



# Notification Preferences


## How to manage your Notification Preferences in your CSP

This guide will help you manage your notification preferences in your Coupa supplier portal (CSP). Depending on what notifications you want to receive you can manage your preferences.

**My Account** Notification Preferences

You will start receiving notifications when your customers enable them.

Email  Mobile (SA)

 Verify number to receive SMS

### Account access

Request to join	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Merge Request	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

### Announcements

New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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### Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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### Catalogues

New comment received	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
Catalogue approved	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
Catalogue rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
Catalogue about to expire	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS

### Community

Community Role Given to User	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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1.

## How to Find 2FA

Managing your notification preferences can be found by clicking on your name at the top right of the screen.

Click on your name and a pop up will appear, select Account settings.

My Account Settings will open.

Select Notification Preferences

### My Account Settings

- Settings
- Notification Preferences**
- Security & Two-Factor Authentication

#### User Details

\* First Name

\* Last Name

\* Email

Department

Role

Save

#### Change Password

\* Current Password

\* Password

Use at least 8 characters and include a number and a letter.

\* Password Confirmation

Save

2.

## 'My Account'

The "My Account Notification Preferences" will be displayed.

Review and untick the options not required.

Click "Save" at the bottom.

Notifications preferences have been updated.


## My Account Notification Preferences

Settings

Notification Preferences

Security & Multi Factor Authentication

You will start receiving notifications when your customers enable them.

Email	<input type="text" value="simon.hunt@mitie.com"/>	Mobile (SMS) <input type="text" value="+1"/>	<input type="button" value="Verify"/>
 Verify number to receive SMS			

### Account access

Request to join	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Merge Request	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

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### Community

Community Role Given to User	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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