

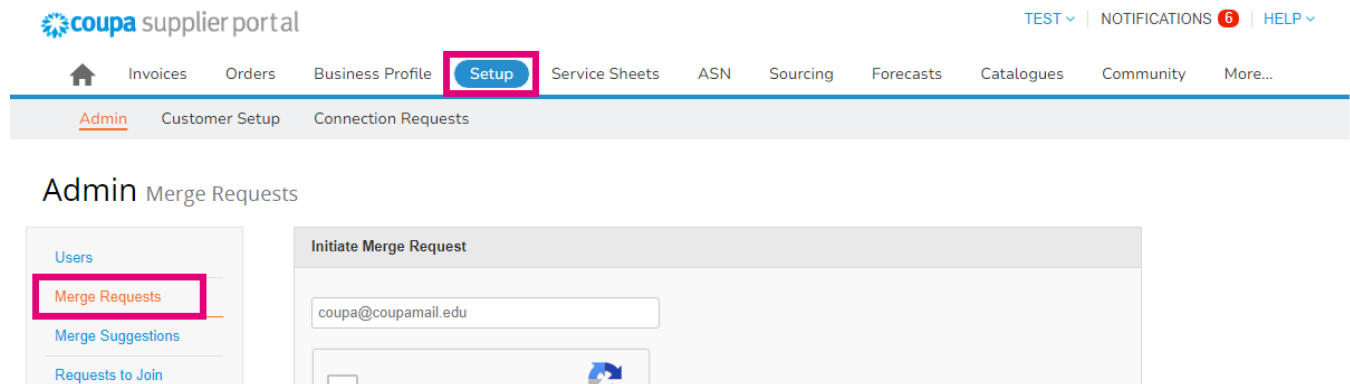


KIRIM PERMINTAAN PENGGABUNGAN

Panduan Proses

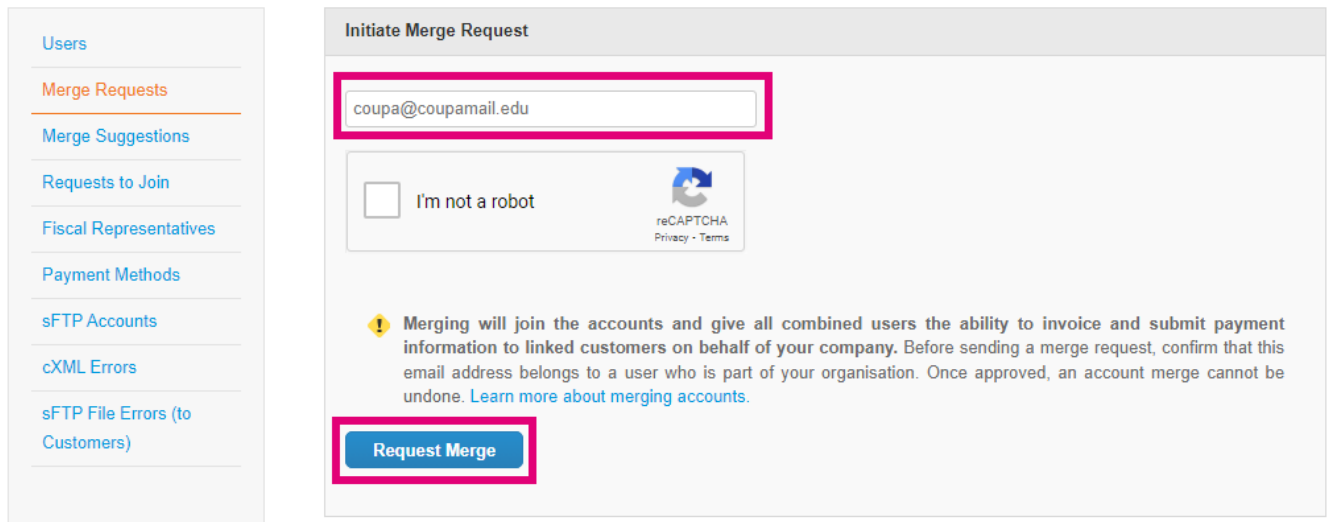
Cara mengirim permintaan penggabungan di Coupa

