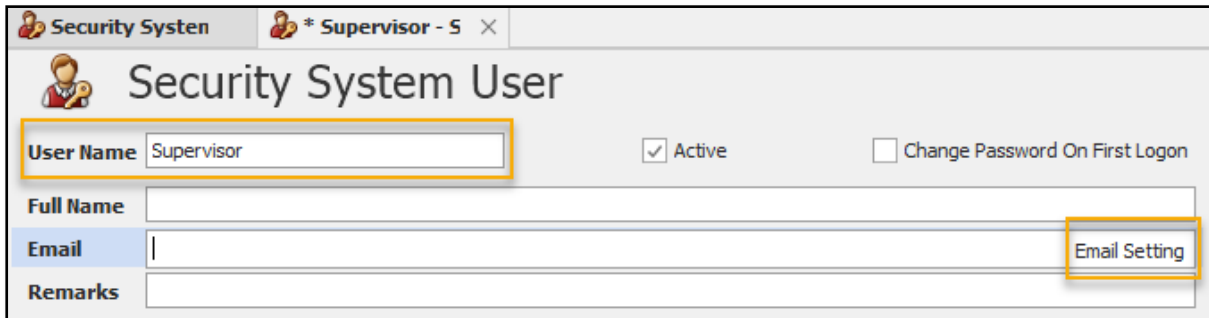
Once the Purchase Requisition Approver(s) has been maintained, you will have to set up the Email Settings of the Approver(s) and of the Requestor(s) in System User Maintenance. Go to the **Maintenance** Ribbon tab > **Users**.



User Name	Full Name	Remarks
ADMIN		
Purchaser		
Supervisor		

For example, the User Name 'Supervisor' is the Approver and the others are Requestors.

Double-click the User Name 'Supervisor' (Approver) and click on Email Setting.



Security System \* Supervisor - 5 X

Security System User

User Name Supervisor  Active  Change Password On First Logon

Full Name

Email  Email Setting

Remarks

Fill in all the fields then click OK and click Save.

Below are the settings if using Hotmail.

