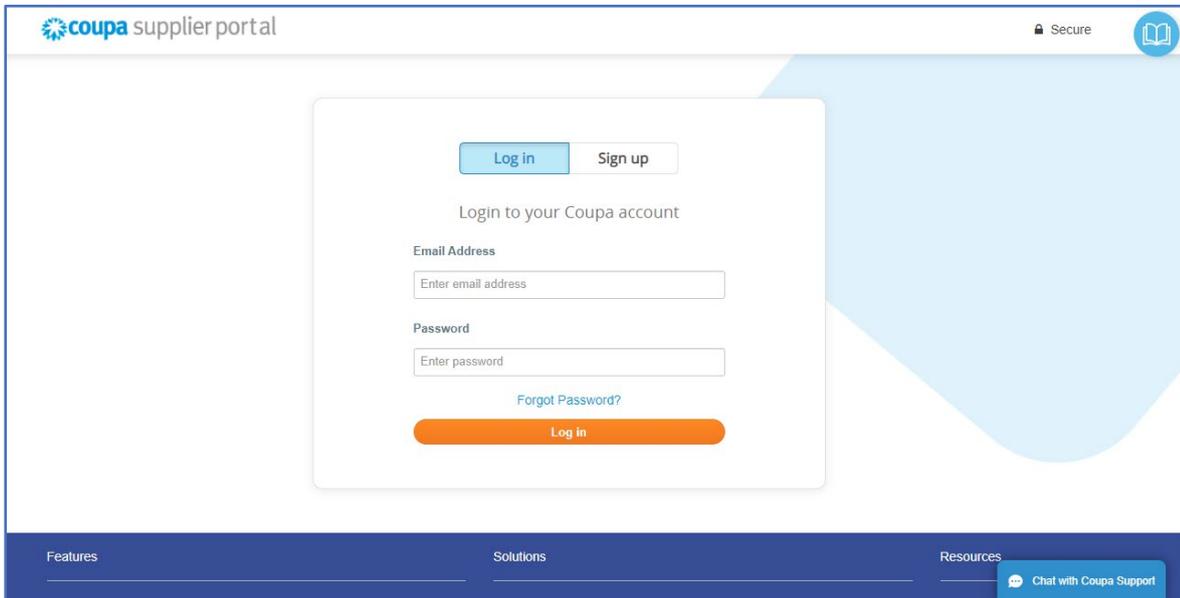


Managing Notifications

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.coupahost.com/>.



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



3. Under **Notification Preferences**, select email and/or SMS (Short Text Messages) notifications. A few suggested notifications are highlighted, below.

Note: You can choose to receive notifications in short text messages only if you have an SMS-capable device and you validate your phone number.

Announcements

New Customer Announcement	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Invoices

An automated invoice payment reminder is sent	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is paid	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice processing has failed	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is approved	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is abandoned	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is disputed	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is withdrawn from dispute	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Legal Invoice Export Ready	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Orders

An order is canceled	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new order is received	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Order Header Changes

Order change request is rejected	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Receipt Request

Receipt created	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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Sourcing Event

Sourcing Event ended	<input type="checkbox"/> Email	
A new participation request is received	<input type="checkbox"/> Email	
Sourcing Event has been withdrawn	<input type="checkbox"/> Email	

Supplier Merges

Merge Suggestions	<input type="checkbox"/> Email	
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Terms of Use

New Terms of Use are received	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
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Users

Add Users to account	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new customer connection is created	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Service Sheets

A Service Sheet is rejected	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A Service Sheet is approved	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Cancel **Save**

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

View Notifications

1. Select **Notifications** to display the Tasks & Notifications page.



2. Filter notifications by **status (Open, Overdue, Due Today, Completed)** to view list of items. Click on the item to view notification details and take action (**Mark as Read, Mark as Complete, View Invoice**).



3. By clicking the box or boxes, you can select the notifications that you wish to **Delete** or to **Mark as Read** or select the top box to change the status (**Delete** or **Mark as Read**) of all notifications.

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

Region & Line of Business	Support Email Contact
ADV & GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
Corporate & US	usprocurement@cbre.com
GWS U.S. & Canada, Canada ACML	GWSNAM_ProcurementBuyerSupport@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com Chile, Panama, Peru, Costa Rica, Uruguay, Dominican Republic, Columbia, Argentina, Mexico
EMEA	All CBRE Entities