1. Klik pada tab **Setup**, pilih **Merge Requests**



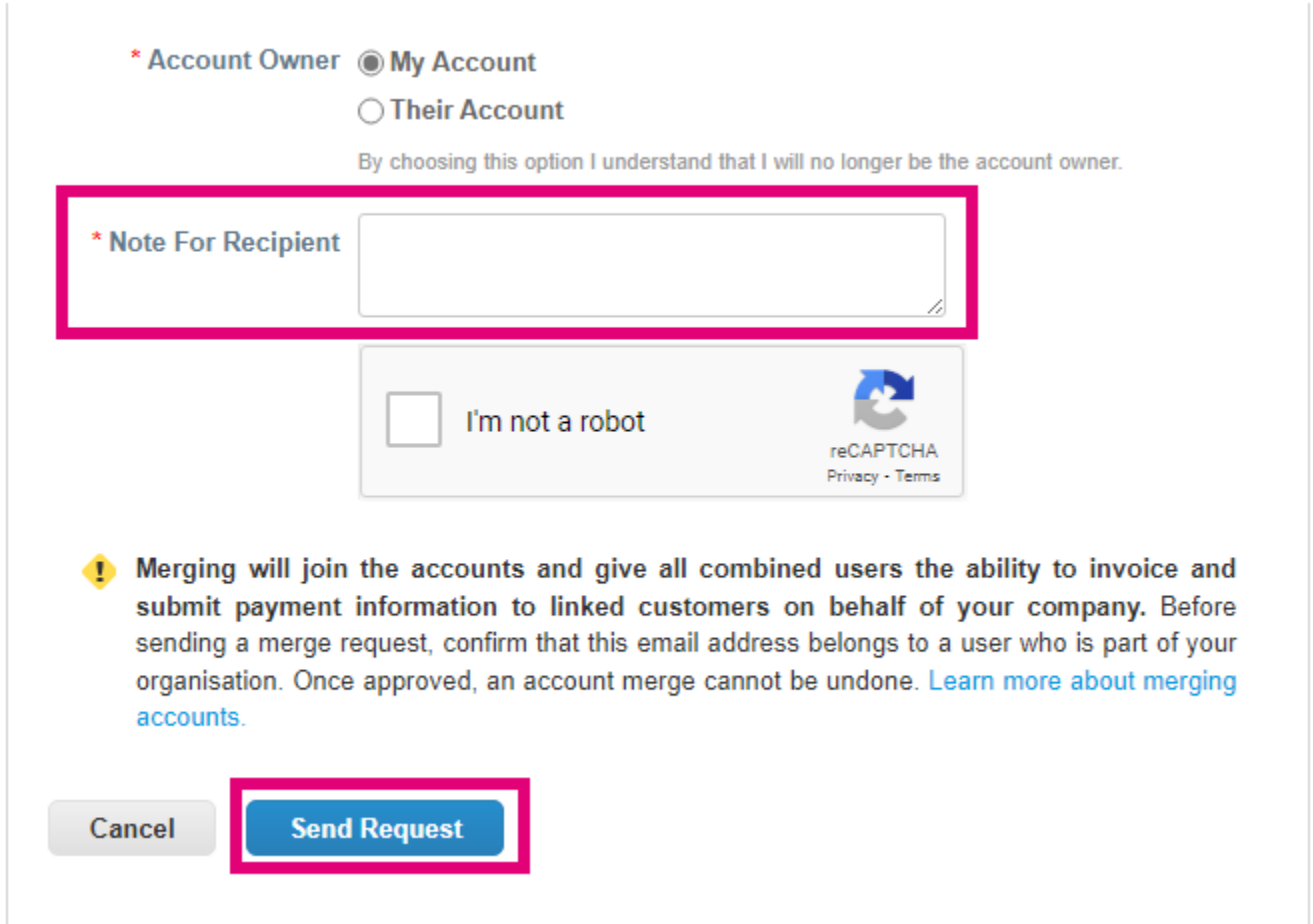
2. Di kolom **Alamat Email**, masukkan alamat email penerima yang ingin Anda kirimkan permintaan penggabungan, lalu klik **Request Merge**.

Admin Merge Requests



The screenshot shows the 'Admin Merge Requests' form. The sidebar on the left has 'Merge Requests' highlighted. The main form is titled 'Initiate Merge Request'. It contains a text input field for the email address, which is highlighted with a red box and contains 'coupa@cupamail.edu'. Below this is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A warning message states: '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 organisation. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)'. At the bottom, there is a 'Request Merge' button, which is highlighted with a red box.

3. Ketik catatan untuk penerima (contoh: "Harap terima permintaan ini") di kolom **Note for Recipient**, lalu klik **Send request**



* Account Owner ☒ My Account
☐ Their Account

By choosing this option I understand that I will no longer be the account owner.

* Note For Recipient

☐ 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 organisation. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

4. Penerima akan diberi notifikasi untuk menerima permintaan. Untuk menerima permintaan penggabungan, penerima harus masuk ke Coupa, klik pada tab **Setup**, pilih **Merge Request**..

coupa supplier portal TEST ▾ NOTIFICATIONS **6** HELP ▾

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Admin Merge Requests

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Initiate Merge Request

coupa@cupamail.edu

5. Permintaan penggabungan akan tercantum di **Open Merge Requests**, klik **Respond**.

Open merge requests			
Requested 28/01/2025	TEST COUPA LTD London, UK London England 1234 United Kingdom	Initiated From Other Company	Respond

6. Ketik catatan untuk pengirim (contoh: "Diterima") di kolom **Add Note for requester**, lalu klik **Accept**.

Users with access to C D (vendoronboardingtest01@gmail.com)
merged account

Note from requester please accept

Add note for requester

☒ I recognise the email address above as a colleague at my company, and I agree to merge

 **This request is from a user who has a different email domain.** Only accept this request if you confirm this user is part of your organisation. 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. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

Cancel

Reject

Accept