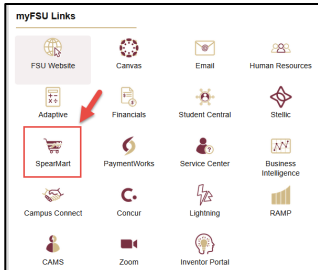


Overview

Setting up your **User Profile** is intended to make creating future requisitions much easier and more efficient as it will save you from manually having to type in information such as your Ship To Address, ChartField Information and Supervisor each time you create a requisition. You can set **defaults** for this information to automatically display in each cart as well as your favorite ChartField String combinations.

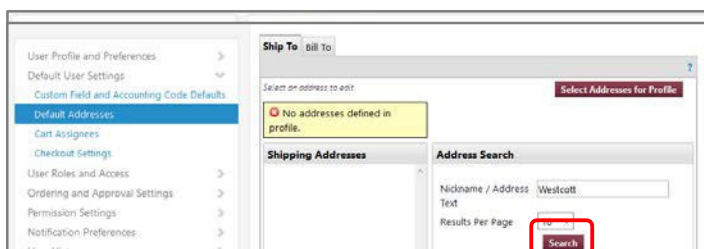
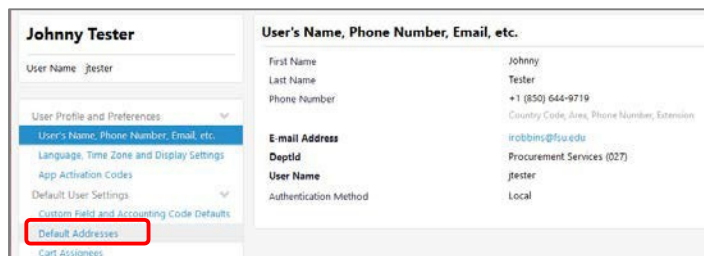
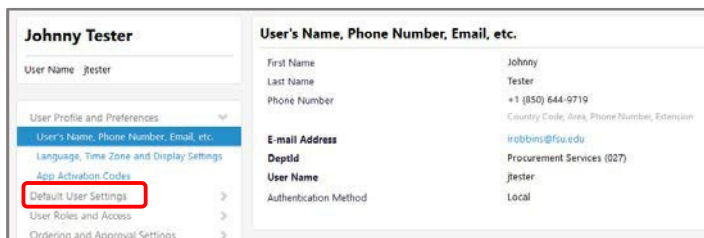
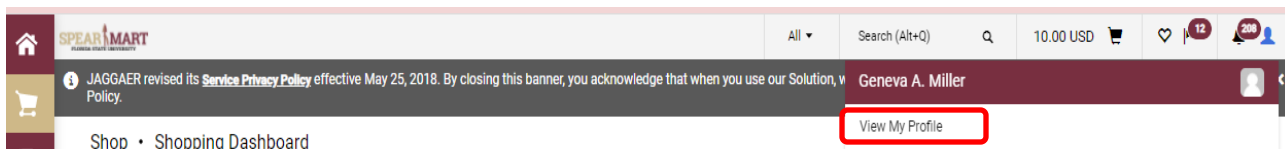
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



This Job Aid will cover how to set up the following in your profile:

- [Ship to Addresses](#)
- [Chart Fields](#)
- [Chart Field String Favorites](#)
- [Supervisor](#)
- [Notification Preferences](#)

Setting Up Your Ship To Address



Enter the Nick Name of the building, for example, "Westcott".
Click the **Search** button.

JOB AID Setting Up Your Profile

Johnny Tester
User Name: jtester

Default Addresses

Ship To: Bill To

No addresses defined in profile.

