ORGANON

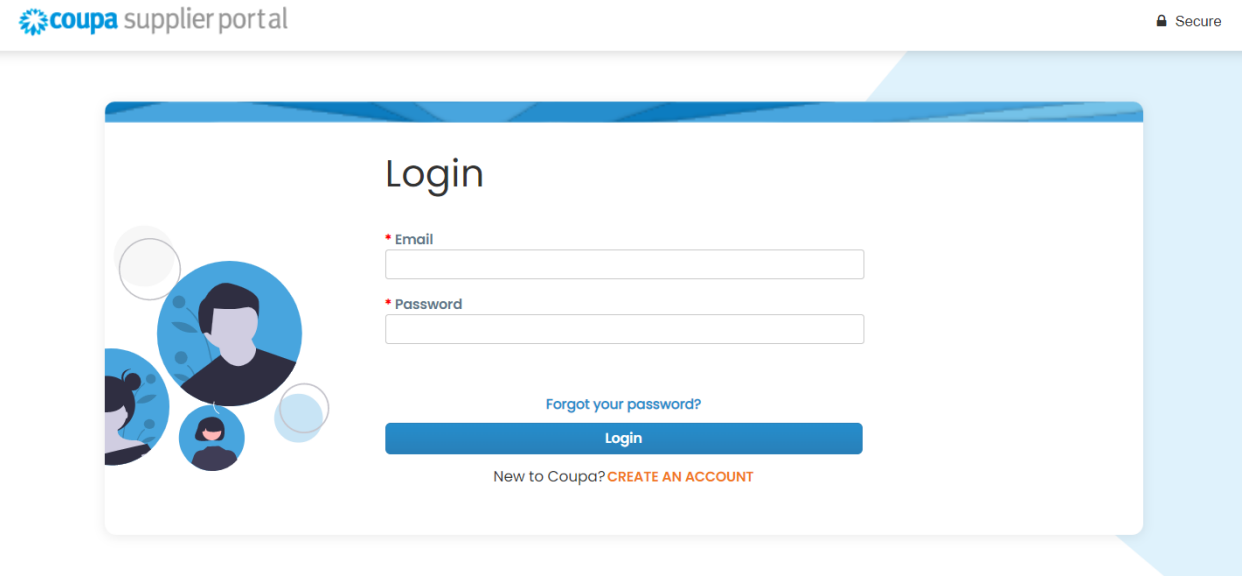
VIEW AND MANAGE NOTIFICATIONS

How To Guide

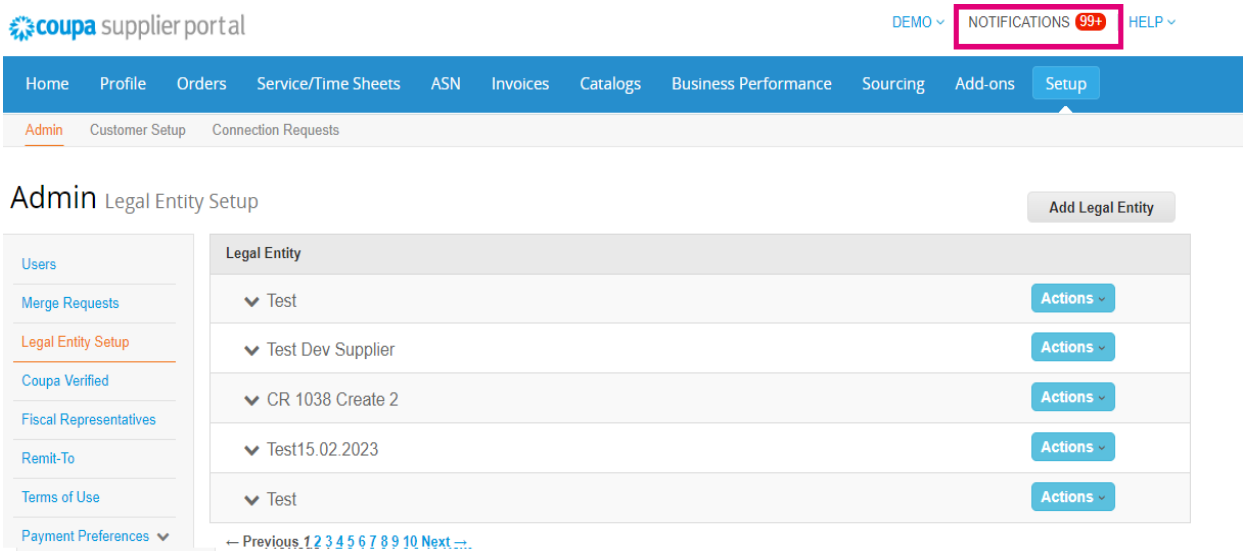
ORGANON
Here for her health

How to view and manage notifications

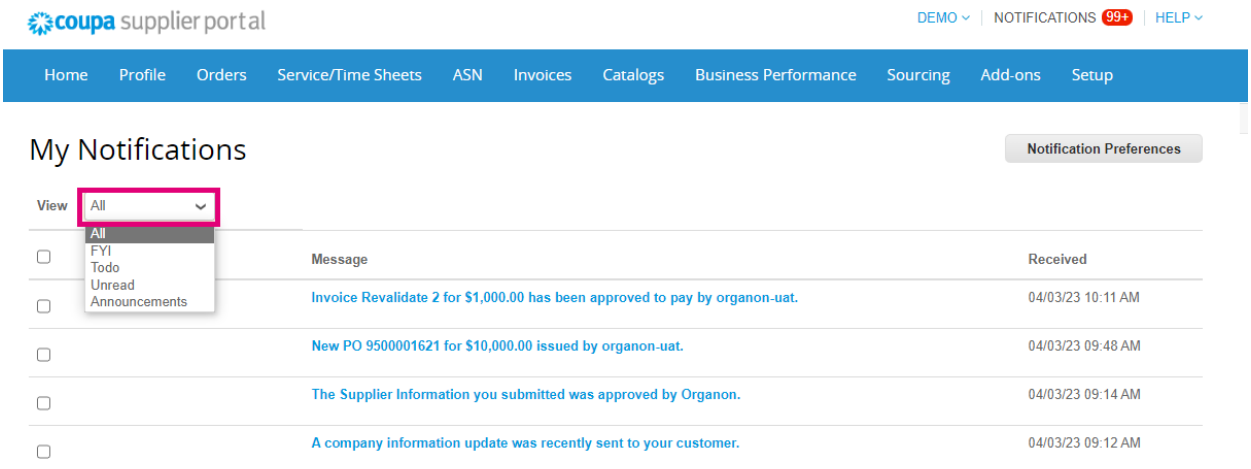
1. Log in to the Coupa Supplier Portal with **Email** and **Password**



