

Email Preferences within UGAMart

To assist with determining when an invoice is awaiting approval, UGAMart has built in notifications. To access these preference settings, when you log into UGAMart, there will be a blue bar in the top right hand corner. You should see your name with a drop down arrow next to it. Click on the drop down arrow and select *View My Profile*. Once the My Profile box appears, select *Notification Preferences*. Once your sub-list displays, scroll down and select *Settlement*. Once the *Settlement* notification options display, there will be several options that can be used to track invoices within the system.

Prepared By-PO Requires Receipt Notice-Notifies the user who prepared the requisition that the purchase order will require a receipt.

PO Requires Receipt Notice-Notifies the user who submitted the requisition that the purchase order will require a receipt.

Prepared By-Invoice Requires Receipt Notice-Notifies the user who prepared the requisition that the invoice requires a receipt.

Invoice Requires Receipt Notice-Notifies the user who submitted the requisition that the invoice requires a receipt.

Prepared By-Receipt reminder notification-Notifies the user who prepared the requisition that the order currently has one or more unmatched invoices because of the missing receipt(s).

Receipt Reminder Notification-Notifies the user who submitted the requisition that the order currently has one or more unmatched invoices because of missing receipt(s).

Users can select if they want emails, notifications, or both. If they select notifications, they'll be notified in the same blue bar in the top right corner of the UGAMart site. Emails will go to their email accounts. There are many other options that you may also find of value listed there as well, please review those accordingly.