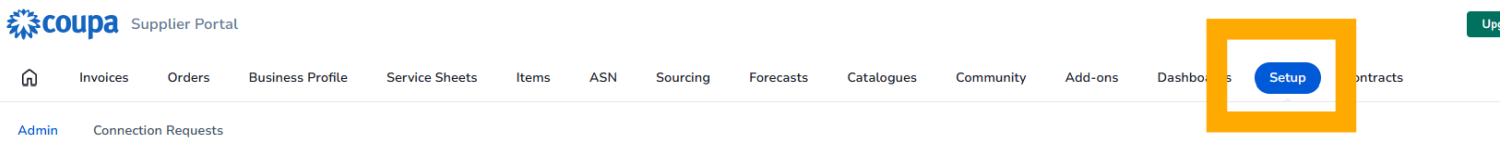


## Ensuring Supplier can invoice Flynn Group

### About this Guide

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.

The screenshot shows the 'Admin Users' page. At the top, there is a yellow warning message: "You have not assigned a Primary Contact for your Business Profile. Please click edit on a user below to assign as a Primary Contact." Below this, the 'Admin Users' section is visible. On the left, there is a sidebar with 'Users' selected. The main content area shows a table of users with columns: User Name, Email, Status, Permissions, Customer Access, Purpose, and Actions. The user 'Michael Wolf' is listed with an 'Active' status and an 'Edit' button highlighted with a yellow box.

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
[Redacted]	[Redacted]	Active	ASNs Admin Business Performance Catalogs Community Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing	Flynn Group - John Ellis	None	Edit
Michael Wolf	[Redacted]	Active	ASNs Admin Business Performance Catalogs	Flynn Group - John Ellis Flynn Group - EMAIL TEST	None	Edit

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3. 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.

### Edit user access for Michael Wolf

#### User Information

**First Name**  
Michael

**Last Name**  
Wolf

**Email**  
[Redacted]

**Purpose**  
Select Some Options

**Primary Contact**   
No current primary contact

#### Phone Number

**Country/Region**  
[Dropdown]

**Area/City**  
[Text]

**Local**  
[Text]

**Extension**  
[Text]

#### Permissions

All

Admin

Orders

All

Restricted Access to Orders

Invoicing

Catalogs

Profiles

ASN's

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 - EMAIL TEST