Email: **Email Address**

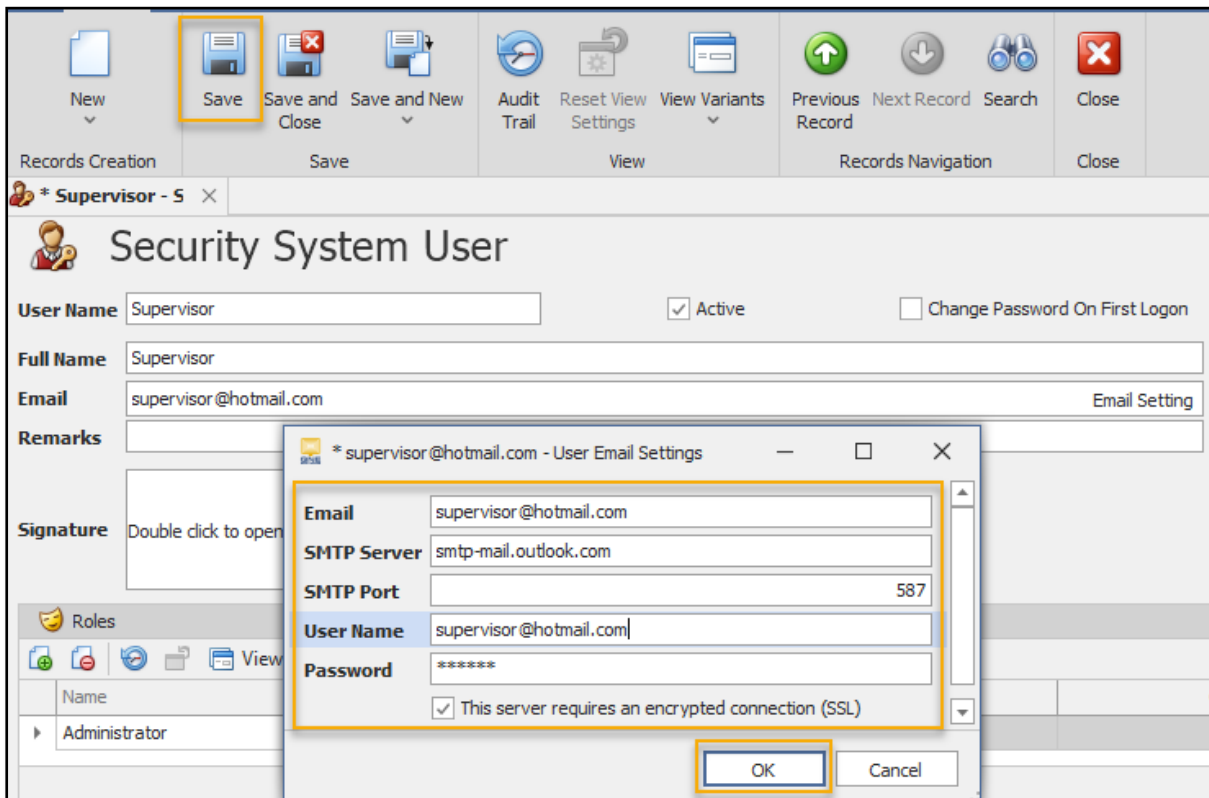
SMTP Server: **smtp-mail.outlook.com**

SMTP Port: **587**

Username: **Email Address**

Password: **Email Password**

This server requires an encrypted connection (SSL): **Ticked**



New Save Save and Close Save and New Audit Trail Reset View Settings View Variants Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

\* Supervisor - 5 X

Security System User

User Name Supervisor  Active  Change Password On First Logon

Full Name Supervisor

Email supervisor@hotmail.com Email Setting

Remarks

Signature Double click to open

Roles

Name Administrator

\* supervisor@hotmail.com - User Email Settings

Email supervisor@hotmail.com

SMTP Server smtp-mail.outlook.com

SMTP Port 587

User Name supervisor@hotmail.com

Password \*\*\*\*\*

This server requires an encrypted connection (SSL)

OK Cancel

Double-click the User Name 'Purchaser' and do the same steps in setting up the Email Settings of the Requestor(s).

Below are the settings if using Gmail.

