IMS Health & Quintiles are now
IQVIA®

COUPA for Suppliers

*Coupa Supplier Portal (CSP) –
View and Manage Notifications*

View and Manage Notifications

2. View and Manage Notifications

Hover your cursor over the **Notifications** link to see your unread system notifications.

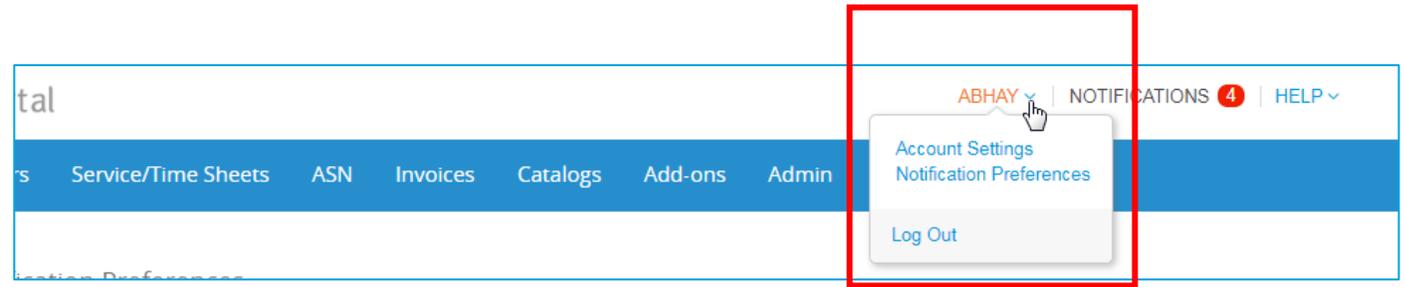To view details of your notifications and to manage them, click on the **Notifications** link.

On the **My Notifications** page, you can view all your (read and unread) notifications, or you can filter by category (FYI, Todo, or Unread). You can select and delete them all or one-by-one.

To change your notification preferences:

- click on your name link in the top tight corner.
- click on the **Notification Preferences** link

On the appearing **My Account Notification Preferences** page, select the radio buttons for the items that you want to receive any or all of the notification types:

- online (to do list)
- Email
- SMS (short text message)

> If you change your notification preferences, remember to save them!

SMS notifications are turned off by default. Your SMS notification selections are deleted if you disable mobile phone verification. For more information, see Enable or Disable Two-Factor Authentication.