

Invite New Users to your Existing Coupa Account

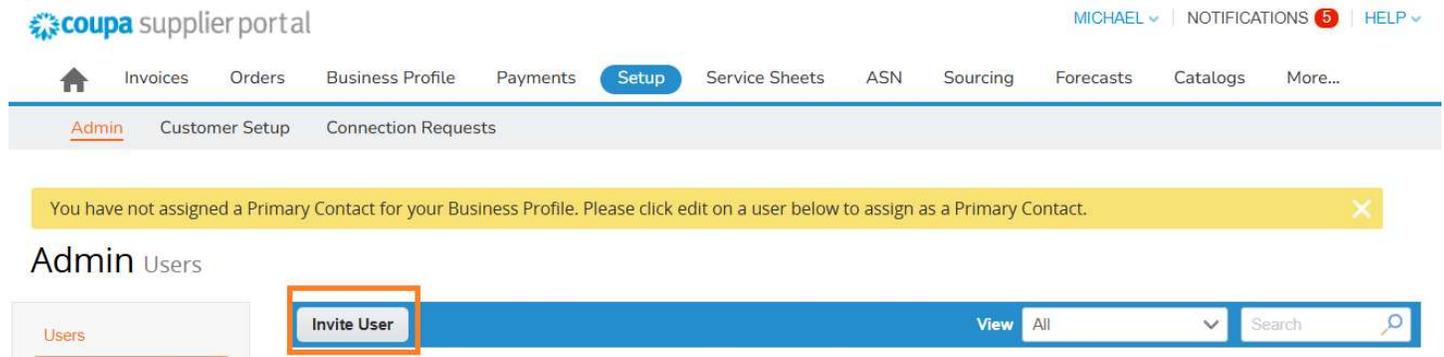
About this Guide

This guide is intended to show suppliers how to add your colleagues to the Coupa Supplier Portal. Please see the following steps below.

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

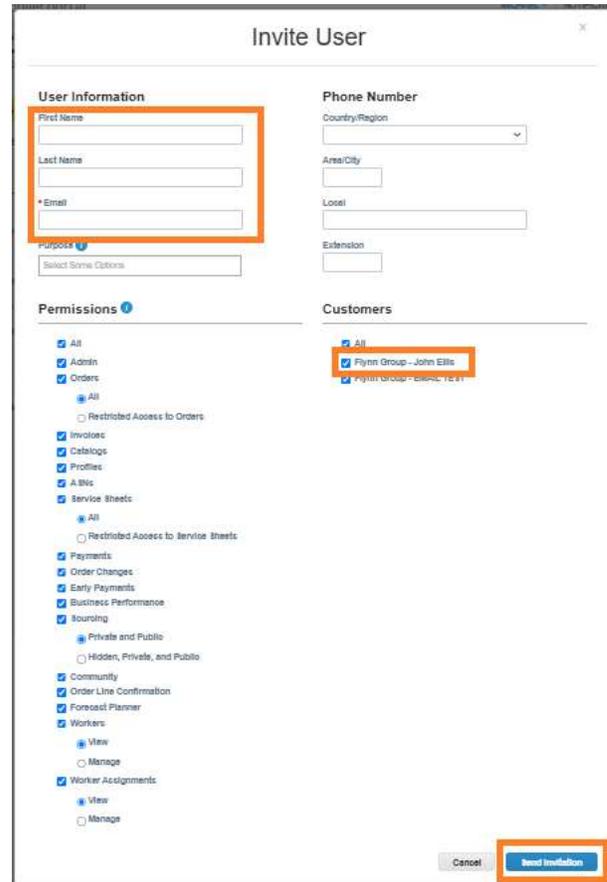


2. Select the **Users** option from the menu bar, click **Invite User**.



3. If you have your multiple authentication option turned on, please enter the 6-digit code sent to the phone number provided when you created your account or use the authenticator app.

4. Under Customers, click on the check box located to the right of “Flynn Group – [Company Name]”
- 5.) Enter the First Name, Last Name, and email address of employee you wish give a Coupa account to.
6. Hit Send invitation



Invite User

User Information

First Name

Last Name

* Email

Purpose

Select Some Options

Phone Number

Country/Region

Area/City

Local

Extension

Permissions

- All
- Admin
- Orders
 - All
 - Restricted Access to Orders
- Invoices
- Catalogs
- Profiles
- A/B/c
- Service sheets
 - All
 - Restricted Access to Service sheets
- Payments
- Order Changes
- Early Payments
- Business Performance
- Sourcing
 - Private and Public
 - Hidden, Private, and Public
- Community
- Order Line Confirmation
- Forecast Planner
- Workers
 - View
 - Manage
- Worker Assignments
 - View
 - Manage

Customers

- All
- Flynn Group - John Ellis
- Flynn Group - BILAL TEST

Cancel