



## Need help with Notification Settings?

Got a question? No problem. Open a support case by clicking the button below. **We're here to help!**

**Seller Help**

## Setting up your Email Notifications

This guide shows you how to set up email notifications in Seller Center.

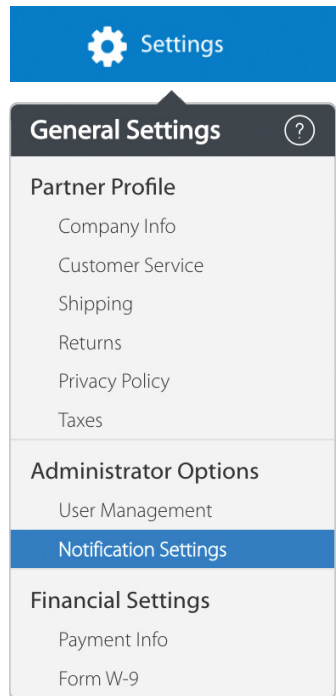
Admin users can enable and customize email notifications for all open orders on your Marketplace account. We send notification emails to the Customer Service email saved in your Partner Profile. Please double check this email address is current.



**Notification emails list all open orders that are “not yet acknowledged” and remind your team to update their status. Until updated, your team will continue to receive notification emails. Click below to learn how to update order statuses.**

**Cancel, Acknowledge & Ship Orders**

Using an API? [Check out our Developer Portal for instructions.](#)



## Step-by-Step Instructions

### 1 Access Notification Settings

In Seller Center, click “Settings” and click “Notification Settings.”

Remember only Admin users have access to this page!  
[See our User Management guide](#) to learn more about user roles and permissions.

**Keep going!**  
Instructions continue on the next page.

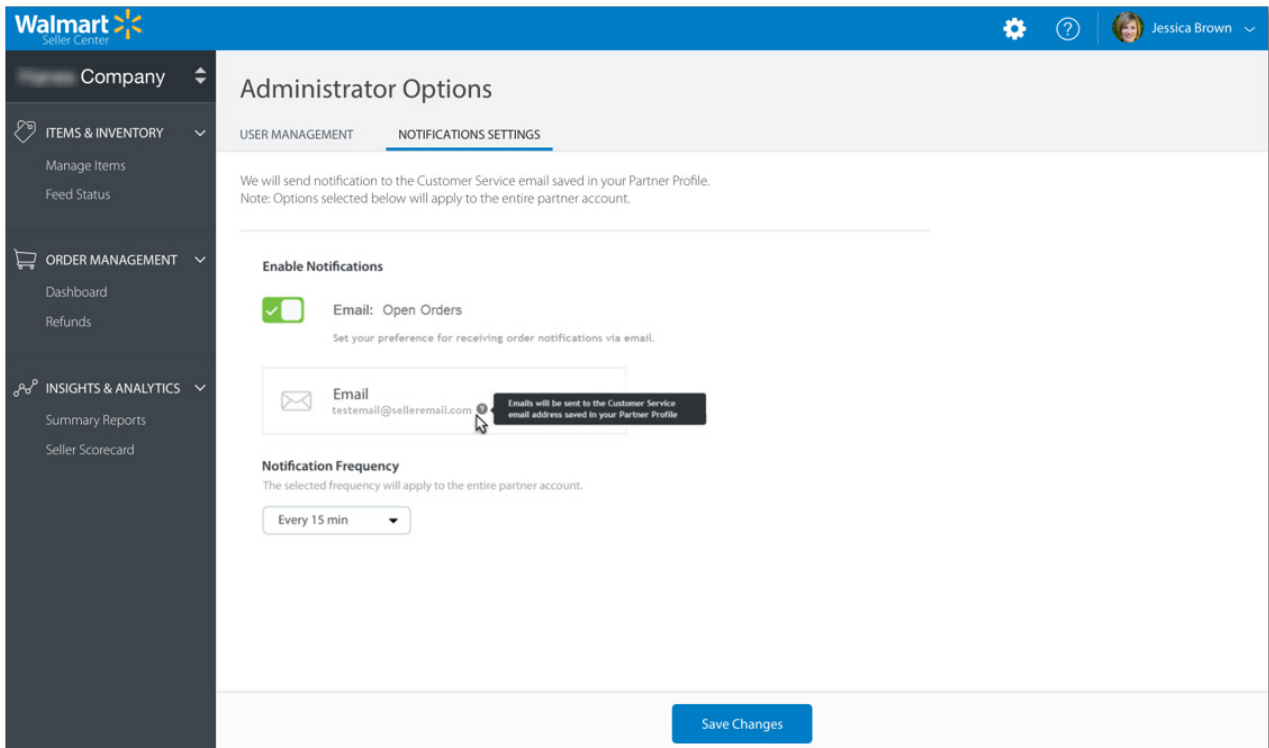


## Step-by-Step Instructions

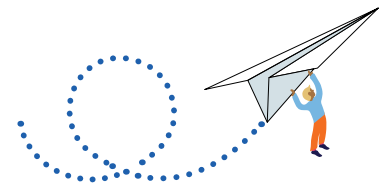
### 2 Enable Notifications and Specify Frequency

To turn on notifications and select the frequency:

1. **Click the toggle for “Email: Open Orders.”**  
The Customer Service email address you have listed in your Partner Profile will be displayed. Only one email address can be selected to receive notifications. To edit the email address, please go to Settings > Customer Service > Customer Service Email.
2. **From the Notification Frequency drop-down, select a time interval.**  
You can change this frequency at any time, so it fits your business operations.
3. **Click “Save Changes.”**



**Good job!**  
Your email notifications are now set up.





Keep on learning, and let's grow your business!

We're here to help you learn more, faster. Click below to find other QuickStart guides, help articles, and contact Partner Support!

[Seller Help](#)



## Links from this QuickStart Guide

### **Seller Help**

[sellerhelp.walmart.com/seller/s/](https://sellerhelp.walmart.com/seller/s/)

### **Cancel, Acknowledge & Ship Orders**

[sellerhelp.walmart.com/seller/s/guide?article=000007160](https://sellerhelp.walmart.com/seller/s/guide?article=000007160)

### **API Instructions**

[developer.walmart.com/#/apicenter/marketPlace/latest#introduction](https://developer.walmart.com/#/apicenter/marketPlace/latest#introduction)

### **User Management QuickStart Guide**

[marketplace.walmart.com/walmart-marketplace-quickstart-seller-settings-user-management/](https://marketplace.walmart.com/walmart-marketplace-quickstart-seller-settings-user-management/)