Email: **Email Address**

SMTP Server: **smtp.gmail.com**

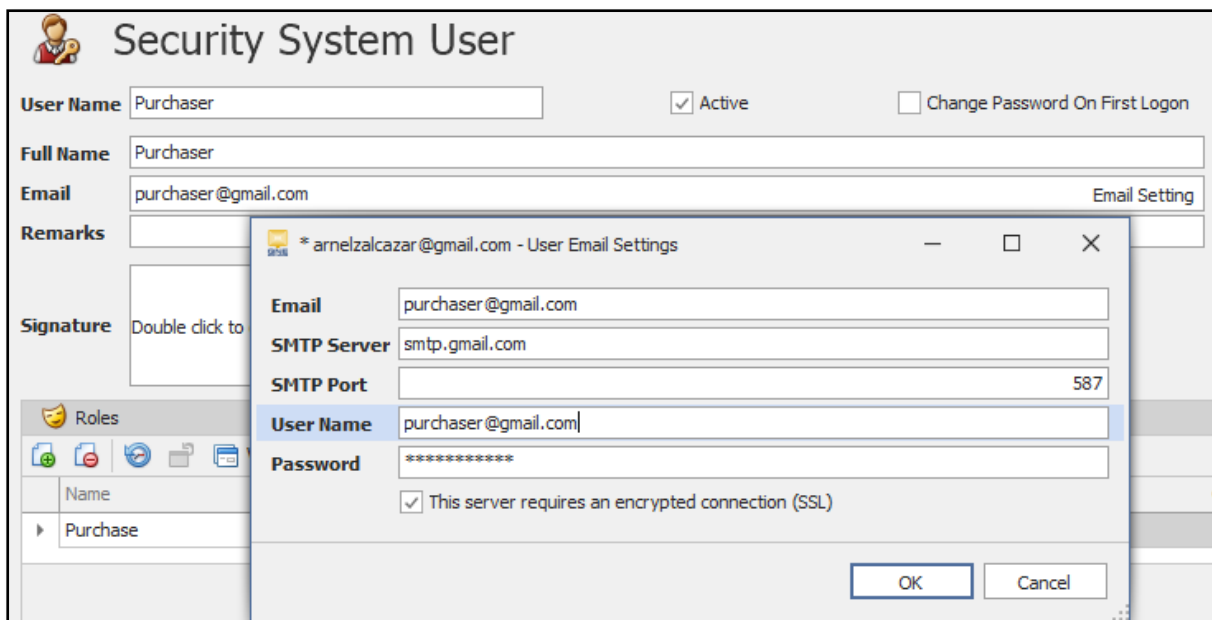
SMTP Port: **587**

Username: **Email Address**

Password: **Email Password**

This server requires an encrypted connection (SSL): **Ticked**

Should you encounter a problem where email notification fails on sending using Gmail, please visit our Knowledge Base and search for the Article 'Sending Email Notification Fails Using Gmail.'



Below are the settings if using Yahoo.

Email: **Email Address**

SMTP Server: **smtp.mail.yahoo.com**

SMTP Port: **587**

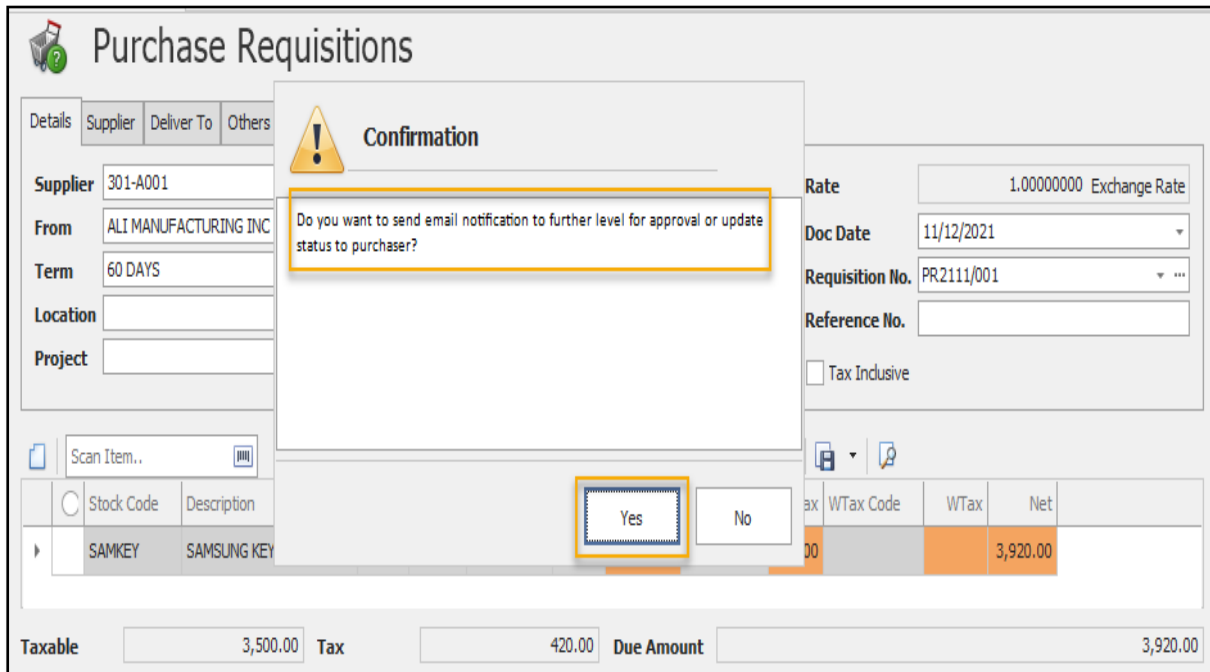
Username: **Email Address**

Password: **Your App Password** (*This is not your normal password. You may search on Google on how to generate App password in your Yahoo Account*)

This server requires an encrypted connection (SSL): **Ticked**

**Note:** If you have your own Email Domain, please check with your company's IT for the Email Settings.

Now, in creating Purchase Requisition, upon saving there will be a prompt for sending email notification to the Approver.



