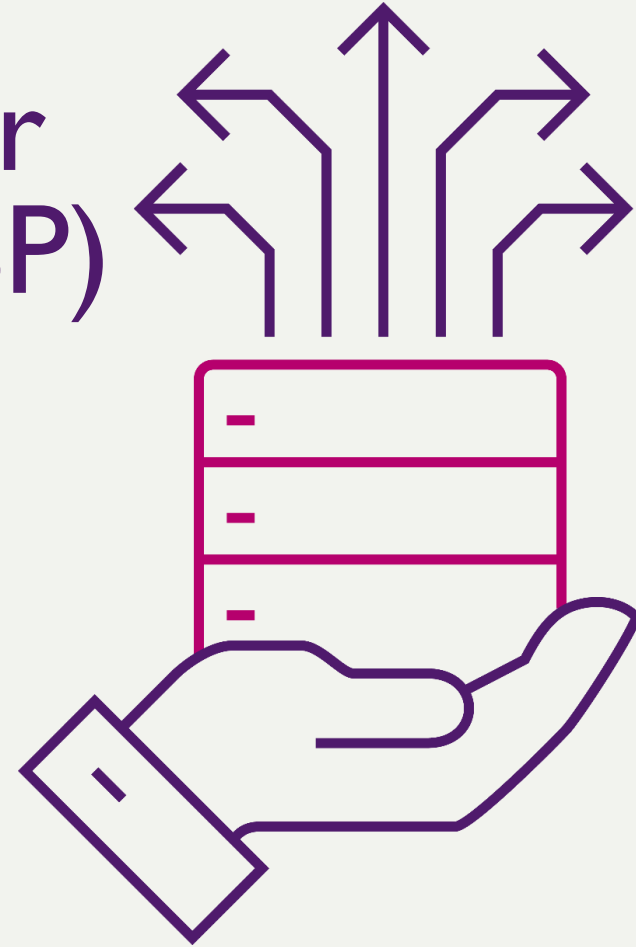


Supplier Instructions on How to update your notification settings in your Coupa Supplier Portal (CSP)





Coupa updating notification settings

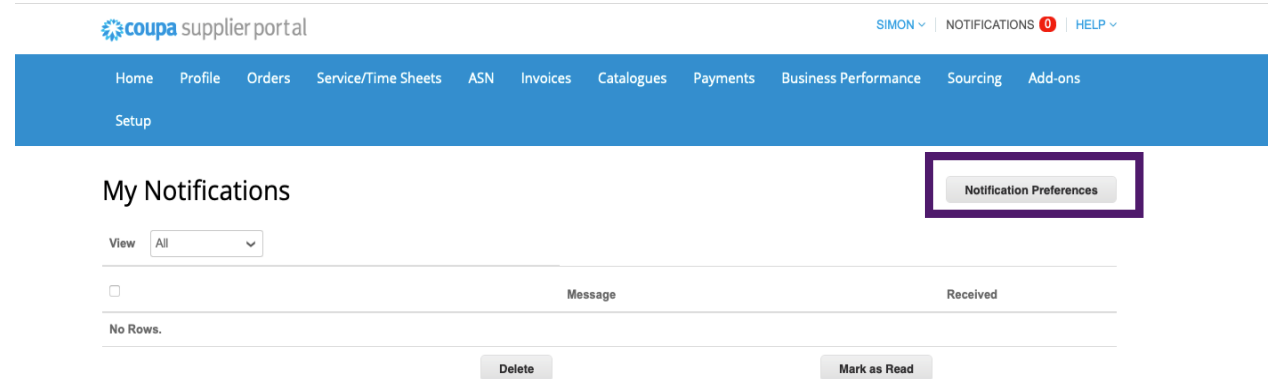
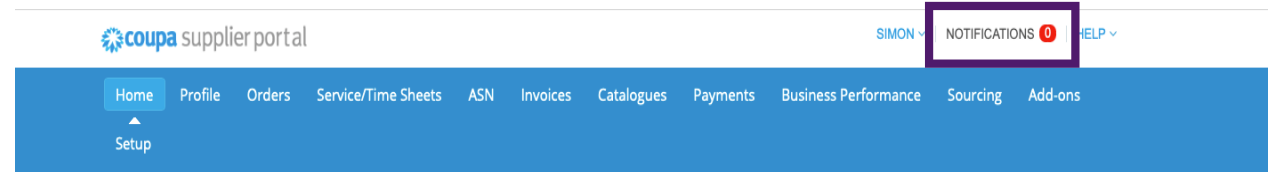
How to update Notifications in CSP



From your the CSP account you want to change the notifications settings from

Click on notifications shown on the top right-hand side

It will open a page of My notifications and click notifications Preferences



How to update Notifications in CSP



This will open your account notifications preferences which you can see what options are ticked and unticked



Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Payments Business Performance Sourcing Add-ons

Setup

My Account Notification Preferences

You will start receiving notifications when your customers enable them.

[Settings](#)
[Notification Preferences](#)
[Security & Two-Factor Authentication](#)

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 checked="" 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

Coupa Accelerate

New Early Pay Customer	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Coupa Pay

Zero Payment Remittance Advice	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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How to update Notifications in CSP



You can review each option and tick or untick against the relevant option.

If you untick any email options you stop getting emails notifications and it will be your responsibility to manage your items from your CSP account

Once you have made your changes remember to click **SAVE** at the bottom

End



Invoice paid	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Orders			
An order is cancelled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
New comment received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
New PO received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Order Header Changes			
Order change request is rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Profile			
A Service/Time Sheet is rejected	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
			<input type="button" value="Cancel"/> <input type="button" value="Save"/>