

FUSION



COUPA TRAINING

# Coupa Supplier Portal (CSP)

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09

# Manage notifications

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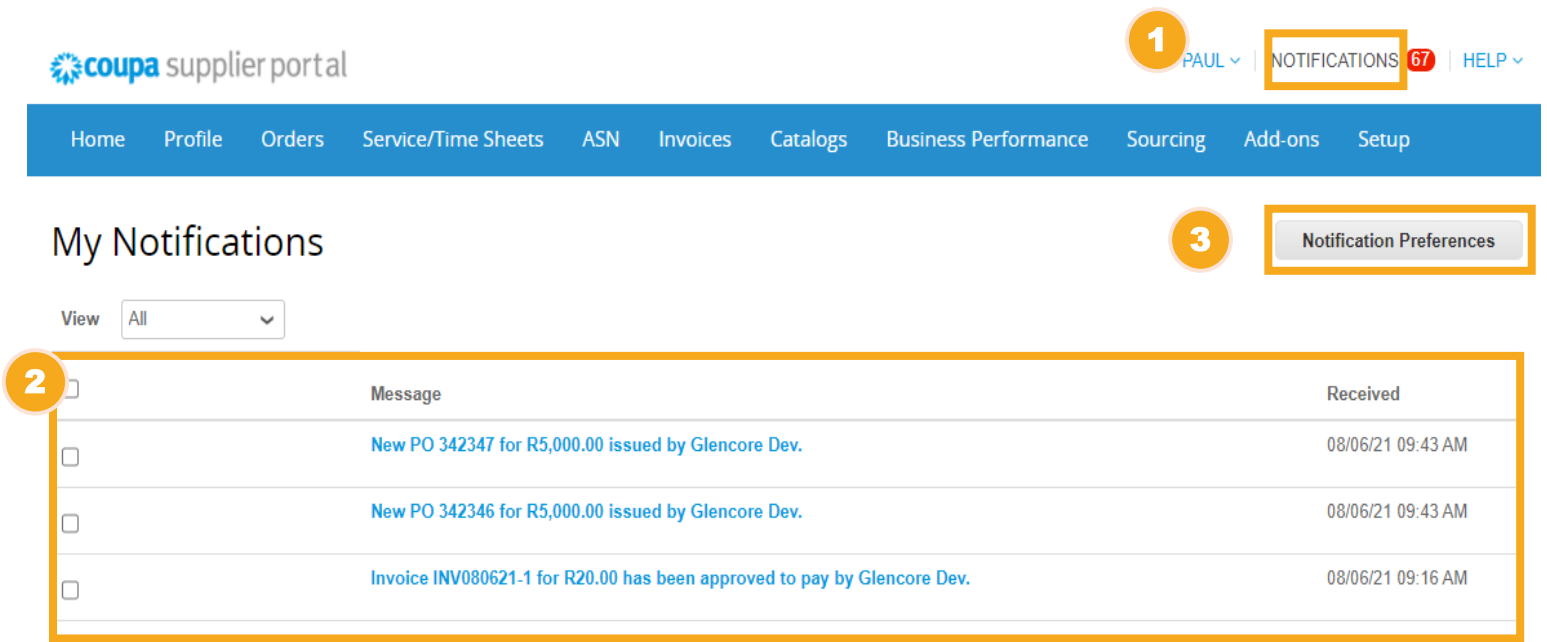
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# 9.1 NOTIFICATION MANAGEMENT

In this section you will learn how to manage notifications from the supplier portal. You will be able to set it to receive notifications to your e-mail address

