

Process: Perform this procedure when there is a need to redirect Supplier Relationship Management (SRM) email notifications from a Shopper's employment supervisor to an SAP Approver or other business officer within department. The process is performed on the Outlook account of the Shopper's supervisor.

Role: Supervisor of employee performing Shopper role in SRM as per Human Resources Org Structure

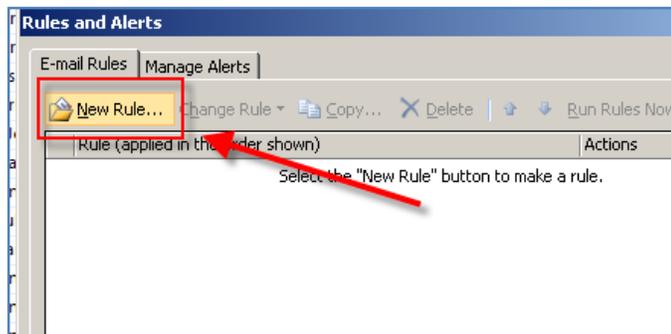
Frequency: when desired

BEGINNING STEPS

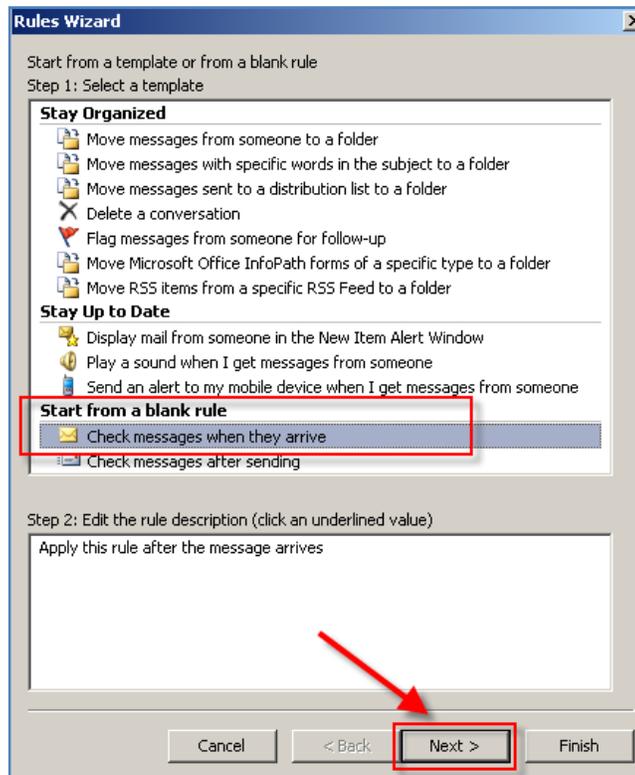
From within the Outlook Tools menu, select Rules and Alerts



