You may receive more email notifications from UD Exchange than you prefer.

This Guide will illustrate how to turn off the default email notifications that you receive when you shop or process carts for others.

You may use the basic steps in this guide to customize other types of notifications you receive.
Click the Profile icon on the home page. Select View My Profile.
Navigate to Notification Preferences > Shopping, Carts, & Requisitions.
If you're not sure what each notification is for, click the ? icon next to it to see an explanation. Click Edit Section.
In this example, if you are a Shopper that no longer wants to receive notifications when your Requester has submitted your orders for approval, select the **Override** button on the **Assigned Cart Processed Notification** line.
Select None from the override menu. Click Save Changes.
Questions:
• PROCUREMENT@UDEL.EDU

Resources:
• Procurement Services Website
• UDX Profile Settings