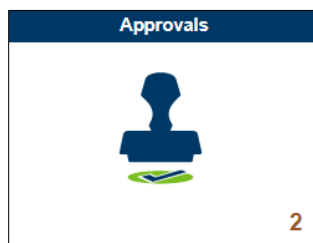



## QUICK REFERENCE GUIDE

September 15, 2025

### Turn On or Off Approval Notifications

This Quick Reference Guide covers how to turn on or off Approval notifications. When transactions are submitted for your approval, they appear on your Approvals tile. The number in the corner of the Approvals tile indicate the number of transactions submitted for approval.

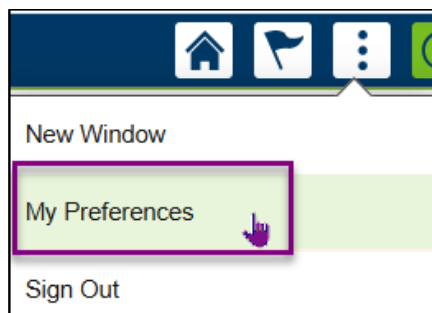


SWIFT also has the capability to deliver notifications to both your email address and/or directly in SWIFT in the Notifications panel designated by the Notifications icon  in the Global Menu. You can turn these notification options on or off using the My Preferences page.

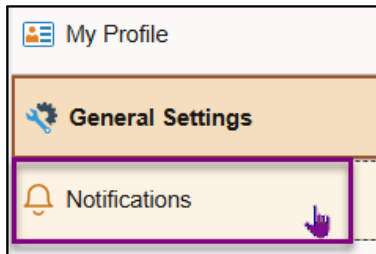
1. Navigate to My Preferences page.
  - a. Select the **More Options** icon (three vertical dots) in the Global Menu.




- b. Select the **My Preferences** option from the drop-down menu.





- The General Settings page displays. From the left menu, select **Notifications**.



- The Notifications page displays. Approval types are listed in the **Notifications Delivery** section. The types of transactions you can approve are based upon your roles and permissions.
  - In the **In-App** column, slide the toggle switch right for “Yes” to turn notifications **On**, or slide the toggle switch left for “No” to turn notifications **Off**. The In-App option affects notifications for Notifications panel designated by the Notifications icon  in the Global Menu.
  - In the **Email** column, slide the toggle switch right for “Yes” to turn notifications **On**, or slide the toggle switch left for “No” to turn notifications **Off**. The Email options affect whether you receive notifications in your email inbox.
- After making choices, select the **Save** button.

## Notifications

 [About Notifications](#)



### Notifications Delivery

\* Mandatory, select at least one notification option.

11 rows

	Notification Name ↑↓	Functional Category ↑↓	In-App ↑↓	Email ↑↓
<input type="checkbox"/>	Document - Approver	Supplier Contract Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Purchase Order - Buyer	PurchaseOrder	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	Credit Invoice - Requester	Billing	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/>	Document - Admin	Supplier Contract Management		<input type="checkbox"/> No
<input type="checkbox"/>	Maintenance WriteOff - Requester	Receivables	<input type="checkbox"/> No	