Select on address to edit

Shipping Addresses

Address Search

Nickname / Address: Westcott

Text

Results Per Page: 10

Search

Addresses Found: 1 Page 1 of 1

Name	Address
☐ Westcott	ATTN: Johnny Tester RM/FLR/STE: DEPT: Procurement Services 222 S Copeland St Westcott Bldg Tallahassee, FL 32306 United States

- If the address you seek is listed, click the option button beside the appropriate address.
- If you don't find your Ship To Address, try the following:
 - Search using your street name in the Address Text field, for example, "Copeland".
 - If you cannot find your Ship To address, E-mail spearmart@fsu.edu that you are having trouble locating your Ship To address and include the name of your building, your department and your college.

Johnny Tester
User Name: jtester

Default Addresses

Ship To: Bill To

No addresses defined in profile.

Select on address to edit

Shipping Addresses

Edit Selected Address

Nickname: Westcott

Default: ☐

Current Default Address

ADDRESS

ATTN: Johnny Tester

RM/FLR/STE:

DEPT: Procurement Services

Address Line 1: 222 S Copeland St

Address Line 2: Westcott Bldg

City: Tallahassee

State: FL

Zip Code: 32306

Country: United States

Save

- Give your Ship-to address a nickname
- Check the box next to **Default** if you would like the system to auto populate the Ship To Address for each requisition
- Enter the room, floor, or suite number

Johnny Tester
User Name: jtester

Default Addresses

Ship To: Bill To

No addresses defined in profile.

Select on address to edit

Shipping Addresses

Dittmer

University Center A

Westcott

Edit Selected Address

Nickname: Dittmer

Default: ☐

Current Default Address: Westcott

ADDRESS

ATTN: Johnny Tester

RM/FLR/STE:

DEPT: Procurement Services

Address Line 1: 95 Chieftan Way

Address Line 2: Dittmer Chemistry Lab

City: Tallahassee

State: FL

Zip Code: 32306

Country: United States

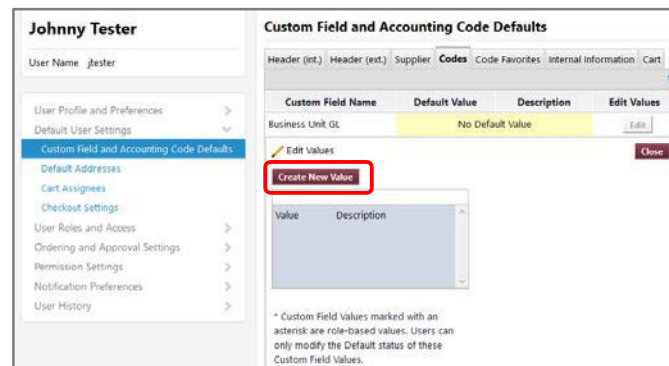
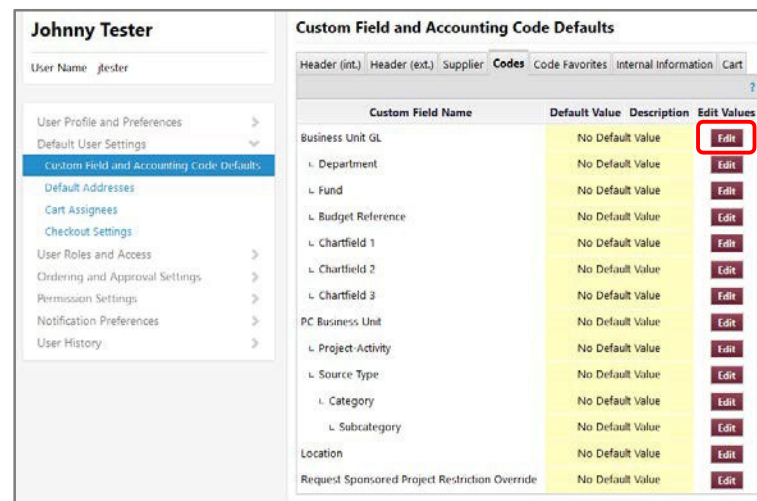
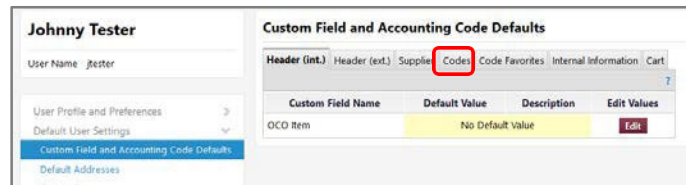
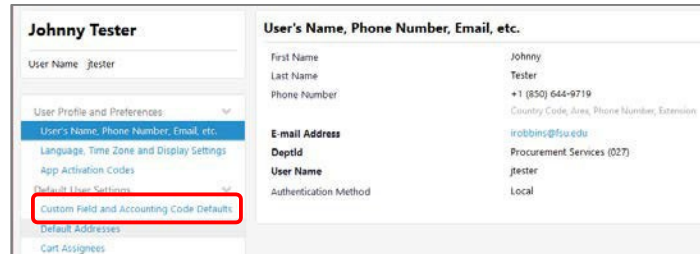
Save

