



**Ensuring Supplier can invoice Flynn Group** 

## **About this Guide**

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This guide is intended to show suppliers how to ensure suppliers can invoice Flynn Group. Please see the following steps below.

1. Log into the Coupa Supplier Portal (CSP). On the main menu, click on the Setup tab.



2. Select the **Users** option from the menu bar, find the user that does not currently have access to Flynn Group, click **Edit** under the **Actions** tab.

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## **Ensuring Supplier can invoice Flynn Group**

- Under Customers, click on the check box located to the right of "Flynn Group – [Company's Name]
- 4. Hit the save button.
- **5.** Employee can now invoice Flynn in Coupa.

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