E-Procurement System Tutorial

Setting up Email Preference

The Email Preferences screen determines when and why the user will receive email notifications from the system.

View and Update your Email Preference:

Click Your Name and then View My Profile.

ñ	PACE e-Procurement Marketp	John Test 🔻 🔺 🗛	ction Items Notifications 🌹 0.00 USD		
	Shop > Shopping > Dashboard > Shopping Home > Home/Shop	John Test			
4			View My Profile		
	Shop Everything	Logout			
	Go to: advanced search favorit	tes forms non-catalog form quick order	B My Pending Requisitions		
	Welcome to Pace University's online	Showcase Links			
	E-procurement Marketplace!		Vendor		
	The Purchasing department has recently added a new vendor to our e-Procurement Marketolace. Daniels	Contract	Management System		

> Under User Information and Settings, click Email Preferences.

ñ	PACE e-Procurement	Marketplace John Test Action Items Notifications	🗎 0.00 USD 🛛 🔍
)	My Profile		
	John Test jest000 Active	My Profile Image: Star Shame, Phone Number, Email, etc. Custom Field and Accounting Code Defaults Default Addresses Language. Time Zone and Display Settings Image Password Show All Image Password Description Description Assigned Roles Access Broduct Views Show All Image Particulation Permissions Default Addresses Approvals Permissions Administrator Permissions Show All Image Password Description Description	

The in-application notifications	are not yet available for al	II Email Preferences.	
Administration & Integrat	ion		
Search Result Export Confirmatio	n	None (Default)	
PR Export Failure Notification		None (Default) 🗸	
Shopping, Carts & Requisi	tions		
Prepared By - Cart Assigned Noti	ice	Email (Default) 🗸	
Prepared By - PR line item(s) reje	cted	Email & Notification (Default)	
Prepared By - PR rejected/return	ed	Email & Notification (Default)	
Cart Assigned Notice		None (Default)	
Receive PR and PO notifications	for Carts Assigned to Me	None (Default)	
Assigned Cart Processed Notifica	tion	None (Default)	
Assigned Cart Deleted Notificatio	on	None (Default)	
PR submitted into Workflow		None (Default)	
PR pending Workflow approval		None (Default)	
PR Workflow Notification available PR Workflow complete / PO created		None (Default)	
		None (Default)	
PR line item(s) rejected		None (Default)	
Cart/PR rejected/returned		Email & Notification (Default)	
Purchase Orders			
Prepared By - PO Workflow comp	plete	Email (Default) 🗸	
Prepared By - PO sent to Supplie	r	Email & Notification (Default)	
Prepared By - PO line item(s) rejected		Email & Notification (Default)	
Prepared By - PO rejected		Email & Notification (Default)	
PO submitted into Workflow		None (Default)	
PO pending Workflow approval		None (Default)	
PO Workflow Notification availab	ole	None (Default)	
PO Workflow complete		None (Default)	
PO sent to supplier		None (Default)	
BOILTING BARRIER CHILDREN		None (Default)	
PO Line item ship Notice		None (Default)	
PO line item(s) rejected		raone (Delanic)	
PO line item(s) rejected PO rejected		None (Default)	
PO une item snip Notice PO line item(s) rejected PO rejected PO line item Backorder notice		None (Default)	
PO une item snip Notice PO line item(s) rejected PO rejected PO line item Backorder notice PO line item Cancellation notice		None (Default) V None (Default) V None (Default) V	
PO line item snip Notice PO line item(s) rejected PO rejected PO line item Backorder notice PO line item Cancellation notice Settlement		None (Default) None (Default) None (Default)	
PO une item Snip Notice PO line item(s) rejected PO rejected PO line item Backorder notice PO line item Cancellation notice Settlement Prepared By - PO Requires Recei	pt notice	None (Default) V None (Default) V None (Default) V None (Default) V	

Determine in which cases you would like to receive an email. It is recommended to choose the above default selections:

Shopping, Carts, & Requisitions

- 1) Prepared By Cart Assigned Notice An email is sent to the prepared by user when the applicable active cart has been assigned to the appropriate user for approval.
- Prepared By PR Line Item(s) rejected Email to the prepared by user that an approver rejected one or more line items on a requisition.

- 3) Prepared By PR rejected/returned Email to the prepared by user that an approver has either rejected or returned a requisition.
- 4) Cart/PR rejected/returned *Email to a requisitioner that an approver has either rejected or returned a requisition.*

Purchase Orders

- 5) Prepared By PO Workflow complete Email notice that a purchase order successfully completed workflow sent to the prepared by user.
- 6) Prepared By PO sent to Supplier Email indicating that the system transmitted a purchase order to the supplier sent to the prepared by user.
- Prepared By PO line item(s) rejected Email to the prepared by user that an approver rejected one or more line items on a purchase order.
- Prepared By PO rejected Email to the prepared by user that an approver rejected an entire purchase order.
- > Click **Save** when the email preferences are set to your liking.

Difference between Email & Notification

In the new Phoenix user interface, users have the option to receive notifications via Email, In-App, both Email and In-App or None. The In-App notifications display in the banner of the Phoenix user interface.

Â	PACE e-Procurement Marketplace		John Test 🔻	🛉 🛧 🛛 Action Items 📘	Notifications 1	📜 578.73 USD 🛛 🔍	
	UNIVERSITY (Test Site) Work toward greatness.		N	Notifications			
				Shopping, Carts & Requisitions			
1	\$	John Test jtest0000 Active	Email Preferences	4	A Requisition You Submitte 069981 - 2.00 USD Submittee	d Has Been Returned d By John Test	Dec 13 ×
						Click	here to see all notifications
			Administration & Integration	_			