



ADD NEW USERS TO COUPA SUPPLIER PORTAL

How To Guide





How to Add Users to the Coupa Supplier Portal

1. Log in to the Coupa Supplier Portal with Email and Password

coupa supplier portal		Secure
	Login	
	• Email	
	• Password	
	Forgot your password?	
	Login	

2. Click on the Setup button

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Home Pr	ofile Ord	lers Service/Time Sh	eets ASN	Invoices	Catalogs	Business Performance	Sourcing	Add-ons	Setup
Admin Cust	tomer Setup	Connection Requests							
Admin u	Jsers	Users	Pei	rmissions		Customer Access			Invite User
Users		Demo Cupelier	4.01	Ne		Organan Taat Day Synalian			
Merge Requests	S	supplierdemo52@gmail.	com Adr	nin	(Organon - Test Dev Supplier Organon TEST - Demo Supplier			
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3. Go to the **Admin** section and then select the **Users** option from the menu bar and click on **Invite User**





coupa supplier p	ortal				 NOTIFICA 	ATIONS 1		
Home Profile Or	ders Service/Time Sheets	ASN Invoices	Catalogs Business Performance	Sourcing	Add-ons	Setup		
Admin Customer Setup	Connection Requests					-		
Admin Users	Users	Permissions	Customer Access			Invit	e User	
Merge Requests	Demo Supplier supplierdemo52@gmail.com	ASNs Admin	Organon - Te Organon TE!					
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Coupe Verified	Edit	Invoices Order Changes	organon-dev organon-dev					
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 Enter the user contact information: First Name, Last Name and Email



Last Name	
* Email Company E-mail	

5. Select/deselect their Permissions



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Customers



6. Click on Send Invitation