**Purchase Requisitions**

Details | Supplier | Deliver To | Others

**Confirmation**

Do you want to send email notification to further level for approval or update status to purchaser?

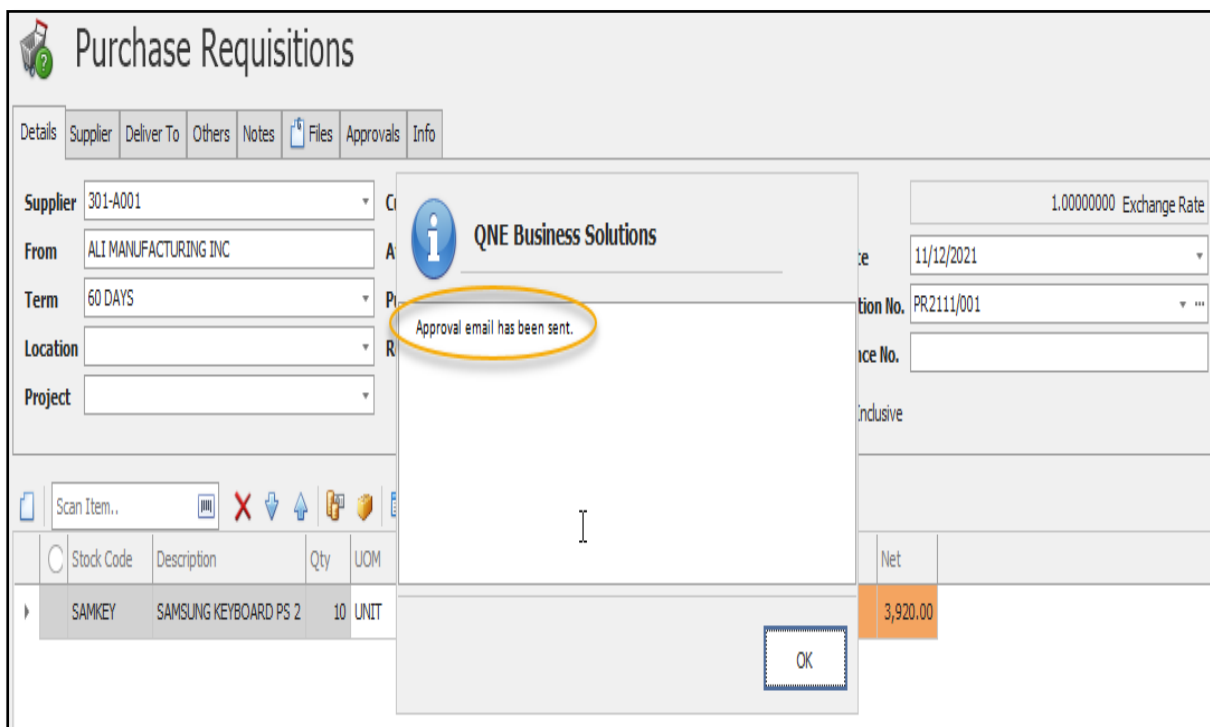
Supplier: 301-A001  
 From: ALI MANUFACTURING INC  
 Term: 60 DAYS  
 Location:   
 Project:   
 Rate: 1.00000000 Exchange Rate  
 Doc Date: 11/12/2021  
 Requisition No.: PR2111/001  
 Reference No.:   
 Tax Inclusive

Stock Code	Description	Qty	UOM	Net
SAMKEY	SAMSUNG KEY			3,920.00

Yes No

Taxable: 3,500.00 Tax: 420.00 Due Amount: 3,920.00

Click **Yes** to send the email. Wait until it is sent and click OK.



**Purchase Requisitions**

Details | Supplier | Deliver To | Others | Notes | Files | Approvals | Info

**QNE Business Solutions**

Approval email has been sent.