Select New Rule

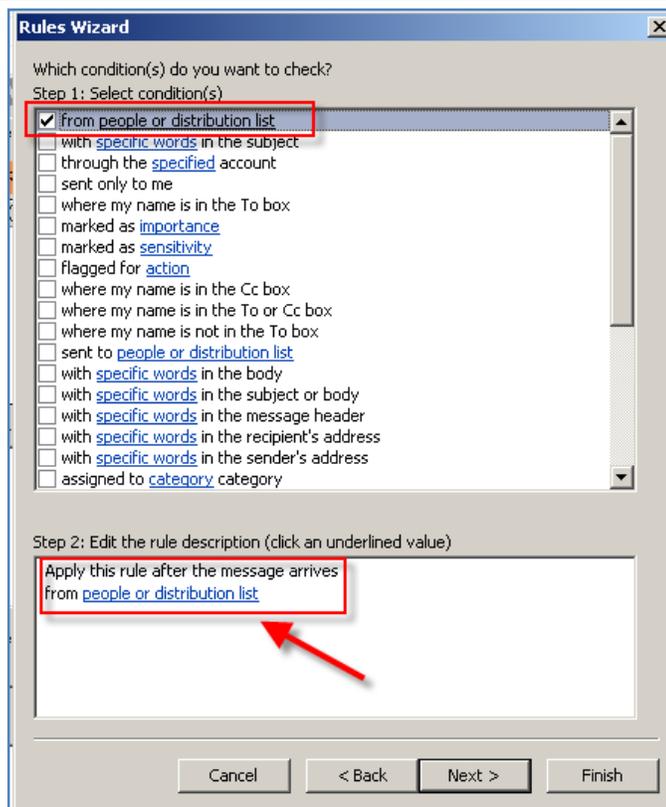


Select Start from a blank rule: Check messages when they arrive and click Next

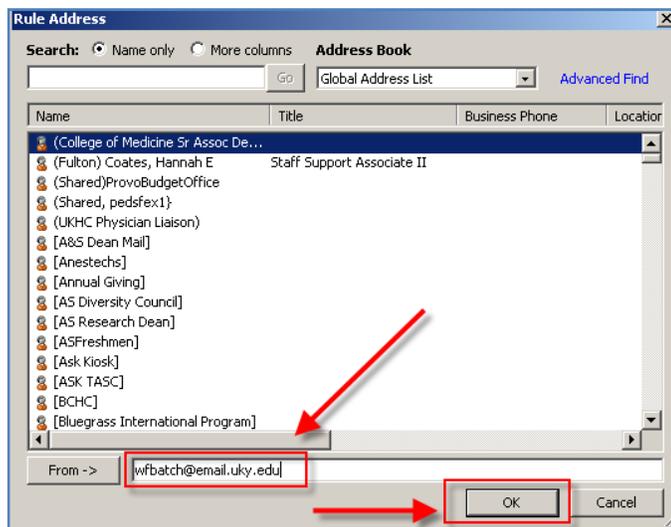


From Step 1: select from people or distribution list.

From Step 2: Edit rule description, click on blue link

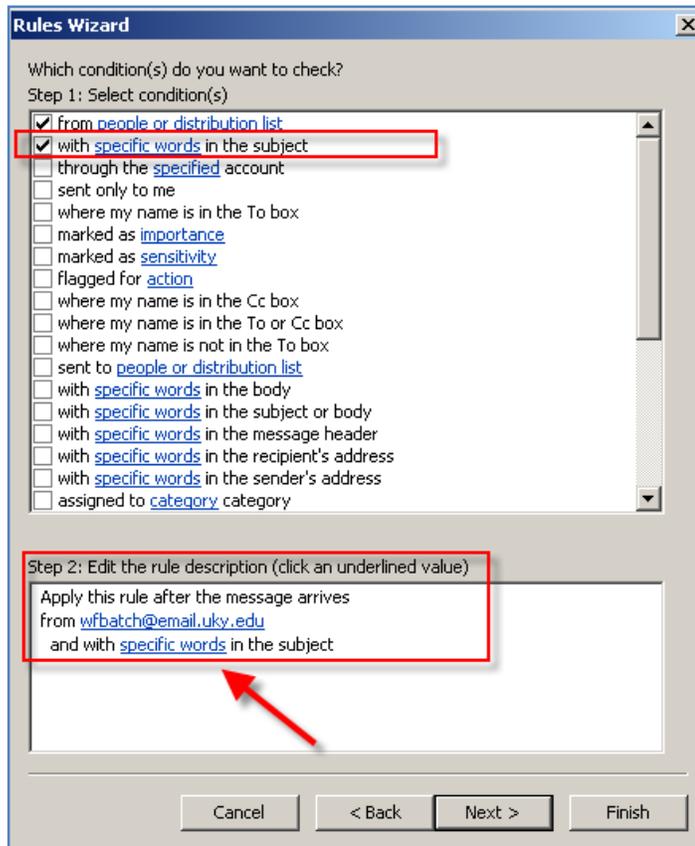


Enter wfbatch@email.uky.edu in the From: field and click OK.

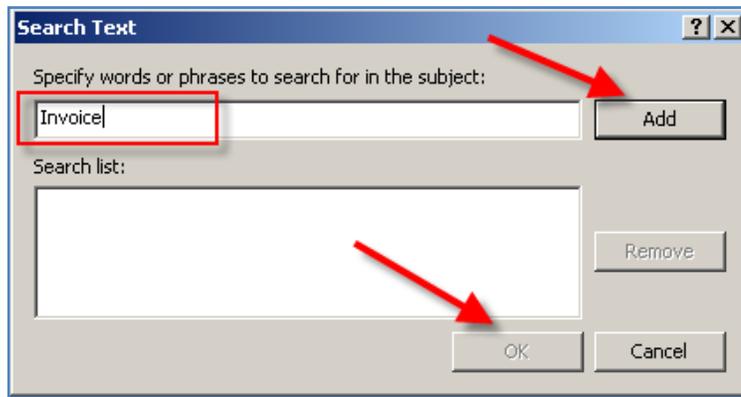


Select condition: with specific words in the subject.

