How to Setup Notification for TSUS Marketplace

Notifications

You may choose to enable notifications for certain TSUS Marketplace Contract activities taking place in the application. Notification preferences can be set in your user profile. You can choose to receive an email, an in-application notification, both, or none. See Setting Notification Preferences below.

Contract notifications are found in the following sections:

i. Contracts - Contains notifications related specifically to contract activities (start date notices, end date notices, contract workflow, contract obligations, etc.).
ii. Change Requests - Contains notifications related to change request activities (change request assigned, change request accepted, change request rejected, etc.).
iii. Form Request - Contains notifications related to form request workflow (form request approved, form request rejected, etc.).
iv. Administration and Integration - Contains notifications related to administration and integration (workflow step errors, import/export, etc.).

Setting Notification Preferences in the User Profile

The application can be configured to notify users when specific events happen in the system, or an item is pending that requires the user's attention. All notifications are available by email and are also available in the application in the Notifications menu in the top banner.

Notifications for specific users are managed through the Notification Preferences menu in the user profile. This includes configuring which notifications the user will receive and the method of delivery (in application, email, or both). Often, this information is inherited from a role, but it can be overridden at the user level. If a notification preference is not inherited, it will default to None.

Step-by-Step

1. Access the user profile by clicking on the drop-down menu under your name in the top right corner of the home screen. Click on "View My Profile".

2. Click on the Notification Preferences menu option on the left.

3. Select the "Contracts" and "Form Requests" sub-menus to choose a specific notification preference. To the right of the notification, the status of the notification for the user displays one of the following:

- Email – this indicates that the user receives the notification by email.
- Notification - this indicates that the user receives the notification in the application.
- Email & Notification - this indicates that the user receives the notification in both ways.
- None - this indicates that the user does not receive this notification.

Important Note: In-application notifications are not available for all notifications. For those items, the Notification status option will not be available.

4. Locate the notification on the screen. Click the Edit Section link for the corresponding section.

5. Radio button options will display to the right of the notification. To override the default status for the notification, click the Override radio button. If a status has been overridden and you would like to restore the default, click the Default radio button.

How to Setup Notification for TSUS Marketplace

6. When you have completed the changes, click Save Changes.

Form Requests DEFINITIONS	
Form Request Approved in Workflow	This notifies a user when a form request has been approved in workflow.
Form Request Rejected in Workflow	This notifies a user when a form request has been rejected in workflow and needs attention.
Form Request Completed in Workflow	This notifies a user when a form request has completed workflow.
Form Request Contract is Executed	The **Form Request Contract is Executed** notification is sent to contract requesters to indicate that a contract they requested has completed the contract approval workflow and is in an Executed status.

Contracts NOTIFICATIONS	
Contract/Budget Tier Notification	As spend on a contract exceeds a tier, an e-mail is sent to the applicable user if enabled. **Note:** The setting for when an e-mail is triggered is configured on the **Budget** tab of the contract. E-mails can be triggered based on PR, PO, and/or invoice spend exceeding each contract tier.
Contract Start Date - Advance Notice	Email and/or notification alerting the user of the upcoming start date of a contract. This email/notification is sent if advance notice has been set and the user is opted in to receive the emails.
Contract Start Date Passed	Email and/or notification alerting the user that the contract start date has passed. This email/notification is sent if advance notice has been set and the user is opted in to receive the emails.
Contract End Date - Advance Notices	Email and/or notification alerting the user of the upcoming end date of a contract. This email/notification is sent if advance notice has been set and the user is opted in to receive the emails.
Contract End Date Passed	Email and/or notification alerting the user that the end date of a contract has passed. This email/notification is sent if the user is opted in to receive the emails.
Contract Renewal Date - Advance Notices	Email and/or notification alerting the user of the upcoming Renewal date of a contract. This email/notification is sent if advance notice has been set and the user is opted in to receive the emails.

How to Setup Notification for TSUS Marketplace

Contract Renewal Date Passed	Email and/or notification alerting the user the Renewal date of a contract has passed. This email/notification is sent if the user is opted in to receive the emails.
Contract Review Date Passed	Email and/or notification alerting the user the Review date of a contract has passed. This email/notification is sent if the user is opted in to receive the emails.
Contract Internal Review Notification	Email and/or notification alerting the user s/he has a contract to review for an Internal Review Round. This email and/or notification is sent only if the user opts in to receive them.
New Contract Request Discussion Thread	Email and/or notification alerting the user that a new message thread has been posted on a contract request. This email and/or notification is sent only if the user opts in to receive them.
New Contract Request Discussion Reply	Email and/or notification alerting the user that reply has been posted to an existing message on a contract request. This email and/or notification is sent only if the user opts in to receive them.
External Reviewer Email Failure	Email and/or notification alerting the Contract Manager of the contract that the Email sent to a contract External Reviewer has encountered a failure.
Contract Originated From SalesForce	Email and/or notification sent to the Contract Managers assigned to all SalesForce Contracts as set in General Contract Settings.
Contract Workflow Notification	This notification switches on contract approval notifications for contract approvers. If the notification is enabled, a user will receive the contract approval notifications that are enabled in the **Contract - Approval Workflow** section if they are named as an approver on a contract approval workflow step. *If the notification is not selected, a user will not receive contract approval notifications, even if they are an approver on a contract approval workflow step.*
Contract- Approval Workflow	
Contract Returned Notice	Email and/or notification to a user that an approver has returned a Contract.
Contract Pending Workflow Approval	Email to approvers that in their Contract workflow folders there are new contracts requiring their approval.

How to Setup Notification for TSUS Marketplace

Contract Approval Workflow Error	Email and/or notification to administrator that in their Contract workflow folders is an error.
Contract Sent to eSignature Application	Email and or notification when a contract is sent to eSignature application.
Contract Pending Upload of Signed Document	For organizations using eSignature, this notification is sent when a contract that has the Use eSignature for this contract? option set to No on the contract header has reached the Out for Signature step in the workflow. It indicates that the contract has been approved and is ready for a signed document to be uploaded into the system.
Contract Declined Signature	Email and/or notification to a user that a signer on a contract has declined to sign the contract.
Contract Approval Workflow Completed	Sent to explicitly named contract managers or stakeholders on a contract, or to contract facilitators, when the contract they are named on has completed the contract approval workflow and is in Executed status.
Contract Obligations	
Contract Obligation Advance Notification	This Email and/or notification alerts a Contract Obligation First Party Owner or First Party Stakeholder of the upcoming due date of an obligation.
Contract Obligation Due Date Notification	This Email and/or notification alerts a Contract Obligation First Party Owner or First Party Stakeholder that an obligation is due on the due date of that obligation.
Contract Obligation Past Due Notification	This Email and/or notification alerts a Contract Obligation First Party Owner or First Party Stakeholder that an obligation is past due.
Contract Obligation Complete Notification	This Email and/or notification notifies a Contract Obligation First Party Owner or First Party Stakeholder that an obligation has been marked complete.