- 1 Go to the notifications section on the top right-hand side.
- 2 You will find all the notifications that you have as a supplier, you can configure it to be sent to your email as well.
- 3 Click on notification preferences to manage notifications. You will be able to set them to be sent to your email address



coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

1 PAUL | NOTIFICATIONS 67 | HELP

### My Notifications

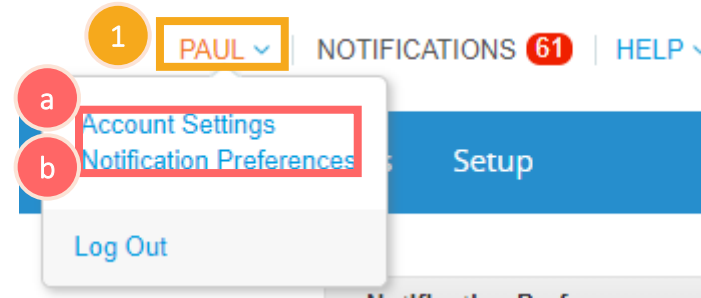
3 Notification Preferences

View All

	Message	Received
<input type="checkbox"/>	<a href="#">New PO 342347 for R5,000.00 issued by Glencore Dev.</a>	08/06/21 09:43 AM
<input type="checkbox"/>	<a href="#">New PO 342346 for R5,000.00 issued by Glencore Dev.</a>	08/06/21 09:43 AM
<input type="checkbox"/>	<a href="#">Invoice INV080621-1 for R20.00 has been approved to pay by Glencore Dev.</a>	08/06/21 09:16 AM

In this section you will learn how to adjust or configure the account according to your needs.

- 1 Click on your name in the upper right-hand corner
  - a Select account settings if you want to change the password
  - b Select notification preferences to adjust notifications.
  
- 2 In the drop-down list you can manage the notifications according to your interests
  - a Check the online option if you want receive online notifications. It is recommended that you always have this option activate.
  - b Check the e-mail option if you want notifications to be sent to your e-mail address.



### My Account Notification Preferences

2 **Settings** (highlighted with a yellow box)

[Notification Preferences](#) (highlighted with a yellow box)

[Security & Two-Factor Authentication](#)

You will start receiving notifications when your customers enable them.

#### Announcements

New Customer Announcement	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
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#### Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online (labeled 'a')	<input checked="" type="checkbox"/> Email (labeled 'b')	<input type="checkbox"/> SMS
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#### 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

# Additional support

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- ✓ Coupa Guides
- ✓ Glossary

# SUPPLIER PORTAL GUIDES

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Dedicated to suppliers on success portal and available directly on CSP

## **Coupa Success Portal Information**

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

## **Catalogs**

<https://www.coupa.com/success/suppliers-catalogs>

## **Purchase Orders**

<https://www.coupa.com/success/purchase-orders>

## **Invoices**

<https://www.coupa.com/success/suppliers-invoices>

# Glossary

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- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.
- **Change request:** Make change requests on a purchase order, it can be for example price or quantity.
- **Credit note:** Document through which you can cancel invoices previously made.
- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up
- **Sourcing Event:** RFX Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.

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# Glossary

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## RFX: RFI, RFQ or RFP

- **RFI:** Request for Information. Type of sourcing event used to collect qualitative information about suppliers or initiatives.
- **RFQ:** Request for quotation. Type of sourcing event that is used to obtain specific prices for products or services
- **RFP:** Proposal request. Type of sourcing event used when the product or service you obtain is complex in nature and requires a qualitative and quantitative assessment of the suppliers.
- **Lots:** Group of Items/Services That Need to Be Purchased Together from the Same Provider.
- **Items:** Lists of items to be procured. These can be set-up to be purchased together or from multiple suppliers if needed.
- **GC/GA/GZ - \_\_\_\_\_:** Taxonomy that users must follow for the names of sourcing events ( GC \_Glencore Coal /GA Glencore Alloys/ GZ Glencore Zinc)
- **Questionnaire:** Form that the supplier must complete with the options indicated (checkbox, text, attachments, or radio buttons) for further evaluation in the event evaluation process.

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# QUESTIONS?

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We are here to support you every step of the way.

**Project “Fusion”  
Key Contact**

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