



GLENCORE

Manage CSP notifications

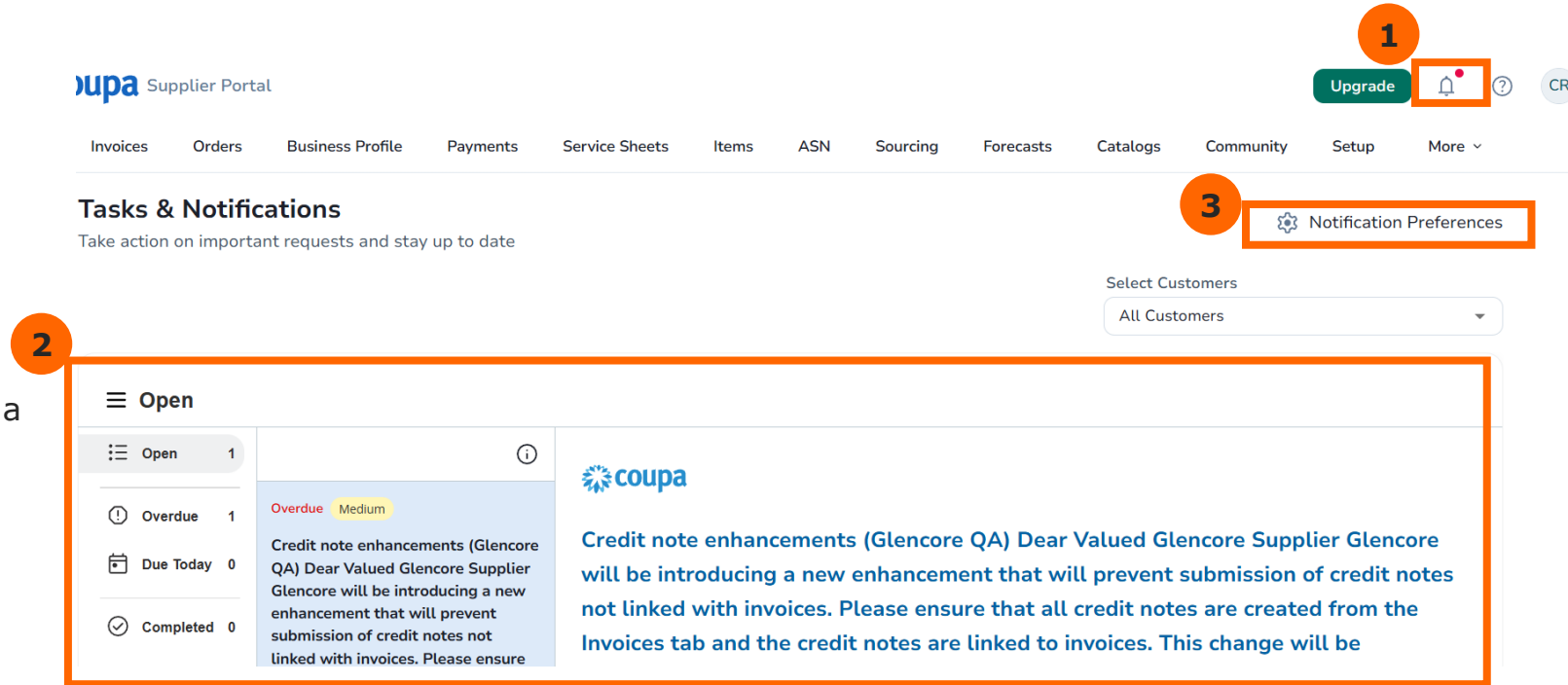
12.1 Notification management

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 email 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



The screenshot displays the Coupa Supplier Portal interface. At the top right, a bell icon with a red notification dot is highlighted with a red circle and the number 1. Below the main navigation bar, the 'Tasks & Notifications' section is visible. A red circle with the number 3 highlights the 'Notification Preferences' link, which is preceded by a gear icon. On the left side of the notification list, a red circle with the number 2 highlights the 'Open' status filter. The notification list itself shows a table with columns for status (Open, Overdue, Due Today, Completed) and count. The 'Open' status has a count of 1. The notification content, highlighted by a red box, is from Coupa and states: 'Credit note enhancements (Glencore QA) Dear Valued Glencore Supplier Glencore will be introducing a new enhancement that will prevent submission of credit notes not linked with invoices. Please ensure that all credit notes are created from the Invoices tab and the credit notes are linked to invoices. This change will be'.

upa Supplier Portal

Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Catalogs Community Setup More ▾

Tasks & Notifications
Take action on important requests and stay up to date

1 Upgrade  ? CR

3  Notification Preferences

Select Customers
All Customers ▾

2

Open

Open	1	
Overdue	1	Overdue Medium
Due Today	0	
Completed	0	

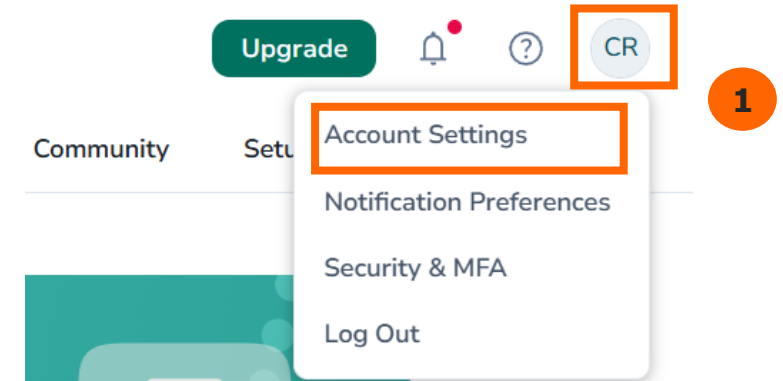
Coupa

Credit note enhancements (Glencore QA) Dear Valued Glencore Supplier Glencore will be introducing a new enhancement that will prevent submission of credit notes not linked with invoices. Please ensure that all credit notes are created from the Invoices tab and the credit notes are linked to invoices. This change will be

12.2 Adjust notifications

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

1 Click on your account name in the upper right-hand corner to change password or add basic profile information



2 You can manage notifications in the **Notification Preferences** area

Check the **SMS option** if you want receive SMS notifications.

Check the **Email option** if you want notifications to be sent to your e-mail address.

Scroll to the bottom of the page and click **Save** to save your changes.

My Account Notification Preferences

2

[Settings](#)
[Notification Preferences](#)
[Security & Multi Factor Authentication](#)
[App Connections](#)

You will start receiving notifications when your customers enable them.

Email Mobile(SMS)

⚠ Verify number to receive SMS

Account Access

Request to Join	☒ Email	☐ SMS
Merge Request	☒ Email	☐ SMS

Announcements

New Customer Announcement	☐ Email	☐ SMS
---------------------------	--------------------------------	------------------------------