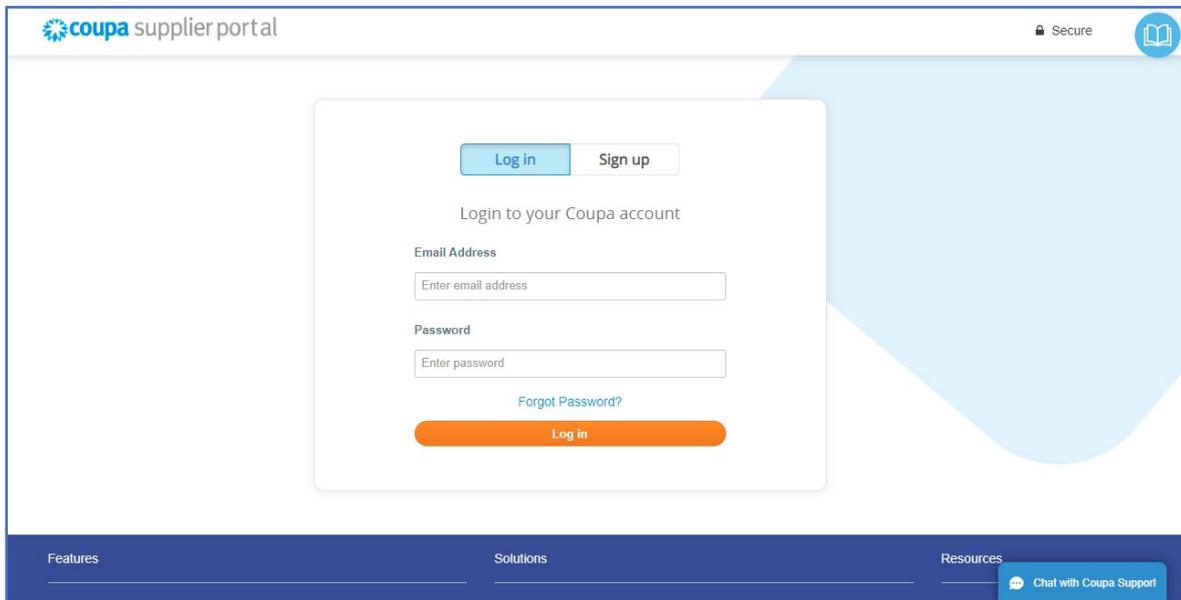


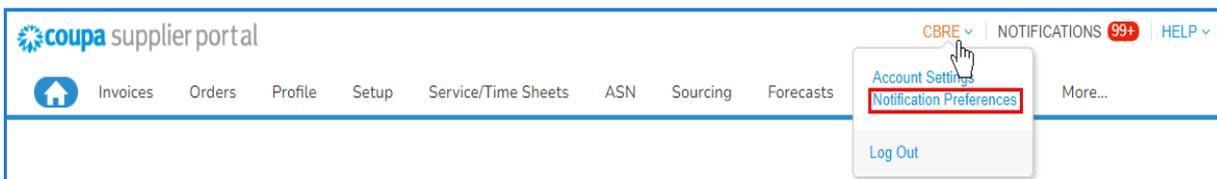
Managing Notifications

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 <http://supplier.coupa.com/>.

