



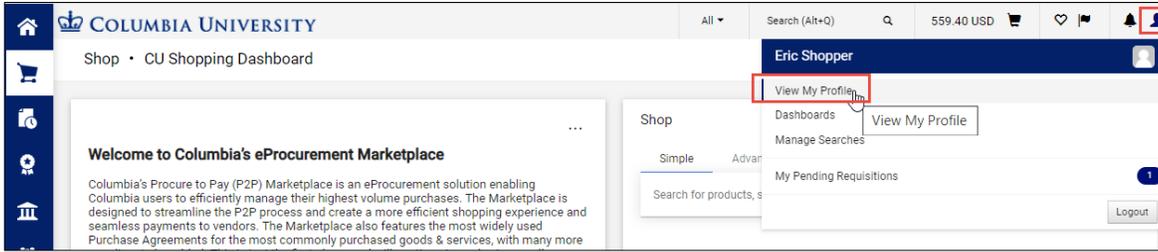
## CU Marketplace Tip: Update Your Profile Notification Settings

### What is it?

Profile Notification defaults can be configured so that you receive system notifications, email alerts, or both when key events occur or milestones are reached. You have the ability to edit these settings in your Profile to add or remove notifications for trigger events and change the notification type where applicable. Refer to the [Modifying Profile Settings in the CU Marketplace](#) job aid for additional guidance.

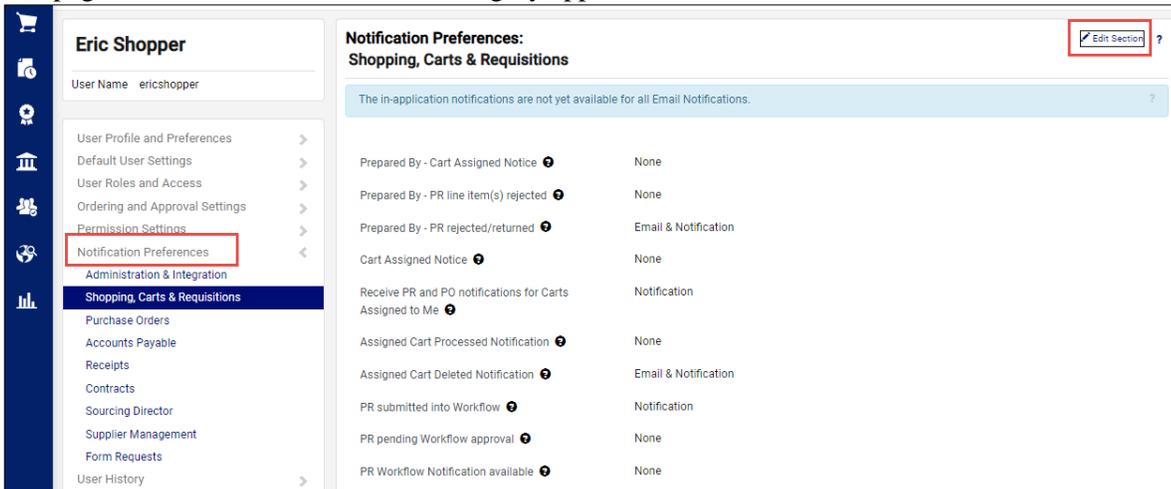
### Updating Your Profile Notification Settings

1. Click the **Profile**  icon in the upper right corner of the CU Marketplace screen.



2. Click **View My Profile**.
3. Click **Notification Preferences** and select the menu item for the category of notifications you want to edit.

The page for the selected notification category appears.



The most requested notification settings can be found in the **Shopping, Carts & Requisitions**, **Purchase Orders**, **Accounts Payable**, and **Receipt** categories.

4. Click the **Edit Section** link. The Notification Preferences appear ready to be edited. Additional information regarding the specific notification can be obtained by clicking on the question mark icon next to the notification name.

**Notification Preferences:**  
**Shopping, Carts & Requisitions**

The in-application notifications are not yet available for all Email Notifications.

Prepared By - Cart Assigned Notice	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Prepared By - PR line item(s) rejected	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Prepared By - PR rejected/returned	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email & Notification
Cart Assigned Notice	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Receive PR and PO notifications for Carts Assigned to Me	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
Assigned Cart Processed Notification	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Assigned Cart Deleted Notification	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email & Notification
PR submitted into Workflow	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
PR pending Workflow approval	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow Notification available	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow complete / PO created	<input checked="" type="radio"/> Default <input type="radio"/> Override	Notification
PR line item(s) rejected	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart/PR rejected/returned	<input checked="" type="radio"/> Default <input type="radio"/> Override	Email & Notification
Sourcing Event created from Requisition	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR created from an awarded Sourcing Event	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart created from an awarded Sourcing Event	<input checked="" type="radio"/> Default <input type="radio"/> Override	None

[Save Changes](#) [Cancel](#)

5. To change a Notification Preference, select the **Override** option for the desired setting, and select the desired choice from the setting dropdown (Email, Notification or Email & Notification).

Assigned Cart Processed Notification  Default  **Override** None

Assigned Cart Deleted Notification  Default  Override

PR submitted into Workflow  Default  Override

Below are notification settings based on CU Marketplace roles you should be aware of. These settings can be found under the Shopping, Carts & Requisitions category. It is recommended that you select **Email or Email & Notification** for these options:

- **Shoppers**
  - **Cart/PR rejected/returned:** An Email is sent to the Shopper when a Cart or Requisition is rejected or returned.
  - **Prepared By - PR rejected/returned:** An Email is sent to the Shopper that an approver has either rejected or returned a requisition.
- **Requesters**
  - **Cart Assigned Notice:** An email is sent to the specified user when the applicable active cart has been assigned to the appropriate user for approval.
  - **Prepared By - PR rejected/returned:** An Email is sent to the Requester that an Approver has either rejected or returned a requisition.
- **Approvers**
  - **PR pending Workflow approval:** An Email is sent to the Approver when a Requisition is pending their approval.

6. Click the **Save Changes** button after you have made all the desired changes within the section.

## Where do I get help?

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>