



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS[®]

Managing notifications

Coupa Supplier Guide

Managing Notifications

1. To manage your CSP notification preferences, click on the notifications tab up top and then on see all notifications.

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is visible. A navigation bar contains the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Buy. Below this, there are 'Add-ons' and 'Setup' options. The main content area features a profile card for 'AV demo' with a progress indicator at 18% and a 'View Profile' link. A 'Recent Activity' section shows a notification from 'Sherwin-Williams'. On the right side, a 'NOTIFICATIONS' dropdown menu is open, showing a list of three approved invoice notifications from Sherwin-Williams. A red box highlights the 'NOTIFICATIONS' tab and the 'See All Notifications' link at the bottom of the dropdown. A blue box with the number '1' highlights the first notification in the list. Below the notifications is an 'Announcements' section with the text 'No Announcements'.

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2. Click on the notification preferences button at the top of the page

My Notifications

View All

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Notification Preferences

3. This will bring you to the following page with all your current notification preferences. Update these as desired and scroll down to the bottom of the page to save your changes.

coupa supplier portal

SUPPLIER | NOTIFICATIONS | HELP

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

My Account Notification Preferences

You will start receiving notifications when your customers enable them.

Email: Mobile(SMS):

Verify number to receive SMS

Category	Notification	Online	Email	SMS
Account Access	Request to Join	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Merge Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Announcements	New Customer Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Performance	Business Performance Role Granted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catalogs	A new comment is received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	A catalog is approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A catalog is rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A catalog is about to expire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community	Community Role Given to User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coupa Accelerate	New Early Pay Customer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coupa Pay	Bank Transfer Remittance Advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Invoice Adjusted Automatically	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	New digital check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Customer will deliver check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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3

Cancel

Save