

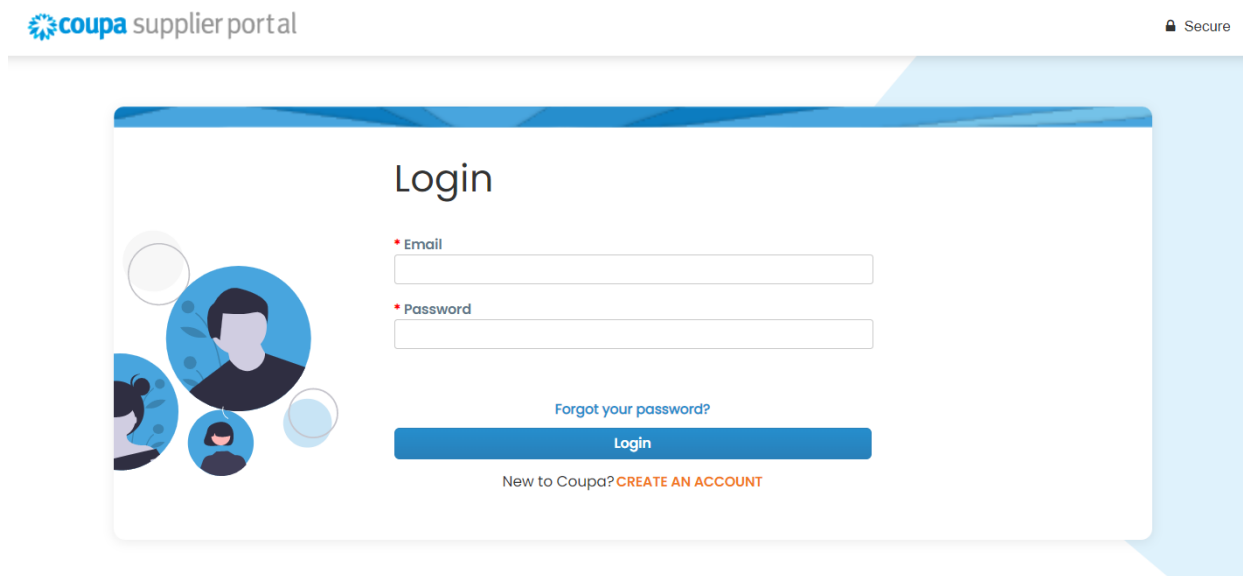


# VIEW AND MANAGE NOTIFICATIONS

How To Guide

## How to view and manage notifications

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



The screenshot shows the Coupa Supplier Portal login interface. At the top left, it says "coupa supplier portal" with a lock icon and "Secure" on the right. The main content area is titled "Login" and features a graphic of three stylized people icons on the left. Below the title are two input fields: "Email" and "Password", both with red asterisks indicating required fields. A "Forgot your password?" link is positioned above a blue "Login" button. At the bottom, there is a link that says "New to Coupa? CREATE AN ACCOUNT".

2. Click on **Notifications**

### Admin Legal Entity Setup

Add Legal Entity

Users	Legal Entity	
Merge Requests	▼ Test	Actions ▾
Legal Entity Setup	▼ Test Dev Supplier	Actions ▾
Coupa Verified	▼ CR 1038 Create 2	Actions ▾
Fiscal Representatives	▼ Test15.02.2023	Actions ▾
Remit-To	▼ Test	Actions ▾
Terms of Use		
Payment Preferences ▾		

← Previous 1 2 3 4 5 6 7 8 9 10 Next ...