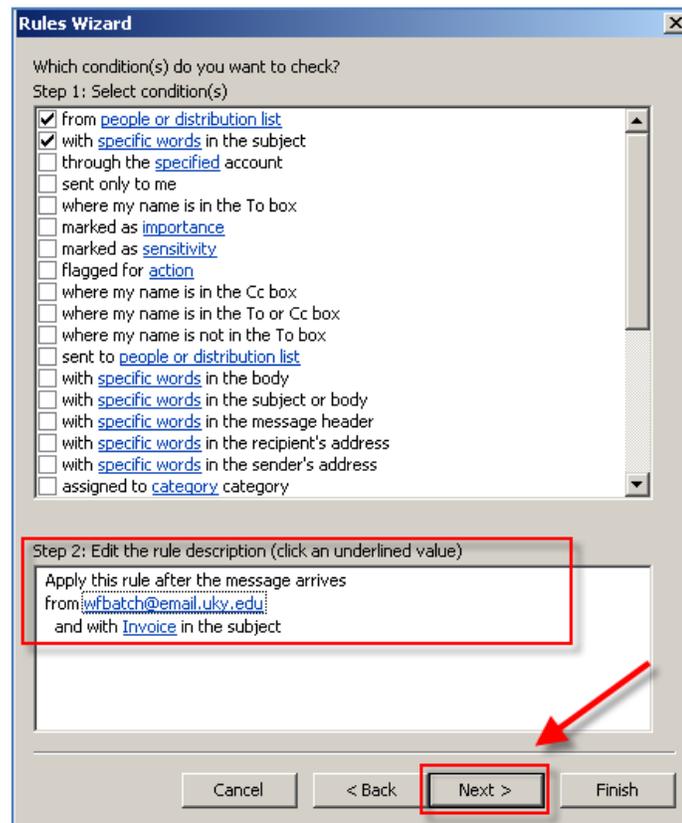
Click the link in the bottom for specific word entry.



Enter the word "Invoice". Click Add and then OK.

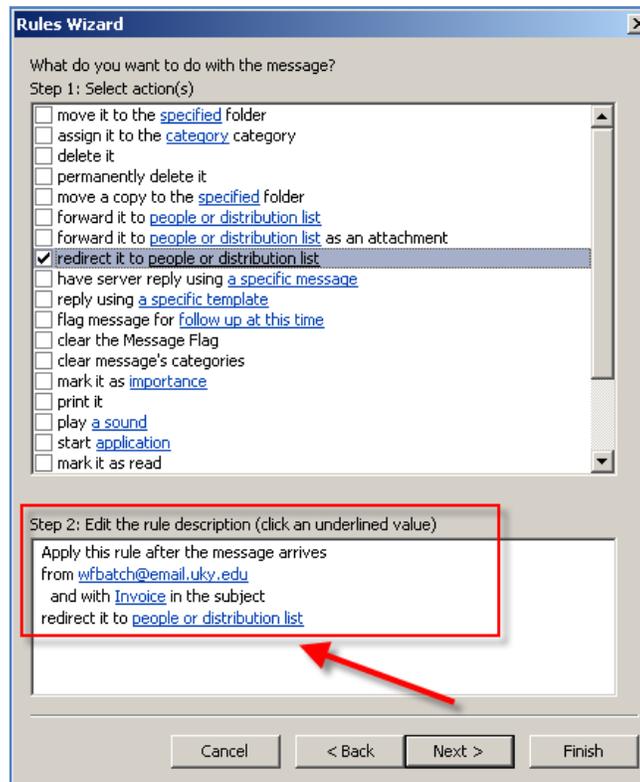


Step 2 will populate with the entered values. Click Next.

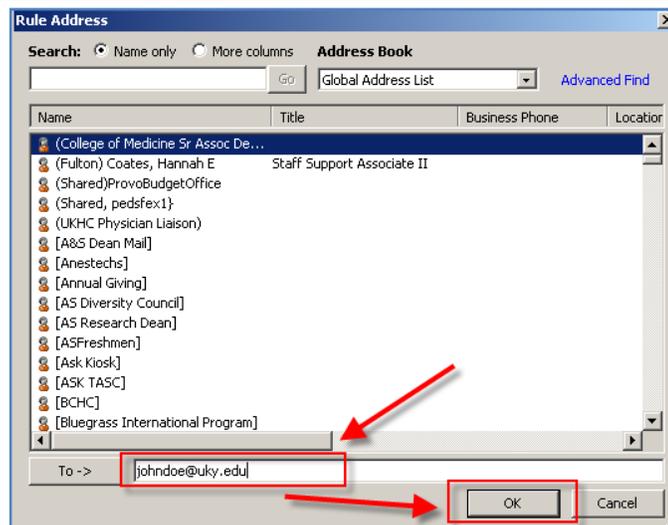


Select Step 1:
redirect it to people
or distribution list.

