

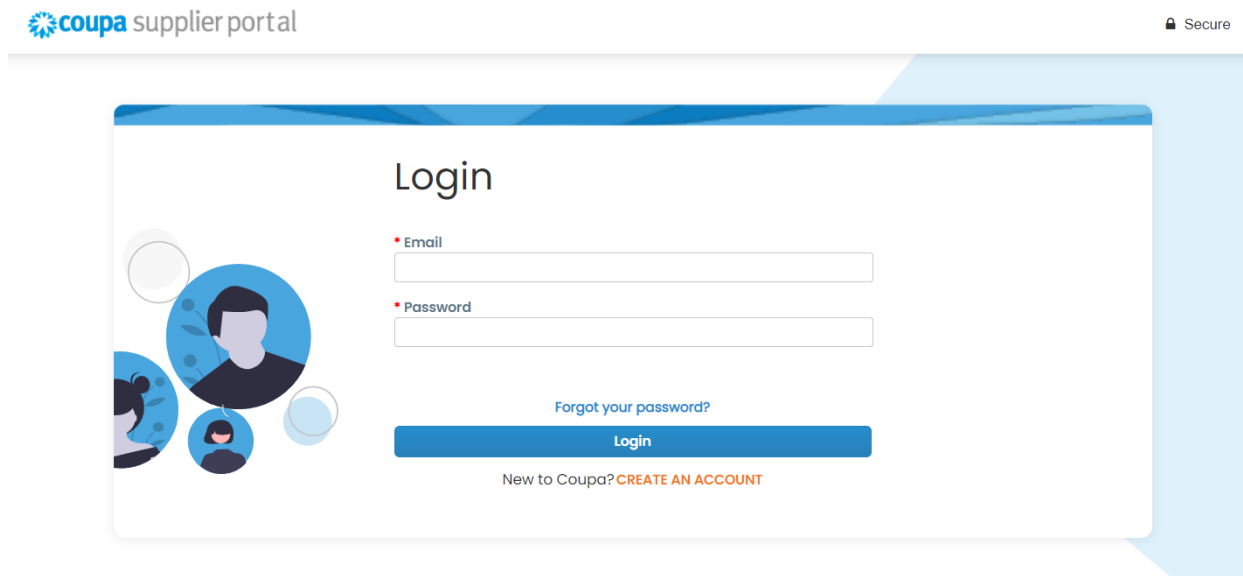


VIEW AND MANAGE NOTIFICATIONS

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, the text "coupa supplier portal" is displayed next to the Coupa logo. At the top right, there is a "Secure" indicator with a lock icon. The main content area is titled "Login" and features a graphic on the left with three stylized human figures. To the right of the graphic are two input fields: "Email" and "Password", each with a red asterisk indicating a required field. Below the input fields is a link that says "Forgot your password?". A blue "Login" button is positioned below the link. At the bottom of the login area, there is a link that says "New to Coupa? CREATE AN ACCOUNT".

2. Click on **Notifications**

TA Test Account

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

Recent Activity

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

 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**

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

4. Click on **Notification Preferences**

My Notifications

[Notification Preferences](#)

View All

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

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

You will start receiving notifications when your customers enable them.

Email Mobile (SMS)

 Verify number to receive SMS

Account access

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

Profile update reminder is received	Enabled by default: Online and Email
Update information requests	Enabled by default: Online
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