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

### My Notifications

Notification Preferences

View		
All ▾	<input type="checkbox"/>	Message Received
All	<input type="checkbox"/>	Invoice Revalidate 2 for \$1,000.00 has been approved to pay by organon-uat. 04/03/23 10:11 AM
FYI	<input type="checkbox"/>	New PO 9500001621 for \$10,000.00 issued by organon-uat. 04/03/23 09:48 AM
Todo	<input type="checkbox"/>	The Supplier Information you submitted was approved by Organon. 04/03/23 09:14 AM
Unread	<input type="checkbox"/>	A company information update was recently sent to your customer. 04/03/23 09:12 AM
Announcements	<input type="checkbox"/>	

### 4. Click on **Notification Preferences**

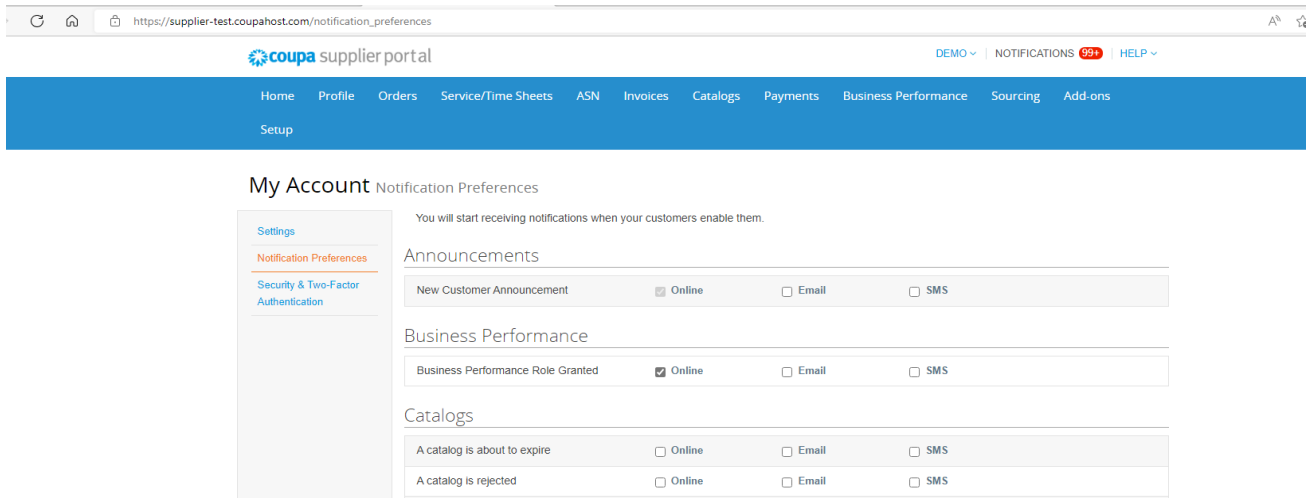
## My Notifications

**Notification Preferences**

View All

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	<a href="#">Invoice Revalidate 2 for \$1,000.00 has been approved to pay by organon-uat.</a>	04/03/23 10:11 AM
<input type="checkbox"/>	<a href="#">New PO 9500001621 for \$10,000.00 issued by organon-uat.</a>	04/03/23 09:48 AM
<input type="checkbox"/>	<a href="#">The Supplier Information you submitted was approved by Organon.</a>	04/03/23 09:14 AM
<input type="checkbox"/>	<a href="#">A company information update was recently sent to your customer.</a>	04/03/23 09:12 AM

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.



My Account Notification Preferences

You will start receiving notifications when your customers enable them.

**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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**Catalogs**

A catalog is about to expire	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS

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

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

<b>Early payment request paid</b>	Enabled by default: Online and Email
<b>Early Payment Request Rejected by Financier</b>	Enabled by default: Online and Email
<b>A form response is approved</b>	Enabled by default: Online and Email
<b>A form response is rejected</b>	Enabled by default: Online and Email
<b>Supplier information is updated</b>	Enabled by default: Online and Email
<b>A new comment is received</b>	<p>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.</p> <p>Enabled by default: Online and Email</p>
<b>A form response needs your attention</b>	Enabled by default: Online and Email
<b>Enable notification for integration error</b>	Disabled by default.
<b>A new comment is received</b>	Enabled by default: Online and Email
<b>An invoice is approved</b>	Enabled by default: Online and Email

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



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