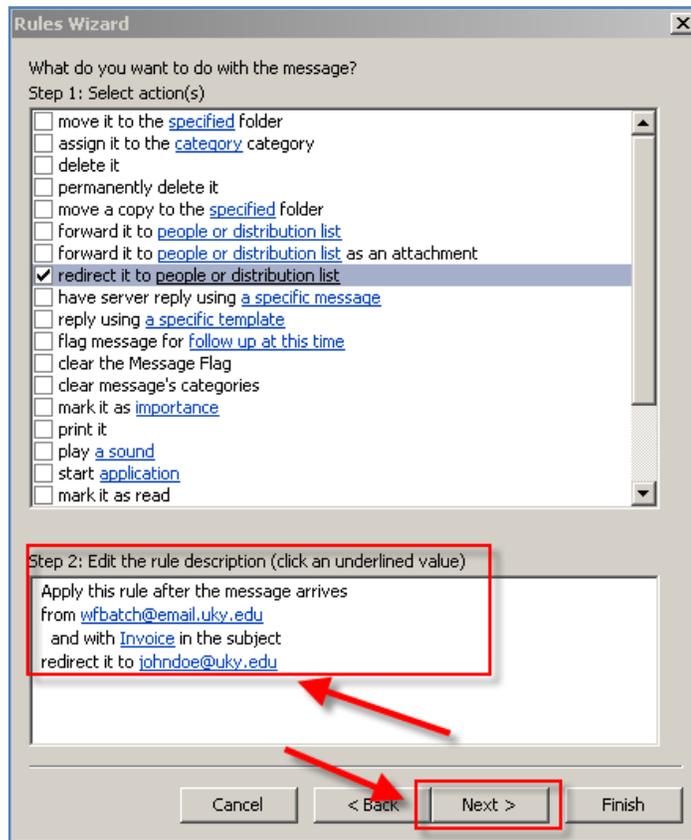
From Step 2: Edit
rule description, click
on blue link



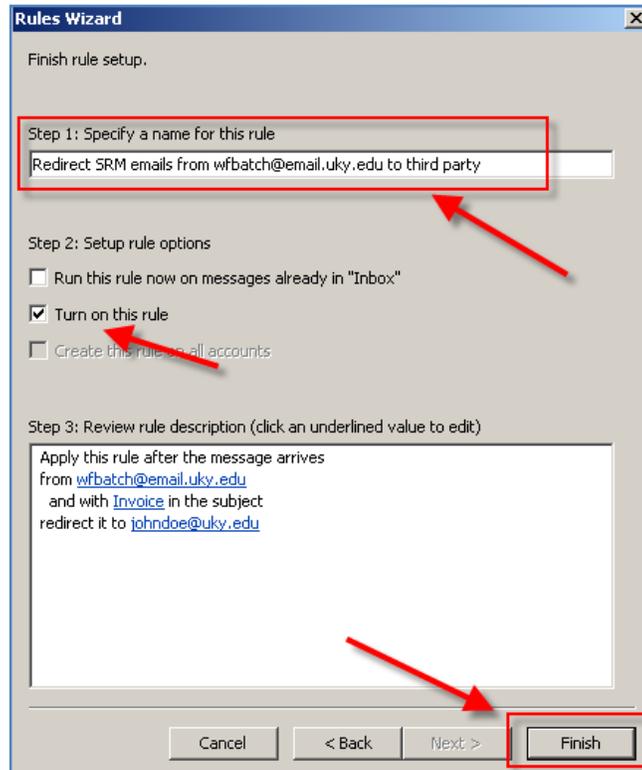
Select by name or
enter email address
of SAP Approver or
business officer to
receive the
redirected email
notification and click
OK.



Step 2 will populate with the entered value. Click Next twice.



Enter name for the rule and click "Turn on this rule". Click Finish.



Final window reflects redirect rule created. Click OK to finish.

