

Managing Notifications

You can manage and view notifications from the Coupa Supplier Portal by following the steps described in this document.

1. Log into the Coupa Supplier Portal <u>http://supplier.coupahost.com/.</u>

coupa supplier portal		Secure
	Log in Sign up Login to your Coupa account Email Address Enter email address Password Enter password? Log in	
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2. On the Home page, select the **drop-down** arrow next to your name and select **Notification Preferences**.

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$\mathbf{\Omega}$	Invoices	Orders	Profile	Setup	Service/Time Sheets	ASN	Sourcing	Forecasts	Account Settin ys Notification Preferences	More	
									Log Out		



- 3. Under Notification Preferences, you will see the following three preferences for various settings:
 - Online (To do List)
 - Email
 - SMS (Short Text Messages)

Settings	You will start receiving notifications wh	en your customer	s enable them.		
Notification	Announcements				
Security & Two-	New Customer Announcement	🛛 Online	🛛 Email	SMS	
Factor Authentication	Business Performance		μ <u>ς</u>		
	Business Performance Role Granted		Email	SMS	
	Catalogs				
	A catalog is about to expire	Online	Email	SMS	
	A catalog is rejected	Online	Email	SMS	
	A catalog is approved	Online	🗌 Email	SMS	
	A new comment is received	Online	Email	SMS	
	Community				
	Community Role Given to User	Online	Z Email	SMS	
	Coupa Accelerate				
	New Farly Day Customer		Email	C SMS	👳 Chat with C

Note: SMS notification is off by default. Your SMS notification selections are deleted if you disable mobile phone. You can choose to receive notifications in short text messages only if you have an SMS-capable device and you validate your phone number.

4. Select **Save** at the bottom of the page after selecting your preference.

Receipt created	Online	🗆 Email	SMS	
Terms of Use				
New Terms of Use are received	Online	Email	SMS	
Users				
Add Users to account	Online	Email	SMS	
A new customer connection is created	Online	Email		
Service/Time Sheets				
A Service/Time Sheet is approved	Online	Email	SMS	
A Service/Time Sheet is rejected	Online	Email		
				Control Rays



View Notifications

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



2. Select Notifications or See All Notifications to view all the notifications.

Note: Here you will be able to see only the three most recent notifications.





- 3. Under My Notifications, you can filter the notifications by the following categories:
 - FYI (for your information notifications), Todo (action items), Unread and Announcements.

CBRE ~ NOTIFICATIONS 😕 HELP										ications (99+) Help ~	
A	Invoices	Orders	Profile	Setup	Service/Time Sheets	ASN	Sourcing	Forecasts	Catalogs	Add-ons	More
View All All	lotifica 	tions								N	lotification Preferences
Todo		Messa	ige								Received
Announ	cements	New P	O US120000	147286 for \$	5,678.34 issued by CBRE -	000000002	4-GWS US-PIT	NEY BOWES.			08/14/24 10:53

4. Using the check box, you can select the notification you wish to **Delete**, or **Mark as Read** all simultaneously or one-by-one.

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A	Invoices	Orders	Profile	Setup	Service/Time Sheets	ASN	Sourcing	Forecasts	Catalogs	Add-ons	More
Му	Notifica	tions								Ν	lotification Preferences
View Todo	~										
		Messa	age								Received
		You h reque	ave existing sts with you	information r informatior	requests that have not bee now.	n updated	with your curre	ent profile inforn	nation. You can	update these	08/06/24 09:30 PM
		Comp	lete Your Pro	ofile to Get P	aid Faster and Get Discove	ered					06/30/24 12:00 AM
	Delete	•							[Mark as R	ead

For more information or assistance, reach out to your Procurement Buyer Team.

Region & Line of Business	Support Email Contact
GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
GWS EMEA	GWSEMEAsupplychainbuyer@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com