Turning off Notifications Within Coupa

For: JLP Suppliers using the Coupa Supplier Portal (CSP)

Purpose:

This guide outlines how to manage and turn off notifications when using the Coupa Supplier Portal (CSP)

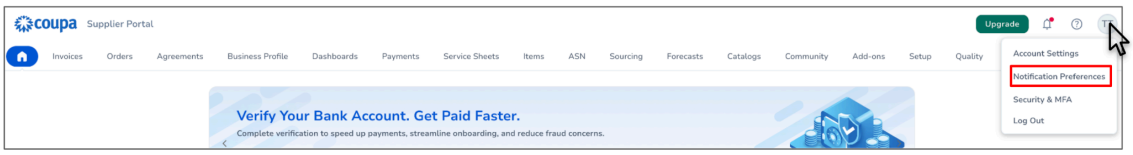
Frequency:

Once the Supplier account is activated, and when the notifications function needs to be updated

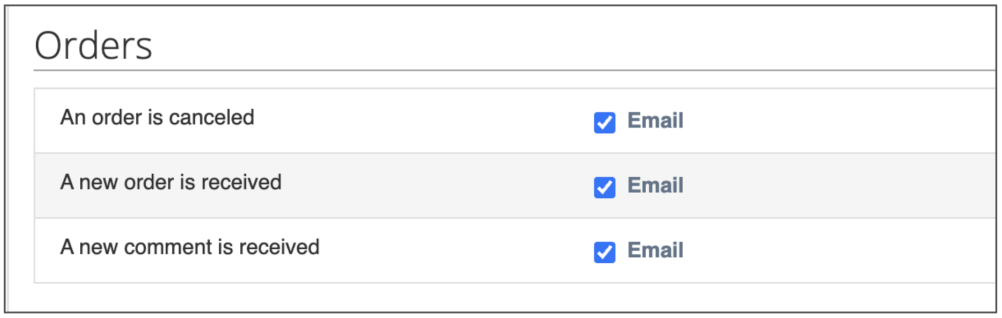
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Actions:

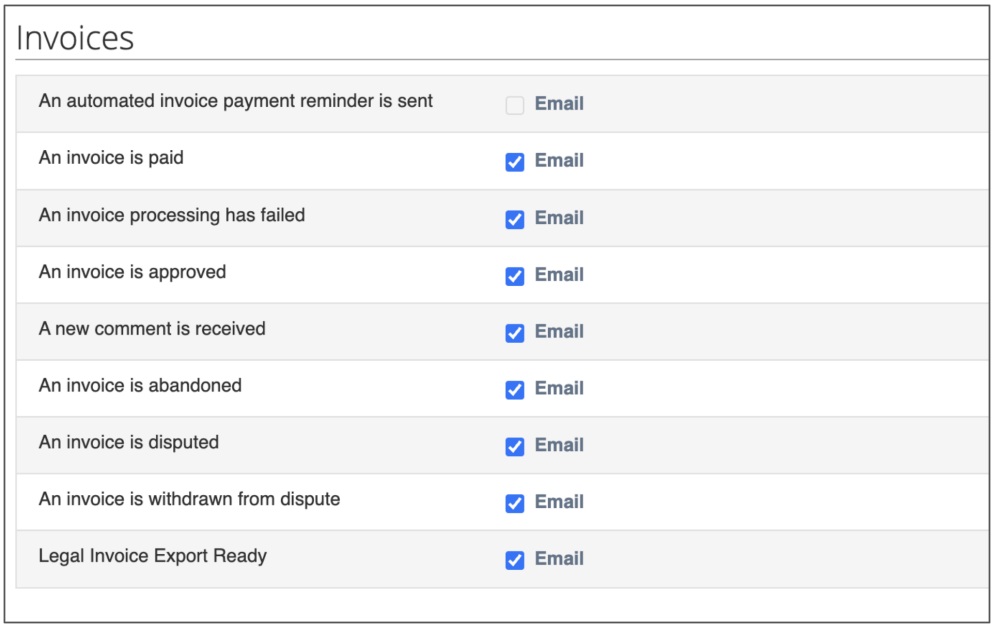
1. Login and navigate to the home page
2. Hover over your account name and click the icon to display **Notification Preferences** in your account menu



3. Select **Notification Preferences** to display the **MyAccount** Notification Preferences page. Now ensure the boxes 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
   - 3.1. To turn new order notifications off you will need to scroll to the Orders section and untick for the **New order is Received** option



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



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

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What Happens Next:

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