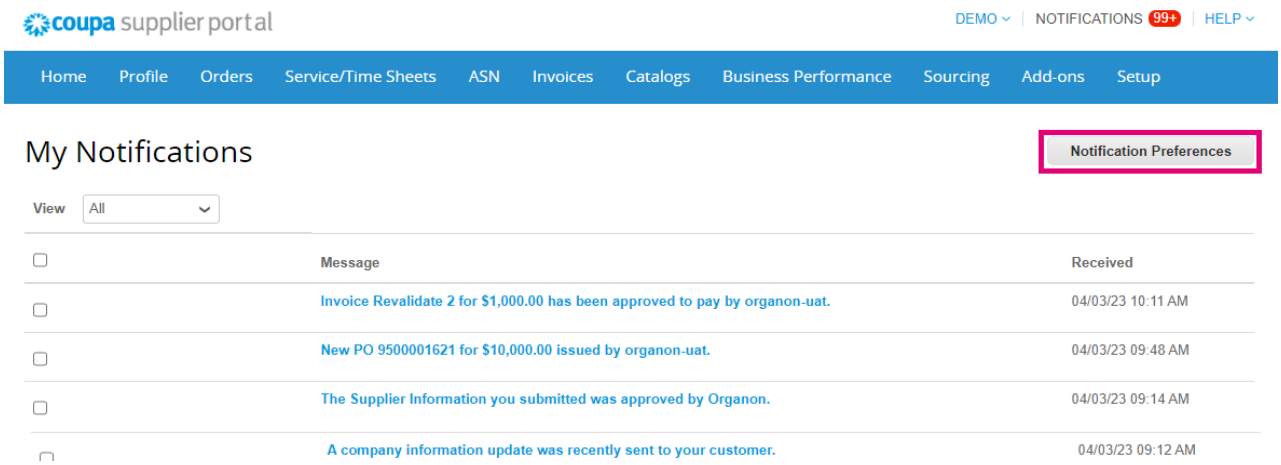
2. Click on **Notifications**



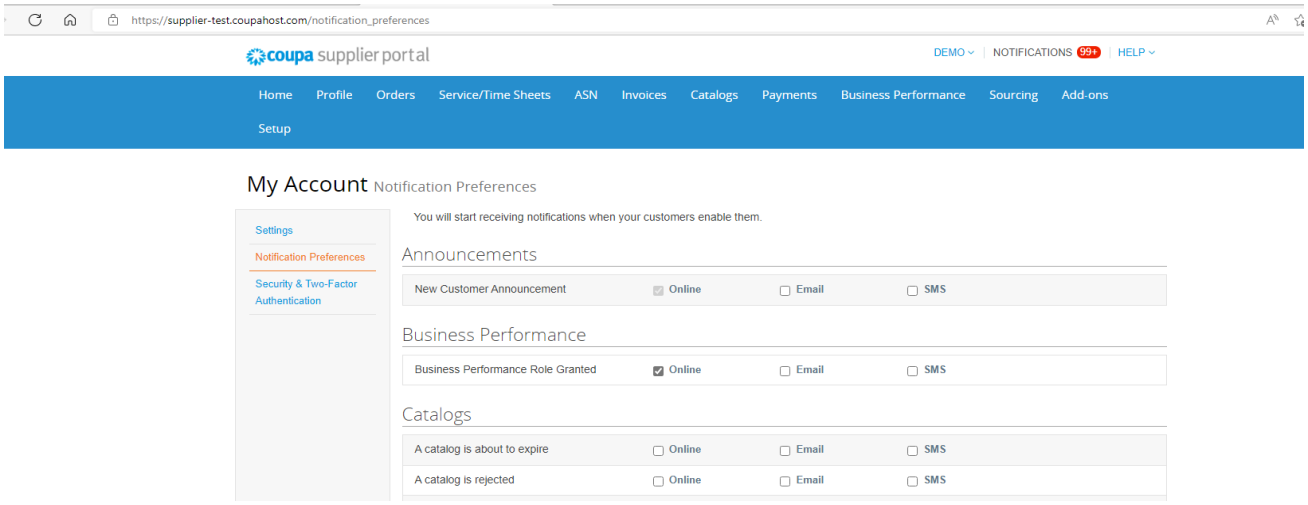
3. Click on **All** to see all current notifications:



4. Click on **Notification Preferences**



5. Select the types of notifications you would like to receive and how they will be sent: online, Email or SMS. SMS notifications are disabled by default.



6. Click on **Save**

***Note**: If you enable SMS notifications but disable mobile phone verification, the SMS notification settings will be automatically deleted. If you want to stop receiving SMS notifications, reply with STOP.*

The notification types are listed below:

Notification Type	Description
New Customer Announcement	Enabled by default: Online and Email
Business Performance role granted	Enabled by default: Online
A new comment is received	Enabled by default: Online and Email
A catalog is approved	Disabled by default.
A catalog is rejected	Disabled by default.
A catalog is about to expire	Disabled by default.
New Early Pay Customer	Enabled by default: Online and Email
New digital check	Enabled by default: Online and Email
New virtual card	Enabled by default: Online and Email
Virtual card reissued	Enabled by default: Online and Email

Virtual card reminder	Enabled by default: Online and Email
Payment role given to user	Enabled by default: Online and Email
Virtual card processing failure	Enabled by default: Online and Email
Bank transfer remittance advice	Enabled by default: Online and Email
Virtual card remittance advice	Enabled by default: Online and Email
Zero payment remittance advice	Enabled by default: Online and Email
Digital Check Cancelled	Enabled by default: Online and Email
Virtual Card Cancelled	Enabled by default: Online and Email
Invoice Adjusted Automatically	Enabled by default: Online and Email
Digital Wallet Remittance Advice	Enabled by default: Online and Email
Early payment requests expired	Enabled by default: Online and Email
Early payment request rejected	Enabled by default: Online and Email
