NYU

iBuy Tip Sheet

Managing Notifications and Email Preferences

There are a very large number of different notifications in i-Buy NYU that can be sent to i-Buy users for Suppliers, Requisitions, Purchase Orders, and Invoices. The NYU P2P team has made several notifications active in the system for all users. These are the notifications that were deemed most important to the operation of the system.

We recommend that these notifications are not made inactive since they are sent in most cases when an action is required. For example when a requisition is pending approval. When a large number of transactions are done by an i-Buy NYU user, setting up the proper notifications can be very beneficial to the user as reminders of pending actions.

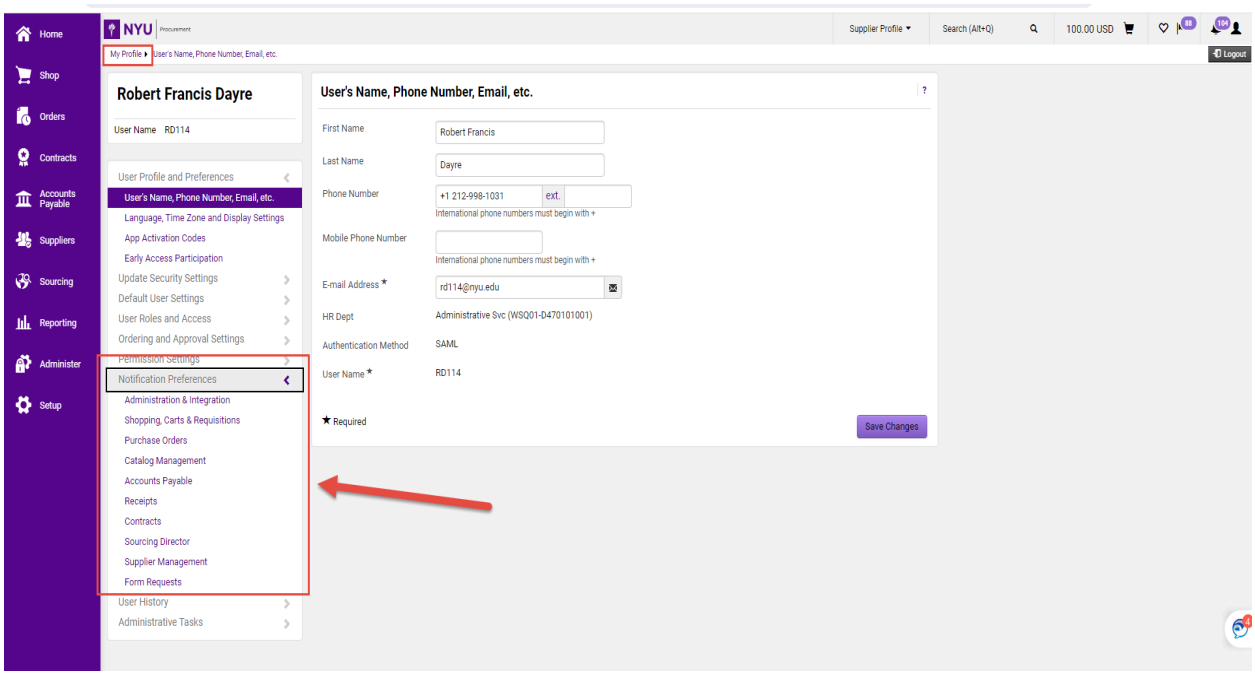
Here is how to manage Notifications and emails:

Let's get started

1. Login to i-Buy NYU via the Work tab of NYUHome using your Net ID and Password.
2. From the i-Buy NYU home page, click your name in the dashboard located in the top right and select **View My Profile (Icon that looks like a person)** from the menu.

Once in the profile, the i-Buy user can Click on **Notification Preferences**.

