

IMS Health & Quintiles are now



COUPA for Suppliers

*Coupa Supplier Portal (CSP) –
View and Manage Notifications*

View and Manage Notifications

2. View and Manage Notifications

Hover your cursor over the **Notifications** link to see your unread system notifications.

To view details of your notifications and to manage them, click on the **Notifications** link.

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes the Coupa logo, the user name 'ABHAY', a 'NOTIFICATIONS 4' link (highlighted with a red box), and a 'HELP' dropdown. Below this is a secondary navigation bar with links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The main content area shows the user's profile for 'ABHAY LADDU C0000319' with various links and an 'Improve Your Profile' button. A 'Merge Accounts' section provides instructions on merging CSP accounts. A 'Latest Customers' section lists 'IQVIA'. A dropdown menu is shown, triggered by hovering over the 'NOTIFICATIONS 4' link, displaying three notifications: 'A new order is received' for PO 966 (\$37,569.00), PO 965 (\$39,000.00), and PO 964 (\$25,000.00), all issued by IQVIA. A 'See All Notifications' link is at the bottom of the dropdown. The date and time '07/30/19 03:33 PM' are shown at the bottom of the dropdown.

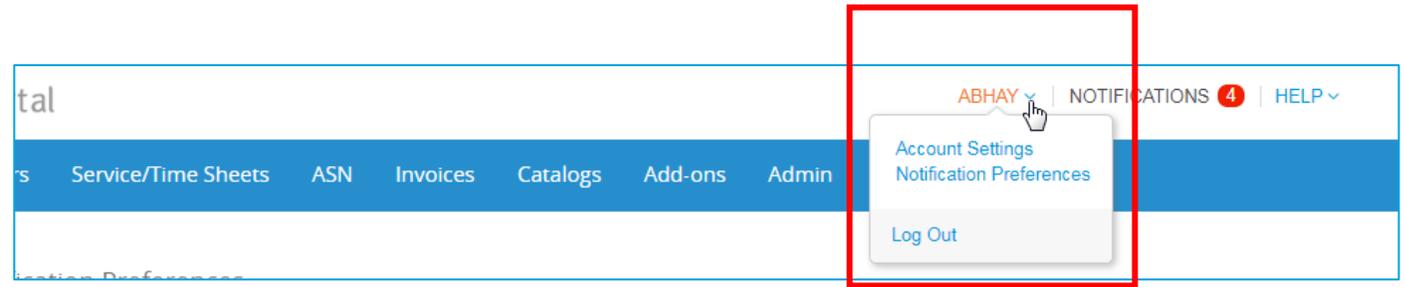
On the **My Notifications** page, you can view all your (read and unread) notifications, or you can filter by category (FYI, Todo, or Unread). You can select and delete them all or one-by-one.

The screenshot shows the 'My Notifications' page in the Coupa Supplier Portal. The page header includes the Coupa logo and 'supplier portal' text. The user's name 'ABHAY' and a 'NOTIFICATIONS 4' link are visible in the top right. A navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The main content area is titled 'My Notifications' and includes a 'Notification Preferences' button. A dropdown menu is open, showing options: All, FYI, Todo, Unread, and Announcements. The dropdown menu is highlighted with a red box and a '2' in a red circle. The main content area displays a list of notifications with columns for 'Message' and 'Received'. The notifications are: 'New PO 966 for \$37,569.00 issued by IQVIA.' (Received: 07/30/19 03:33 PM), 'New PO 965 for \$39,000.00 issued by IQVIA.' (Received: 07/30/19 03:25 PM), 'New PO 964 for \$25,000.00 issued by IQVIA.' (Received: 07/30/19 03:24 PM), and 'New PO 963 for \$750.00 issued by IQVIA.' (Received: 07/30/19 03:21 PM). At the bottom of the list are 'Delete' and 'Mark as Read' buttons. A red box and a '1' in a red circle highlight the 'NOTIFICATIONS 4' link in the top right corner.

Message	Received
New PO 966 for \$37,569.00 issued by IQVIA.	07/30/19 03:33 PM
New PO 965 for \$39,000.00 issued by IQVIA.	07/30/19 03:25 PM
New PO 964 for \$25,000.00 issued by IQVIA.	07/30/19 03:24 PM
New PO 963 for \$750.00 issued by IQVIA.	07/30/19 03:21 PM

To change your notification preferences:

- click on your name link in the top right corner.
- click on the **Notification Preferences** link



On the appearing **My Account Notification Preferences** page, select the radio buttons for the items that you want to receive any or all of the notification types:

- online (to do list)
- Email
- SMS (short text message)

If you change your notification preferences, remember to save them!

SMS notifications are turned off by default. Your SMS notification selections are deleted if you disable mobile phone verification. For more information, see [Enable or Disable Two-Factor Authentication](#).

