27. How to enable E-mail notification feature for purchasing workflow (e.g. PR/PO approval)?

1. To enable e-mail notification, first you have to Login the system.



2. Click 'Preference'



3. Change Notification Style to 'Plan Text mail', click 'Apply' (Please do not change other Setting).

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- 4. Logout System and login again.
- PS: Please make sure your e-mail address has been input by your System Administrator while setup your user account.