- You can add multiple Ship-to addresses to your profile at your discretion following the steps above.
- If you selected the Default Checkbox for an address, then it will show in **Bold** under your Shipping Address list

Setting Up Default Chart Fields



Click the **Codes** tab to set up and save default Chart Field values. (NOTE: you will always have the option to override your default Chart Field values for each requisition you create).



Johnny Tester

User Name: jtester

- User Profile and Preferences
- Default User Settings
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Business Unit GL	No Default Value		Edit

Create New Value

Value	Description
FSU01	Florida State University

Add Values

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Click **FSU01** or **Florida State University**

Johnny Tester

User Name: jtester

- User Profile and Preferences
- Default User Settings
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Business Unit GL	No Default Value		Edit

Create New Value

Value	Description
FSU01	Florida State University

No Results Found

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Select the checkbox next to **Default** and click **Save**

Johnny Tester

User Name: jtester

- User Profile and Preferences
- Default User Settings
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Business Unit GL	No Default Value		Edit

Create New Value

Value	Description
FSU01	Florida State University

Edit Existing Value

Value	Description	Default	Status
FSU01	Florida State University	☒	active

Save Remove

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Business Unit GL	FSU01	Florida State University	Edit
Department	No Default Value		Edit
Fund	No Default Value		Edit
Budget Reference	No Default Value		Edit
Chartfield 1	No Default Value		Edit
Chartfield 2	No Default Value		Edit
Chartfield 3	No Default Value		Edit
PC Business Unit	No Default Value		Edit
Project-Activity	No Default Value		Edit
Source Type	No Default Value		Edit
Category	No Default Value		Edit
Subcategory	No Default Value		Edit
Location	No Default Value		Edit
Request Sponsored Project Restriction Override	No Default Value		Edit

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Department	No Default Value		Edit

Edit Values
Business Unit GL: FSU01

Create New Value

Value	Description
-------	-------------

* Custom Field values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Department	No Default Value		Edit

Edit Values
Business Unit GL: FSU01

Create New Value

Search For Value

Field Name: Department
Value:
Description:
Results Per Page: 5
Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- If you know the Department number, enter it in the **Value** field and click **Search**
- If you would rather search by department name, enter it in the **Description** field and click **Search**

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Department	No Default Value		Edit

Edit Values
Business Unit GL: FSU01

Create New Value

Value	Description
-------	-------------

Add Values **Back to Search**

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- Select the **Checkbox** next to your Department
- Click **Add Values**

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | **Codes** | Code Favorites | Internal Information | Cart

Custom Field Name	Default Value	Description	Edit Values
Department	No Default Value		Edit

Edit Values
Business Unit GL: FSU01

Create New Value

Value	Description
027000	Procurement Services

Add Values **Back to Search**

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Click your Department Number or Name

Johnny Tester
User Name :tester

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Custom Field Name	Default Value	Description	Edit Values
Department	No Default Value		Edit

Business Unit GL: FSU01

Create New Value

Edit Existing Value

Value	027000
Description	Procurement Services
Default	☒
Status	active

Save Remove

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- Select the checkbox next to **Default** and click **Save**
- Click the **Codes** Tab
- Repeat the steps above to set your default values for your other Chart Field values

