

## How to manage CSP notifications (from CSP, email, and SMS)

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

Coupa supplier portal								
Home Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Business Perform	Account Settings Notification Preferences	s Setup
							Log Out	
New: Exclusive discounts for your business to thank you for being a part of the Coupa Community.								$\mathbf{x}_{\mathbf{f}_1}^{\pm 1} \mathbf{x}_{\mathbf{f}_2}^{\pm 2} \mathbf{x}$
Recommended: Complete your profile to get paid faster and get discovered Learn More							Announcements View All (1)	
Profile Progress		Last Updated ③ 9 days ago			Imp	rove Your Profile	Welcome to the CSP! (Elekta) For help with the CSP features, go to our website (link here). Elekta has prepared helpfiles and the	
Profile Summary	/							

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	Online	🗌 Email	SMS					
Business Performance								
Business Performance Role Granted	Online	🗆 Email	□ SMS					
Catalogs								
A new comment is received	Online	Email	SMS					
A catalog is approved	Online	🗆 Email	□ SMS					
A catalog is rejected	Online	🗆 Email	SMS					
A catalog is about to expire	Online	🗆 Email	□ SMS					

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

