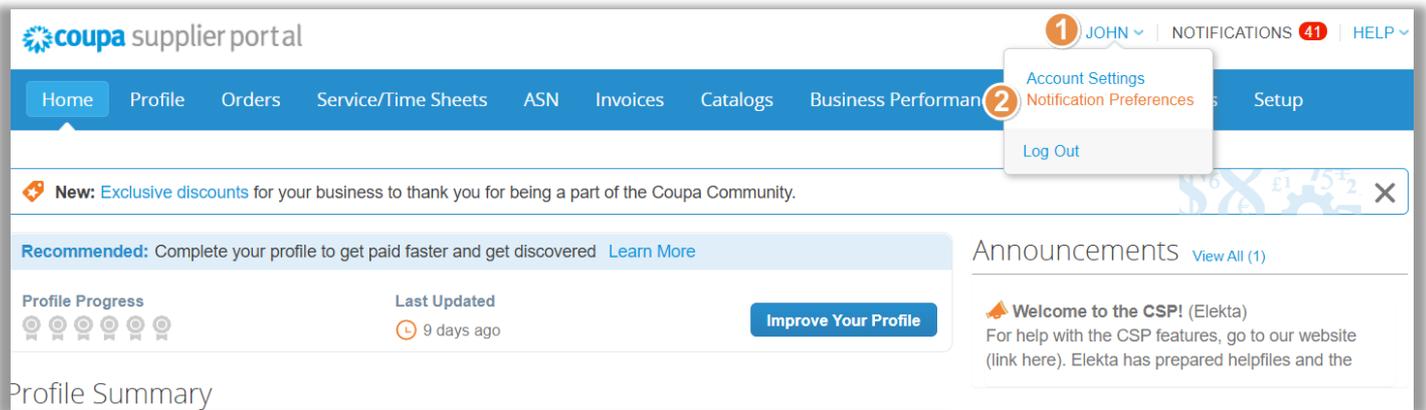


You can manage channels to notify you when you receive a new purchase order, an approved invoice, a new comment under your document, and more.

STEPS

1. Log in to the **Coupa Supplier Portal** (CSP) and:
 - 1) Hover a mouse over **your name at the top**
 - 2) Click on the **Notification Preferences**



2. Find the notification you want to enable or disable by checking the desired notification: **Online** (in CSP), **Email** or **SMS**. Please be aware not all notifications are applicable for Elekta.

Announcements			
New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
Business Performance			
Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
Catalogs			
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is approved	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is rejected	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
A catalog is about to expire	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS

3. Scroll down to the bottom of the screen and press on the **Save** button.