Setting Up Chart Field String Favorites

Home Shop Documents

SPEAR MART
FLORIDA STATE UNIVERSITY

Shop > Shopping > Shopping Home > Shopping Dashboard

Shopping Dashboard

Johnny Tester

View My Profile

Dashboards

Johnny Tester
User Name :tester

User Profile and Preferences
Default User Settings
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees

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

First Name: Johnny
Last Name: Tester
Phone Number: +1 (850) 644-9719
Country Code, Area, Phone Number, Extension

E-mail Address: jrobbins@fsu.edu
Deptid: Procurement Services (027)
User Name: jtester
Authentication Method: Local

Johnny Tester
User Name :tester

User Profile and Preferences
User's Name, Phone Number, Email, etc.
Language, Time Zone and Display Settings
App Activation Codes
Default User Settings
User Roles and Access
Ordering and Approval Settings

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

First Name: Johnny
Last Name: Tester
Phone Number: +1 (850) 644-9719
Country Code, Area, Phone Number, Extension

E-mail Address: jrobbins@fsu.edu
Deptid: Procurement Services (027)
User Name: jtester
Authentication Method: Local

Johnny Tester
User Name :tester

User Profile and Preferences
Default User Settings
Custom Field and Accounting Code Defaults
Default Addresses

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Custom Field Name	Default Value	Description	Edit Values
OCO Item	No Default Value		Edit

Johnny Tester
User Name :tester

User Profile and Preferences
Default User Settings
Custom Field and Accounting Code Defaults
Default Addresses

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Accounting Codes

Business Location	Department	Fund	PC	Project	Source	Category	Subcategory	Chartfield	Chartfield	Chartfield	Budget
Unit GL	Unit	Unit	Unit	Unit	Unit	Unit	Unit	1	2	3	Reference

- Enter a **Nickname** field that will enable you to easily identify your Chart String for use later, for example, “E&G Budget” or “Grant ABC” etc.
- Enter the **Business Unit GL**. FSU01

00010214A
Building Code Suite/Room Number

- Every office/room on campus has a unique **Location**. Facilities maintains the master [Building List](#) which includes all active buildings on campus. **Locations** have the format shown above.
- You can enter a partial value in the Value field (i.e. “0223”) and then click the Search button. This will bring up all Locations that start with 0223.
- You could also enter a phrase in the Description field (i.e. “Westcott”) and then click the Search button. This will bring up all Locations that have the phrase “Westcott ” in them.

https://usertest.sqquest.com/apps/Router/CFValueSearchPopup

00010212F	WESTCOTT BUILDING0212F	select
00010212H	WESTCOTT BUILDING0212H	select
00010212J	WESTCOTT BUILDING0212J	select
00010212K	WESTCOTT BUILDING0212K	select
00010212L	WESTCOTT BUILDING0212L	select
00010212M	WESTCOTT BUILDING0212M	select
00010213	WESTCOTT BUILDING0213	select
00010214	WESTCOTT BUILDING0214	select
00010214A	WESTCOTT BUILDING0214A	select
00010214B	WESTCOTT BUILDING0214B	select
00010214C	WESTCOTT BUILDING0214C	select
00010214D	WESTCOTT BUILDING0214D	select
00010214G	WESTCOTT BUILDING0214G	select
00010214H	WESTCOTT BUILDING0214H	select
00010214W	WESTCOTT BUILDING0214W	select
00010215	WESTCOTT BUILDING0215	select
00010216	WESTCOTT BUILDING0216	select

HELPFUL TIP

Entering your room number in the **Description** field may prove to be the quickest way to finding your **Location**.

- Enter the remaining Chart Fields the same as above and click **Save** when complete.