Early payment requests matched	Enabled by default: Online and Email

Early payment request paid	Enabled by default: Online and Email
Early Payment Request Rejected by Financier	Enabled by default: Online and Email
A form response is approved	Enabled by default: Online and Email
A form response is rejected	Enabled by default: Online and Email
Supplier information is updated	Enabled by default: Online and Email
A new comment is received	Notifies you if your customer sends you a new comment or a reply to your question/comment regarding a Supplier Information Management (SIM) form request/response. Enabled by default: Online and Email
A form response needs your attention	Enabled by default: Online and Email
Enable notification for integration error	Disabled by default.
A new comment is received	Enabled by default: Online and Email
An invoice is approved	Enabled by default: Online and Email

An invoice is paid	Enabled by default: Online and Email
An invoice is disputed	Enabled by default: Online and Email
An invoice is withdrawn from dispute	Enabled by default: Online and Email
Legal Invoice Export Ready	Enabled by default: Online and Email
An invoice is abandoned	Enabled by default: Online and Email
A new comment is received	Enabled by default: Online and Email
A new order is received	Enabled by default: Online and Email
An order is canceled	Enabled by default: Online and Email
Order change request is rejected	Enabled by default: Online and Email
Public profile is updated	Disabled by default.
An information update request is received	Enabled by default: Online and Email
Profile update reminder is received	Disabled by default. Future functionality.
Update information requests	Disabled by default. Future functionality.
Receipt created	Disabled by default.

New Terms of Use are received	Enabled by default: Online and Email
A new customer connection is created	Enabled by default: Online and Email
A Service/Time Sheet is approved	Enabled by default: Online and Email
A Service/Time Sheet is rejected	Enabled by default: Online and Email