



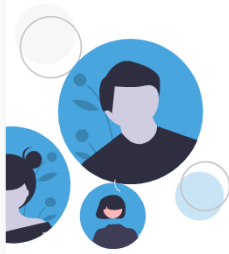
MELIHAT DAN MENGELOLA NOTIFIKASI

Panduan Proses

Cara melihat dan mengelola notifikasi

1. Log in ke Coupa Supplier Portal dengan **Email** dan **Password**

 **coupa** supplier portal Secure



Login

* Email

* Password

[Forgot your password?](#)

[Login](#)

New to Coupa? [CREATE AN ACCOUNT](#)

2. Klik **Notifications**

coupa supplier portal

NOTIFICATIONS 7 HELP

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogues Workers More...

TA Test Account
Profile Last Updated: 25 minutes ago | [View Profile](#)

Recent Activity View ⓘ

Organon Organon More...

No activity found for Organon

Announcements
No Announcements

Two-factor Security 0 of 2 Users

Join Requests 0 Users

Merge Suggestions 0 Duplicates

Linked Customers 47 Connections

3. Klik **All** untuk melihat semua notifikasi yang tersedia:

coupa supplier portal

DEMO NOTIFICATIONS 99+ HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

My Notifications Notification Preferences

View All

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

4. Klik pada **Notification Preferences**

My Notifications

[Notification Preferences](#)

View All

☐	Message	Received
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☐	A company information update was recently sent to your customer.	04/03/23 09:12 AM

5. Pilih jenis notifikasi yang ingin Anda terima dan termasuk bagaimana cara notifikasi tersebut akan dikirimkan: secara online, Email atau SMS. Pemberitahuan SMS dinonaktifkan secara default.

My Account Notification Preferences

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

You will start receiving notifications when your customers enable them.

 Email

Mobile (SMS) +1

Verify

! Verify number to receive SMS

Account access

Merge Request	☒ Online	☒ Email	☐ SMS
Request to join	☒ Online	☒ Email	☐ SMS

Announcements

New Customer Announcement	☒ Online	☐ Email	☐ SMS
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Business Performance

Business Performance Role Granted	☒ Online	☐ Email	☐ SMS
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6. Klik **Save**



Catatan: Jika Anda mengaktifkan notifikasi SMS, namun menonaktifkan verifikasi ponsel, maka pengaturan notifikasi SMS akan otomatis terhapus. Jika Anda ingin berhenti menerima notifikasi SMS, maka balas SMS dengan STOP.

Tipe notifikasi tercantum di bawah ini:

Tipe Notifikasi	Deskripsi
New Customer Announcement	Diaktifkan secara default: Online
Business Performance role granted	Diaktifkan secara default: Online
A new comment is received	Diaktifkan secara default: Online dan Email
A catalog is approved	Dinonaktifkan secara default.
A catalog is rejected	Dinonaktifkan secara default.
A catalog is about to expire	Dinonaktifkan secara default.
New Early Pay Customer	Diaktifkan secara default: Online dan Email
New digital check	Diaktifkan secara default: Online dan Email

New virtual card	Diaktifkan secara default: Online dan Email
Virtual card reissued	Diaktifkan secara default: Online dan Email
Virtual card reminder	Diaktifkan secara default: Online dan Email
Payment role given to user	Diaktifkan secara default: Online dan Email
Virtual card processing failure	Diaktifkan secara default: Online dan Email
Bank transfer remittance advice	Diaktifkan secara default: Online dan Email
Virtual card remittance advice	Diaktifkan secara default: Online dan Email
Zero payment remittance advice	Diaktifkan secara default: Online dan Email
Digital Check Cancelled	Diaktifkan secara default: Online dan Email
Virtual Card Cancelled	Diaktifkan secara default: Online dan Email
Invoice Adjusted Automatically	Diaktifkan secara default: Online dan Email
Digital Wallet Remittance Advice	Diaktifkan secara default: Online dan Email
Early payment requests expired	Diaktifkan secara default: Online dan Email

Early payment request rejected	Diaktifkan secara default: Online dan Email
Early payment requests matched	Diaktifkan secara default: Online dan Email
Early payment request paid	Diaktifkan secara default: Online dan Email
Early Payment Request Rejected by Financier	Diaktifkan secara default: Online dan Email
A form response is approved	Diaktifkan secara default: Online dan Email
A form response is rejected	Diaktifkan secara default: Online dan Email
Supplier information is updated	Diaktifkan secara default: Online dan Email
A new comment is received	Memberikan notifikasi kepada Anda apabila customer mengirimkan komentar atau balasan baru terhadap pertanyaan/komentar anda terkait permintaan/respon terhadap form Supplier Information Management (SIM) Diaktifkan secara default: Online dan Email
A form response needs your attention	Diaktifkan secara default: Online dan Email

Enable notification for integration error	Dinonaktifkan secara default.
A new comment is received	Diaktifkan secara default: Online dan Email
An invoice is approved	Diaktifkan secara default: Online dan Email
An invoice is paid	Diaktifkan secara default: Online dan Email
An invoice is disputed	Diaktifkan secara default: Online dan Email
An invoice is withdrawn from dispute	Diaktifkan secara default: Online dan Email
Legal Invoice Export Ready	Diaktifkan secara default: Online dan Email
An invoice is abandoned	Diaktifkan secara default: Online dan Email
A new comment is received	Diaktifkan secara default: Online dan Email
A new order is received	Diaktifkan secara default: Online dan Email
An order is canceled	Diaktifkan secara default: Online dan Email
Order change request is rejected	Diaktifkan secara default: Online dan Email
Public profile is updated	Dinonaktifkan secara default.
An information update request is received	Diaktifkan secara default: Online dan Email

Profile update reminder is received	Diaktifkan secara default: Online dan Email
Update information requests	Diaktifkan secara default: Online dan Email
Receipt created	Dinonaktifkan secara default.
New Terms of Use are received	Diaktifkan secara default: Online dan Email
A new customer connection is created	Diaktifkan secara default: Online dan Email
A Service/Time Sheet is approved	Diaktifkan secara default: Online dan Email
A Service/Time Sheet is rejected	Diaktifkan secara default: Online dan Email