Johnny Tester

User Name : jtester

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Accounting Codes

Nickname: ☐ Default

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2
FSU01	00010214A	027000	110							

Save **Cancel**

Setting Up Your Supervisor

Johnny Tester

Home Shop Documents

Shopping Dashboard

Johnny Tester

View My Profile

Dashboards

Johnny Tester

User Name : jtester

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

First Name: Johnny
Last Name: Tester
Phone Number: +1 (850) 644-9719
Country Code, Area, Phone Number, Extension

E-mail Address: jrobbins@fsu.edu
Deptid: Procurement Services (027)
User Name: jtester
Authentication Method: Local

User Profile and Preferences
User's Name, Phone Number, Email, etc.
Language, Time Zone and Display Settings
App Activation Codes
Default User Settings
User Roles and Access
Ordering and Approval Settings

Johnny Tester

User Name : jtester

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Custom Field Name	Default Value	Description	Edit Values
OCO Item	No Default Value		Edit

Johnny Tester

User Name : jtester

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites **Internal Information** Cart

Custom Field Name	Default Value	Description	Edit Values
Request Budget Override	No Default Value		Edit
Supervisors	No Default Value		Edit

Johnny Tester

User Name : jtester

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites Internal Information Cart

Custom Field Name	Default Value	Description	Edit Values
Request Budget Override	No Default Value		Edit
Supervisors	No Default Value		Edit

JOB AID Setting Up Your Profile

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | Codes | Code Favorites | **Internal Information** | Cart

Custom Field Name	Default Value	Description	Edit Values
Supervisors	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | Codes | Code Favorites | **Internal Information** | Cart

Custom Field Name	Default Value	Description	Edit Values
Supervisors	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description

Search For Value

Field Name: Supervisors
Value:
Description:
Results Per Page: 5

Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- Enter your Supervisor's First and Last Name in the **Description** field. You could also just enter the Last Name.

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | Codes | Code Favorites | **Internal Information** | Cart

Custom Field Name	Default Value	Description	Edit Values
Supervisors	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description

Search For Value

Field Name: Supervisors
Value:
Description:
Results Per Page: 5

Search

Results Found: 1
Page 1 of 1

Select	Value	Description
☒		Ian Robbins

Add Value **Back to Search**

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Johnny Tester
User Name: jtester

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses >
Cart Assignees >
Checkout Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Custom Field and Accounting Code Defaults
Header (int.) | Header (ext.) | Supplier | Codes | Code Favorites | **Internal Information** | Cart

Custom Field Name	Default Value	Description	Edit Values
Supervisors	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
I Robbins	Ian Robbins

Search For Value

Field Name: Supervisors
Value:
Description:
Results Per Page: 5

Search

No Results Found

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Johnny Tester

User Name jtester

- User Profile and Preferences
- Default User Settings
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

Custom Field and Accounting Code Defaults

Header (int.) Header (ext.) Supplier Codes Code Favorites **Internal Information** Cart

Custom Field Name	Default Value	Description	Edit Values
Supervisors	IROBBINS	Ian Robbins	Edit

[Edit Values](#) [Close](#)

[Create New Value](#)

Value	Description
IROBBINS	Ian Robbins

Edit Existing Value

Value

Description

Default ☒

Status

[Save](#) [Remove](#)

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Setting Up Your Notification Preferences

We caution you from making any changes to your notification preferences. We have configured the system so that you will be adequately informed on the progress of your requisitions, purchase orders etc. If you feel like you are receiving too many notifications, you can throttle them back by making adjustments within your profile.

Home Shop Documents

SPEAR MART
FLORIDA STATE UNIVERSITY

Shop > Shopping > Shopping Home > Shopping Dashboard

Shopping Dashboard

Johnny Tester

[View My Profile](#)

Dashboards

Johnny Tester

User Name jtester

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences**
- User History

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

First Name Johnny

Last Name Tester

Phone Number +1 (850) 644-9719

Country Code, Area, Phone Number, Extension

E-mail Address irobbins@fsu.edu

Deptid Procurement Services (027)

