



View and Manage Notifications

Supplier Instructions



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 the navigation bar, the main content area is divided into sections: 'ABHAY LADDU C0000319' with a globe icon and links for 'About', 'Industry', 'Website', 'Established', and 'Employees'; 'Merge Accounts' with instructions on merging CSP accounts; and 'Latest Customers' listing 'IQVIA'. A red arrow points from the 'NOTIFICATIONS 4' link to a detailed notification dropdown menu. This menu lists three notifications: 'A new order is received' for New PO 966 (\$37,569.00), New PO 965 (\$39,000.00), and New PO 964 (\$25,000.00), all issued by IQVIA. A 'See All Notifications' link is at the bottom of the menu. The date and time '07/30/19 03:33 PM' are shown at the bottom of the notification dropdown.



View and Manage Notifications

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 displays the 'My Notifications' page in the Coupa Supplier Portal. The page header includes the user name 'ABHAY' and a 'NOTIFICATIONS' menu item with a red circle '1' and a notification count of '4'. The 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 'View' dropdown menu (2) is open, showing options: All, FYI, Todo, Unread, and Announcements. The notification list contains four entries, each with a checkbox, a 'Message' column, and a 'Received' column. The messages 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.

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



View and Manage Notifications

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 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](#).