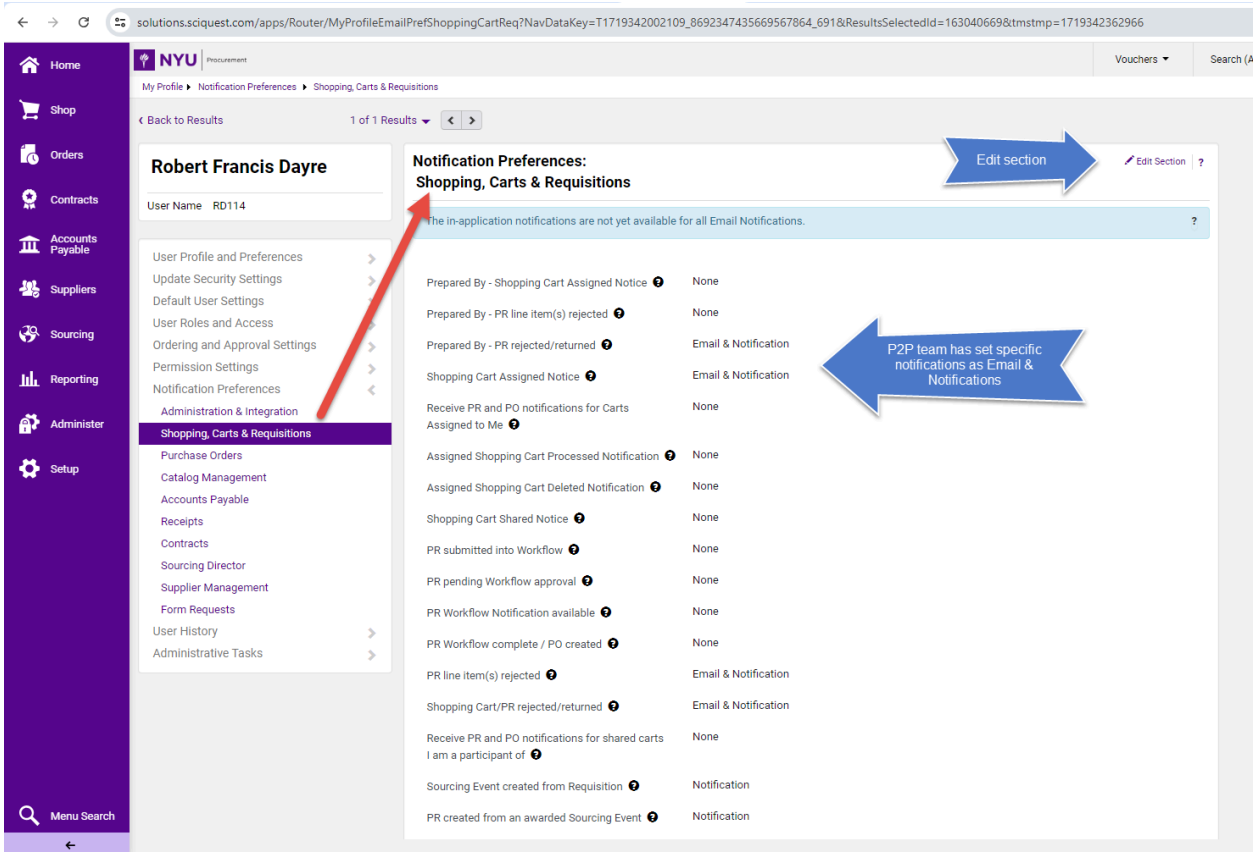
Profile showing Notification Preferences.



The specific preferences will reside under the categories that are listed in the menu. For example, any notifications related to carts and requisitions can be accessed by clicking on that menu option. Notifications for Suppliers can be accessed by selecting Supplier Management.

Once in the specific area, a user can check or edit the notifications. All of the possible system notifications will be listed. Next to the notification the notification type will be listed. The type is None, Email & Notification or just one of the Email or Notification.

Specific notifications that are important have been defaulted as Email and Notification. For example, the Shopping Cart Assignment notification. Because a specific action is needed when this occurs, the notification has been defaulted to Email and Notification. Sometimes the action is required to take place as soon as possible, so these notifications in many cases are defaulted to happen. The can be removed, however, that would require the user to go into their profile and manually edit the notification following the steps in this document.


solutions.sciquest.com/apps/Router/MyProfileEmailPrefShoppingCartReq?NavDataKey=T1719342002109_8692347435669567864_691&ResultsSelectedId=163040669&tmstmp=1719342362966
Home
Shop
Orders
Contracts
Accounts Payable
Suppliers
Sourcing
Reporting
Administer
Setup
Menu Search
NYU Procurement
Vouchers
Search (A
My Profile ▸ Notification Preferences ▸ Shopping, Carts & Requisitions
‹ Back to Results
1 of 1 Results
Robert Francis Dayre
User Name RD114
User Profile and Preferences
Update Security Settings
Default User Settings
User Roles and Access
Ordering and Approval Settings
Permission Settings
Notification Preferences
Administration & Integration
Shopping, Carts & Requisitions
Purchase Orders
Catalog Management
Accounts Payable
Receipts
Contracts
Sourcing Director
Supplier Management
Form Requests
User History
Administrative Tasks
Notification Preferences:
Shopping, Carts & Requisitions
Edit section
Edit Section
The in-application notifications are not yet available for all Email Notifications.
Prepared By - Shopping Cart Assigned Notice None
Prepared By - PR line item(s) rejected None
Prepared By - PR rejected/returned Email & Notification
Shopping Cart Assigned Notice Email & Notification
Receive PR and PO notifications for Carts Assigned to Me None
Assigned Shopping Cart Processed Notification None
Assigned Shopping Cart Deleted Notification None
Shopping Cart Shared Notice None
PR submitted into Workflow None
PR pending Workflow approval None
PR Workflow Notification available None
PR Workflow complete / PO created None
PR line item(s) rejected Email & Notification
Shopping Cart/PR rejected/returned Email & Notification
Receive PR and PO notifications for shared carts I am a participant of None
Sourcing Event created from Requisition Notification
PR created from an awarded Sourcing Event Notification
P2P team has set specific notifications as Email & Notifications