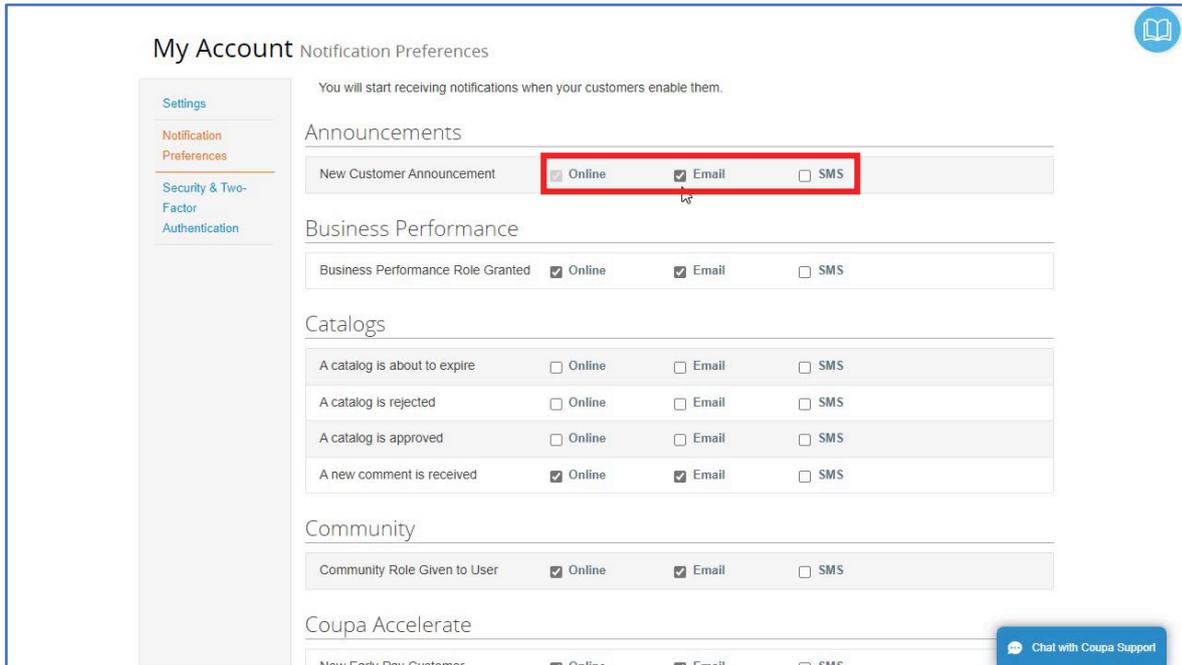


2. On the Home page, select the **drop-down** arrow next to your name and select **Notification Preferences**.



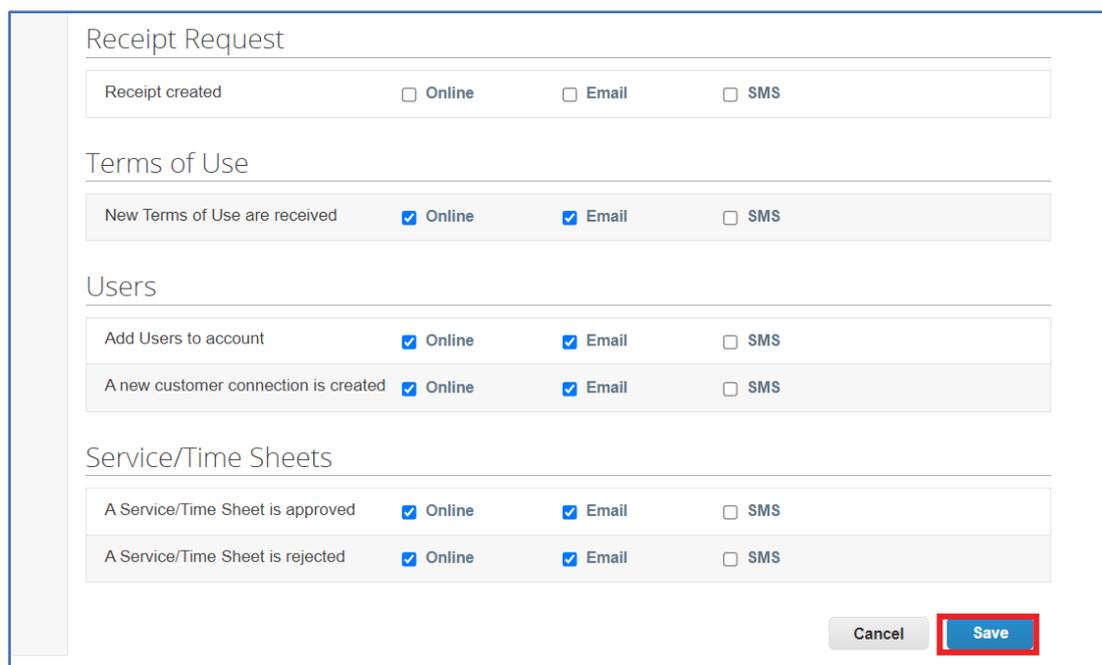
3. Under **Notification Preferences**, you will see the following three preferences for various settings:

- **Online** (To do List)
- **Email**
- **SMS** (Short Text Messages)



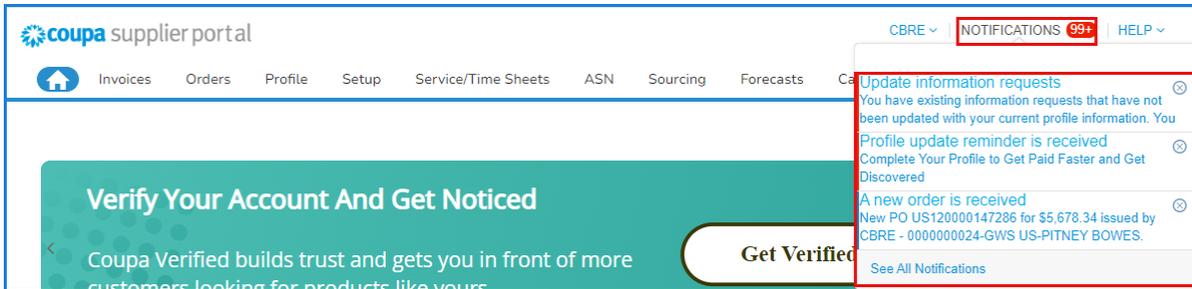
Note: SMS notification is off by default. Your SMS notification selections are deleted if you disable mobile phone. You can choose to receive notifications in short text messages only if you have an SMS-capable device and you validate your phone number.