User Name jtester

Authentication Method Local

Johnny Tester

User Name jtester

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- Administration & Integration
- Shopping, Carts & Requisitions**
- Purchase Orders
- Accounts Payable
- Contracts
- Sourcing Director
- Form Requests
- User History

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

First Name Johnny

Last Name Tester

Phone Number +1 (850) 644-9719

Country Code, Area, Phone Number, Extension

E-mail Address irobbins@fsu.edu

Deptid Procurement Services (027)

User Name jtester

Authentication Method Local

Johnny Tester

User Name: jtester

User Profile and Preferences >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
Administration & Integration >
Shopping, Carts & Requisitions
Purchase Orders >
Accounts Payable >
Contracts >
Sourcing Director >
Form Requests >
User History >

Notification Preferences: Shopping, Carts & Requisitions ✍ Edit Section ?

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

Prepared By - Cart Assigned Notice ⓘ	Email
Prepared By - PR line item(s) rejected ⓘ	Email & Notification
Prepared By - PR rejected/returned ⓘ	Email & Notification
Cart Assigned Notice ⓘ	Email & Notification
Receive PR and PO notifications for Carts Assigned to Me ⓘ	Email & Notification
Assigned Cart Processed Notification ⓘ	Email & Notification
Assigned Cart Deleted Notification ⓘ	Email & Notification
PR submitted into Workflow ⓘ	Email & Notification
PR pending Workflow approval ⓘ	Email & Notification
PR Workflow Notification available ⓘ	Email & Notification
PR Workflow complete / PO created ⓘ	Email & Notification
PR line item(s) rejected ⓘ	Email & Notification
Cart/PR rejected/returned ⓘ	Email & Notification
Sourcing Event created from Requisition ⓘ	Email & Notification
PR created from an awarded Sourcing Event ⓘ	Email & Notification
Cart created from an awarded Sourcing Event ⓘ	Email & Notification

Johnny Tester

User Name: jtester

User Profile and Preferences >
Default User Settings >
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
Administration & Integration >
Shopping, Carts & Requisitions
Purchase Orders >
Accounts Payable >
Contracts >
Sourcing Director >
Form Requests >
User History >

Notification Preferences: Shopping, Carts & Requisitions ✍ Edit Section ?

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

	Default	Override	
Prepared By - Cart Assigned Notice ⓘ	☒ Default	☐ Override	Email
Prepared By - PR line item(s) rejected ⓘ	☒ Default	☐ Override	Email & Notification
Prepared By - PR rejected/returned ⓘ	☒ Default	☐ Override	Email & Notification
Cart Assigned Notice ⓘ	☒ Default	☐ Override	Email & Notification
Receive PR and PO notifications for Carts Assigned to Me ⓘ	☒ Default	☐ Override	Email & Notification
Assigned Cart Processed Notification ⓘ	☒ Default	☐ Override	Email & Notification
Assigned Cart Deleted Notification ⓘ	☒ Default	☐ Override	Email & Notification
PR submitted into Workflow ⓘ	☒ Default	☐ Override	Email & Notification
PR pending Workflow approval ⓘ	☒ Default	☐ Override	Email & Notification
PR Workflow Notification available ⓘ	☒ Default	☐ Override	Email & Notification
PR Workflow complete / PO created ⓘ	☒ Default	☐ Override	Email & Notification
PR line item(s) rejected ⓘ	☒ Default	☐ Override	Email & Notification
Cart/PR rejected/returned ⓘ	☒ Default	☐ Override	Email & Notification
Sourcing Event created from Requisition ⓘ	☒ Default	☐ Override	Email & Notification
PR created from an awarded Sourcing Event ⓘ	☒ Default	☐ Override	Email & Notification
Cart created from an awarded Sourcing Event ⓘ	☒ Default	☐ Override	Email & Notification

Save Changes Cancel

- Select the **Override** radio button for the notification you wish to select.
- Then select from the available dropdown action menu.
- Click **Save Changes** when complete

Email & Notification

None
Email
Notification
Email & Notification

Congratulations! You have now successfully set up your profile.