

Merge Users Guide

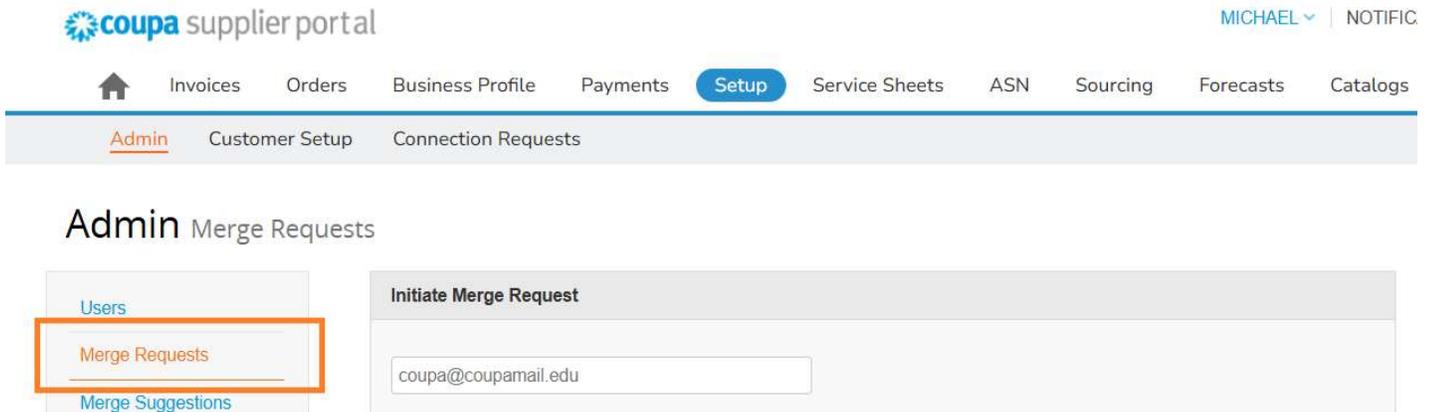
About this Guide

This guide is intended to show suppliers how to merge multiple employee accounts under one company account.

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

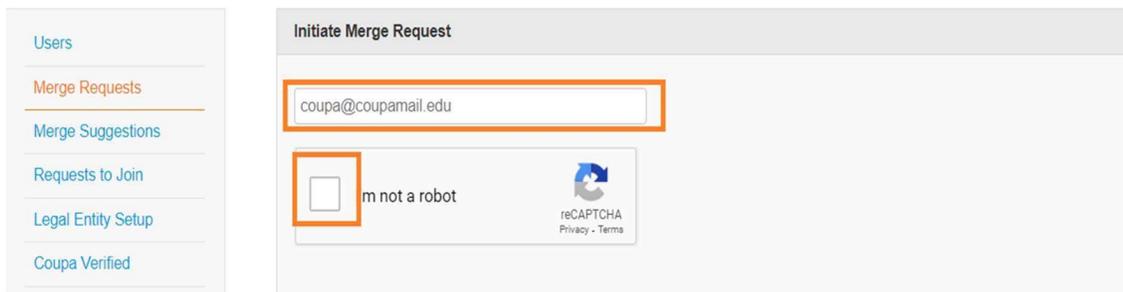


2. Select the Users option from the menu bar, click **Merge Request**.



3. Enter the email of the user that already has a separate Coupa account that is not linked to the main company Coupa account. Complete the reCAPTCHA.

Admin Merge Requests



4. Click Request Merge

Admin Merge Requests

- Users
- Merge Requests**
- Merge Suggestions
- Requests to Join
- Legal Entity Setup
- Coupa Verified
- Fiscal Representatives
- Remit-To
- Early Pay Discounts
- sFTP Accounts

Initiate Merge Request

I'm not a robot  reCAPTCHA
Privacy - Terms

! Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

Request Merge