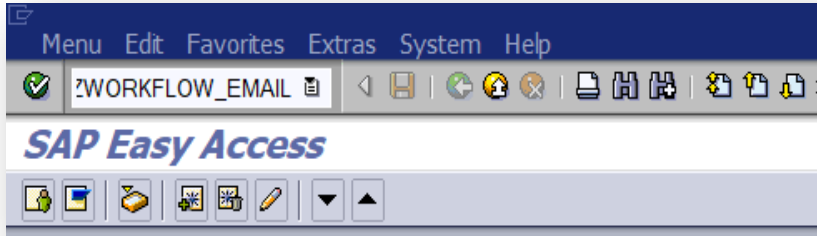


Business Workplace Notifications

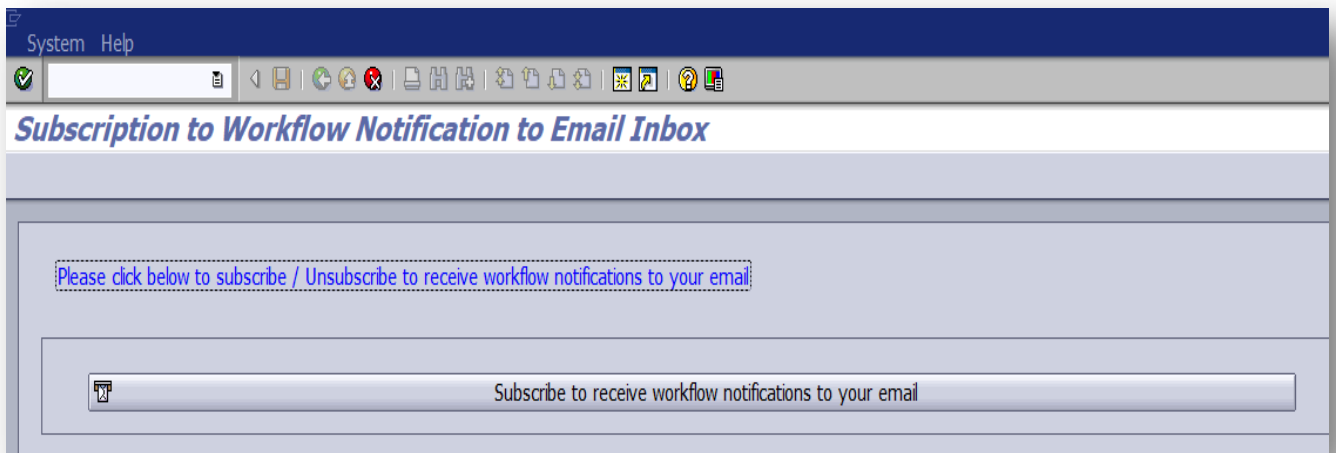
Purpose: To receive email notifications when a transaction (ZSR, Shopping Cart, ISRs, Travel, Supply Chain) has been sent to your Business Workplace for approval.

Transaction Code: ZWORKFLOW_EMAIL

- I. Enter Transaction code in the transaction box on your SAP Easy Access screen



- II. Select the "Subscribe to receive workflow notifications to your email" button. To unsubscribe go back into transaction code and select "Unsubscribe to receive workflow notifications to your email".



- III. This will opt you in/out of ALL Transactions that come to your Business Workplace
- IV. Only one notification will be sent per transaction
- V. The program runs in 15 minute increments. If the item has been approved prior to the run then no email will be generated.