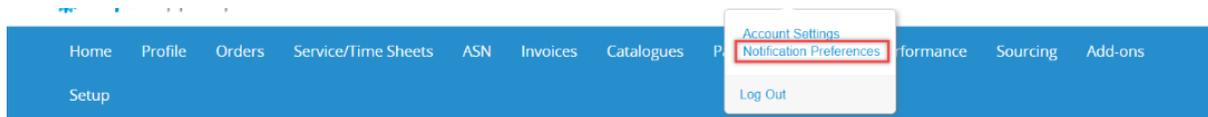


## Turning off Notifications Within Coupa

### Navigation

**Step 1** - Login and navigate to the home page.

**Step 2** - Hover over your account name and select Notification Preferences.



**Step 3** - Now ensure the boxes, which you would like to stop receiving notifications for, are unticked. The rows show you the notification message and the columns outline which method this will be sent.

- You have three routes in which notifications can be sent; **Online** (within Coupa Supplier Portal), **Email** or **SMS** (text). They can be enabled or disabled partially or entirely for each.
- To turn new order notifications off you will need to scroll to the **Orders** section and untick for the **New order is Received** option.

### Orders

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

- Scroll to the **Invoices** section and untick (as appropriate) to disable notifications for invoices.

## Invoices

An invoice is abandoned	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Legal Invoice Export Ready	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is withdrawn from dispute	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is disputed	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is paid	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is approved	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

**Step 4** - At the bottom of the page, click on **Save** to apply the changes.

**What Happens Next?**

Additional guides and supporting material can be found on our JLP Supplier Support website

<https://www.jlpsupplierhelp.co.uk/portal/ss/>