



## Announcements



**REMINDER:** Update your profile before you start shopping: [Set your Ship To Address](#); [Set your Bill To Address](#); and [Deliver to Location](#). When prompted to enter your Department Name in the Ship To field, enter your full department name, no abbreviations.



**REMINDER:** Verify you are shopping under the correct Persona. Your Persona should correspond with the correct business unit. [This guide](#) can assist in updating your Persona/Business Unit.



**REMINDER:** Clear your cart before start a new request so you have a \$0 balance.

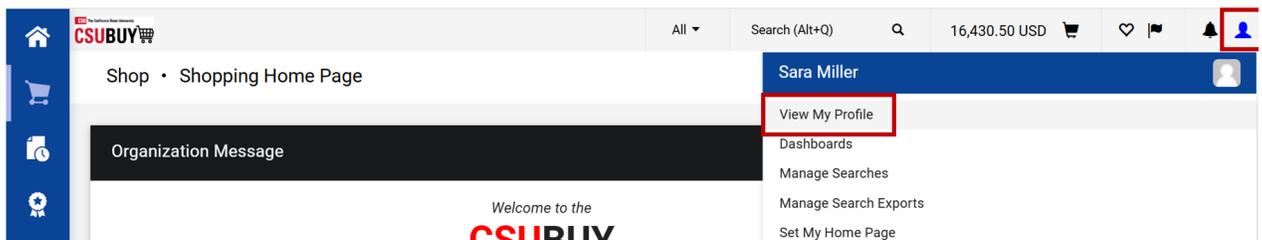
## Tips & Tricks!



### Notification Preferences

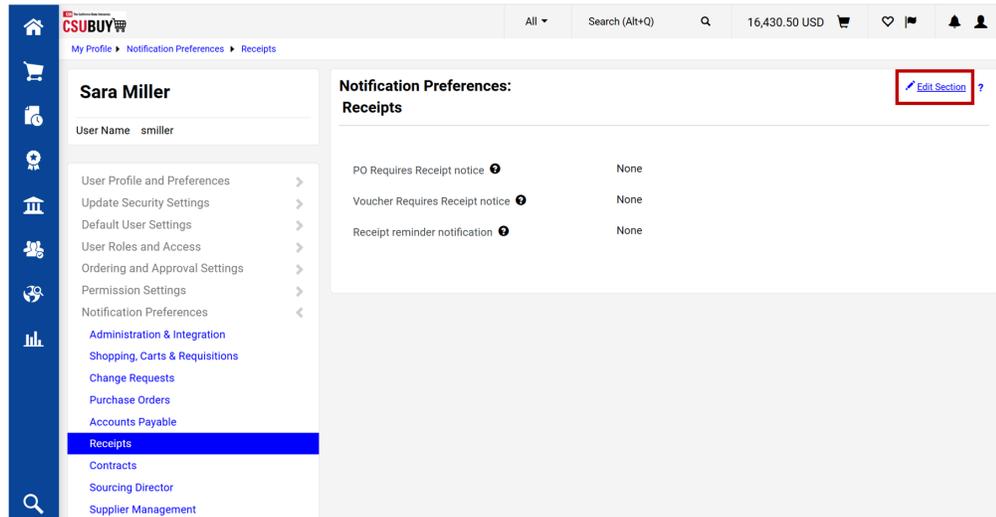
CSUBUY notifications are defaulted globally, please note, not all notifications are turned on. Users can modify their notification preferences. An example of a notification **defaulted as None** is **Receipts**. Change the preference from None to Override to receive Receipt notifications.

To change notification preferences, navigate to the top right of your screen, and select **View My Profile** from User dropdown.

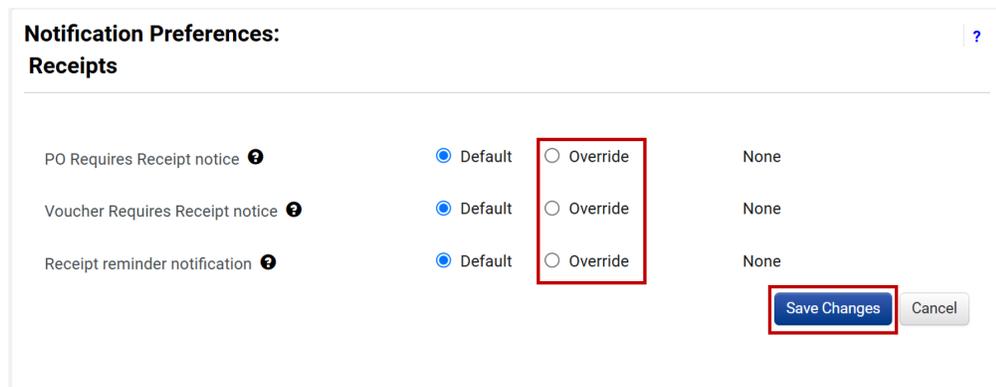




Select **Receipts** from the Notification Preferences. Then select **Edit Section** at the top right to modify preferences.



Select the **Override** button of the notifications you would like to receive. Then select the **Save Changes** button to save notification modifications selected.



## Receipts – Goods

Goods require a 3-way match, so a receipt is required to be completed.

Standard receipts for a good are based on quantity ordered.

User will locate the purchase order and select **Create Quantity Receipt** from the ellipses to create the receipt for the number of items physically received.

If all the items ordered are physically received, then the quantity receipt will be for the total amount of the items ordered.

Finally complete and submit receipt in the CSUBUY system.



## Help & Support



Office hours and training resources can be found on our [CSUBUY Training Website](#):  
Click this [Zoom link](#) to access training.

Mondays: 11:00 a.m. - 12:00 p.m.  
Tuesdays: 10:00 a.m. - 11:00 a.m.  
Wednesdays: 3:00 p.m. - 4:00 p.m.  
Thursdays: 1:00 p.m. - 2:00 p.m.  
Fridays: 10:00 a.m. - 11:00 a.m