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



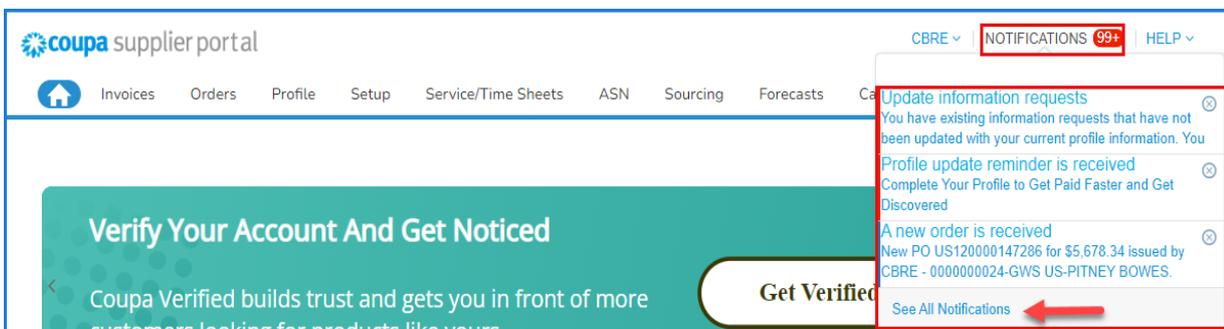
View Notifications

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



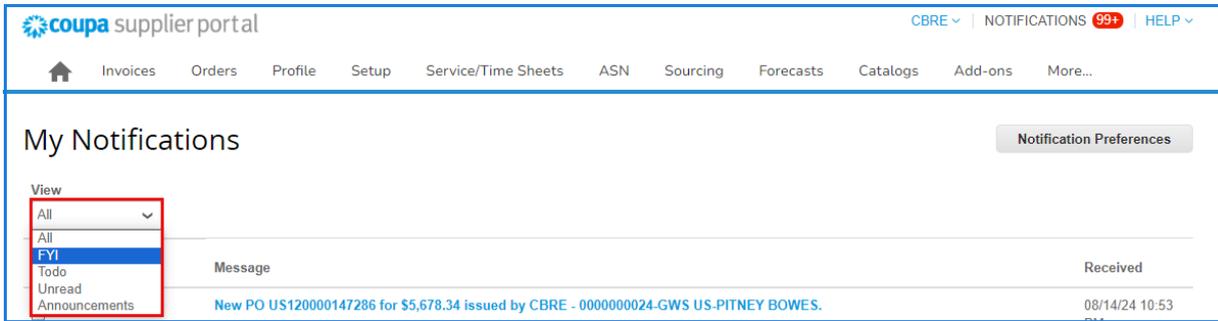
2. Select **Notifications** or **See All Notifications** to view all the notifications.

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

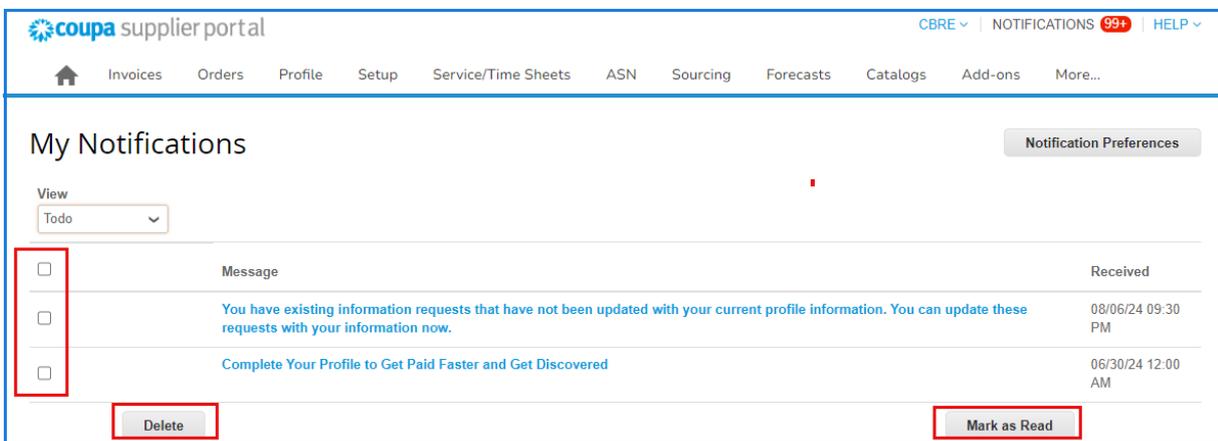


3. Under **My Notifications**, you can filter the notifications by the following categories:

- **FYI** (for your information notifications), **Todo** (action items), **Unread** and **Announcements**.



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



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

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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