Quick Reference Guide
P2P Notification Settings

Use this quick guide to setup your notification settings (email, P2P notifications etc) - setting options are
- None
- Email
- Notification (notifications are displayed in top right corner of P2P website - see screenshot below)
- Email & Notification

Directions:
Login to CSUBUY P2P
1.   Click on the silhouette of the person on the top right
2.   Click on "View My Profile"
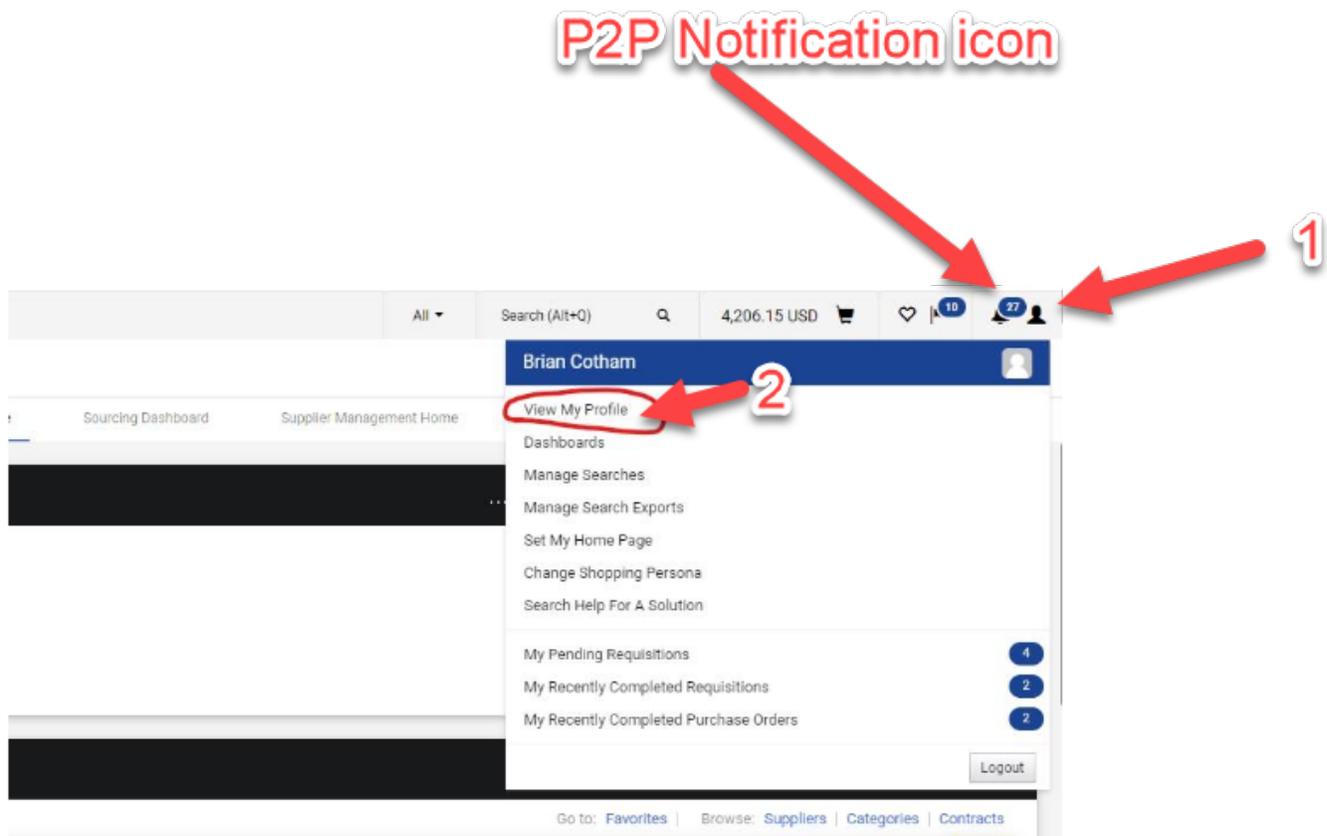
3.   Then on the left menu, click on "Notification Preferences" and then you can select each category you would like to edit. After clicking on the category you would like to edit, then click on "Edit Selection" in the top right corner.

Notification Categories and recommended items to edit are listed below. Setting options are:
- None
- Email
- Notification (notifications are displayed in top right corner of P2P website)
- Email & Notification

Category: Shopping Cart & Requisitions
PR Pending workflow approval (for approvers)
PR Workflow complete/PO created
PR Line item rejected
Cart/PR rejected/returned

Category: Change Requests
Change Request pending workflow approval (for approvers)
Change Request Workflow complete/merged to PO
Change Request rejected/returned

Category: Purchase Orders
PO Sent to Supplier
PO Confirmation/Acknowledgement
PO line item rejected
PO rejected
PO line item backorder notice
PO Line item cancellation notice

Category: Accounts Payable
Voucher pending workflow approval

Category: Supplier Management
Supplier (Requested by You) is approved in Workflow