

Quick Reference Guide

P2P Notification Settings

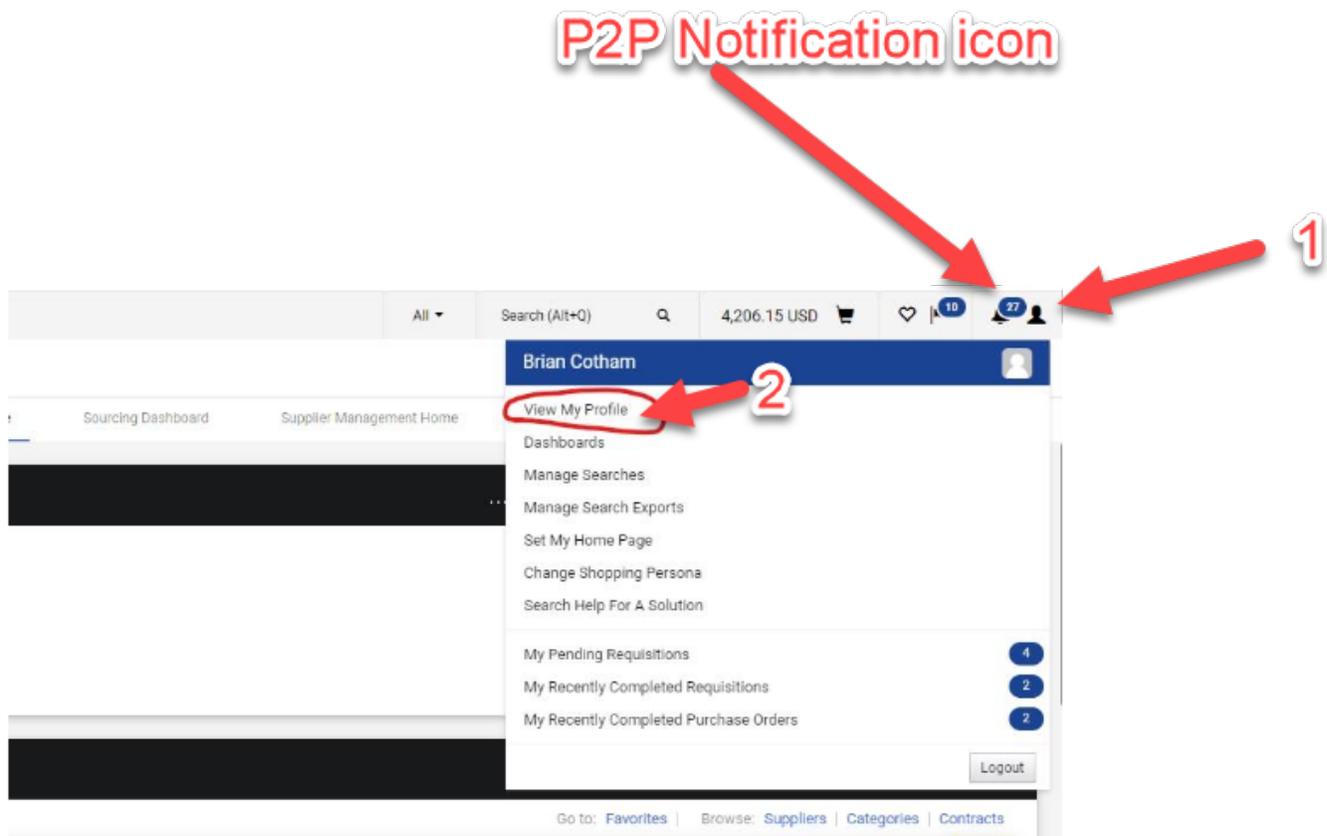
Use this quick guide to setup your notification settings (email, P2P notifications etc) - setting options are

- 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.

Brian Cotham

User Name [redacted]

User Profile and Preferences <

- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Update Security Settings >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences <**
- Administration & Integration
- Shopping, Carts & Requisitions
- Change Requests
- Purchase Orders
- Catalog Management
- Accounts Payable
- Receipts
- Contracts
- Sourcing Director
- Supplier Management
- Form Requests
- Budget Manager
- User History >

User's Name, Phone Number, Email, etc.

First Name

Last Name

Phone Number ext.
International phone numbers must begin with a plus sign (+)

Mobile Phone Number
International phone numbers must begin with a plus sign (+)

E-mail Address *

Business Unit CSU Fresno P2P (FRXNO)

Authentication Method SAML

User Name *

* Required

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