Supplier: 301-A001  
 From: ALI MANUFACTURING INC  
 Term: 60 DAYS  
 Location:   
 Project:   
 Rate: 1.00000000 Exchange Rate  
 Doc Date: 11/12/2021  
 Requisition No.: PR2111/001  
 Reference No.:   
 Tax Inclusive

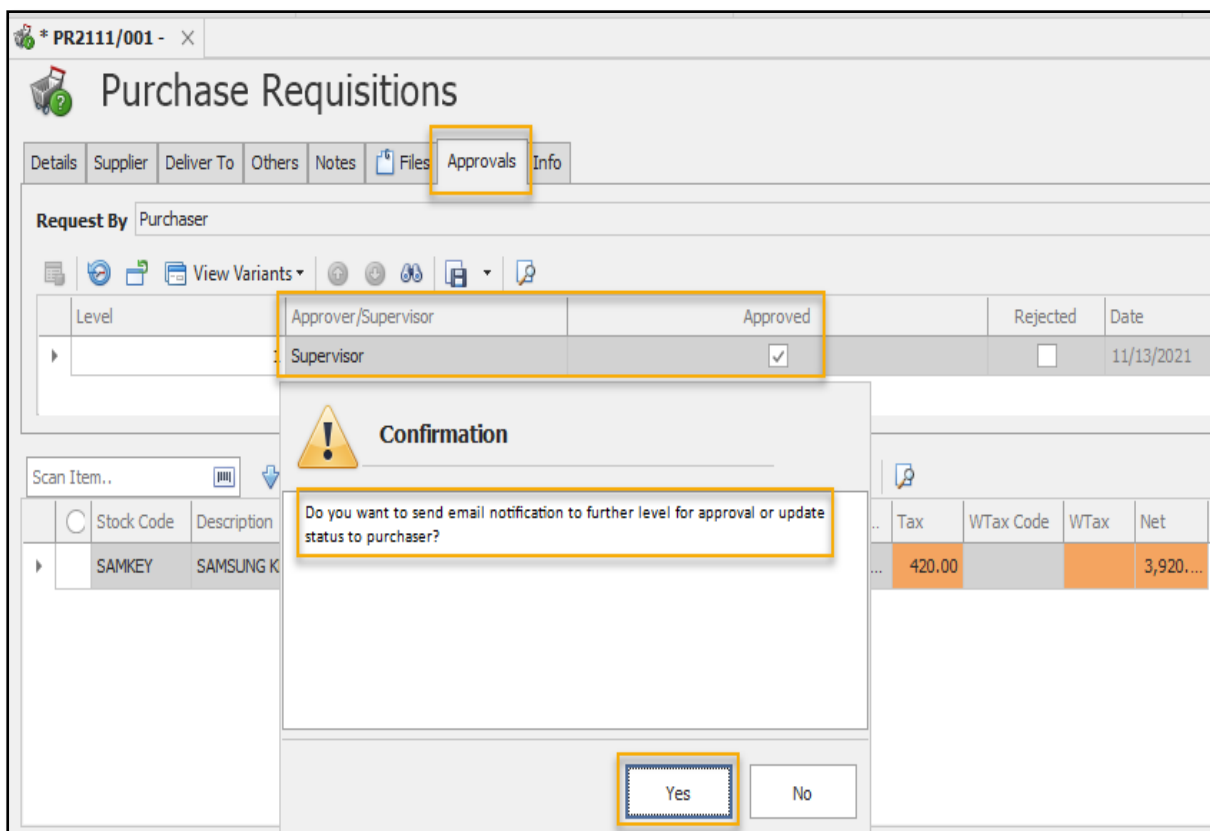
Stock Code	Description	Qty	UOM	Net
SAMKEY	SAMSUNG KEYBOARD PS 2	10	UNIT	3,920.00

OK

Below is a sample email sent to the Approver.



In approving the Purchase Requisition, upon saving there's also a prompt for sending email notification to the Requester. Click **Yes** to send the email. Wait until it is sent and click OK.



Below is a sample email sent to the Requestor.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>