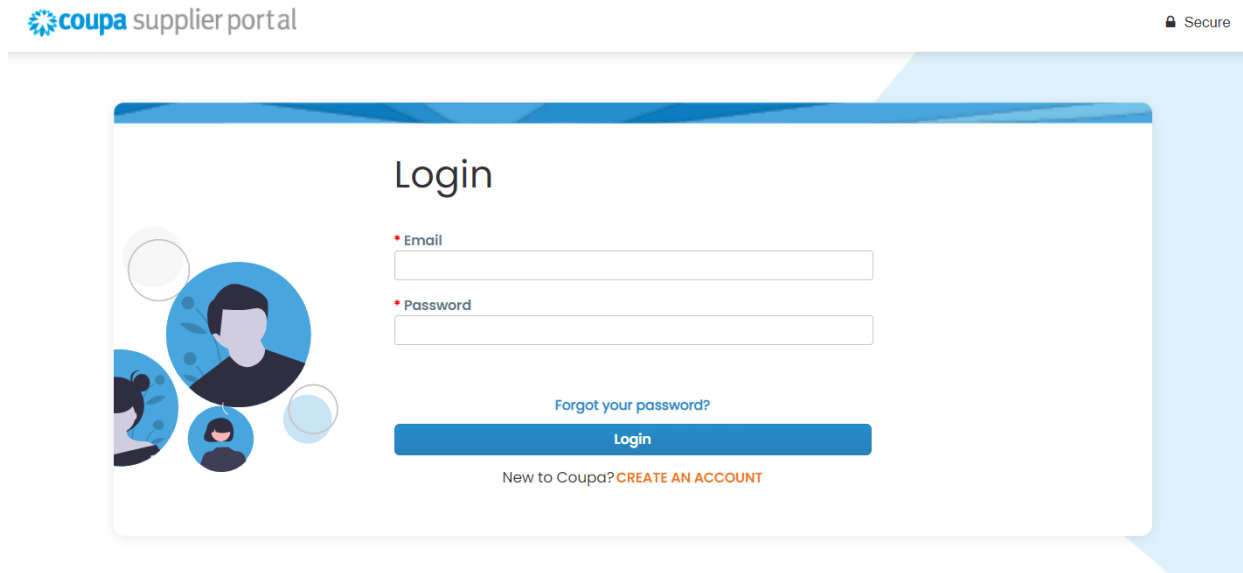# ADD NEW USERS TO COUPA SUPPLIER PORTAL
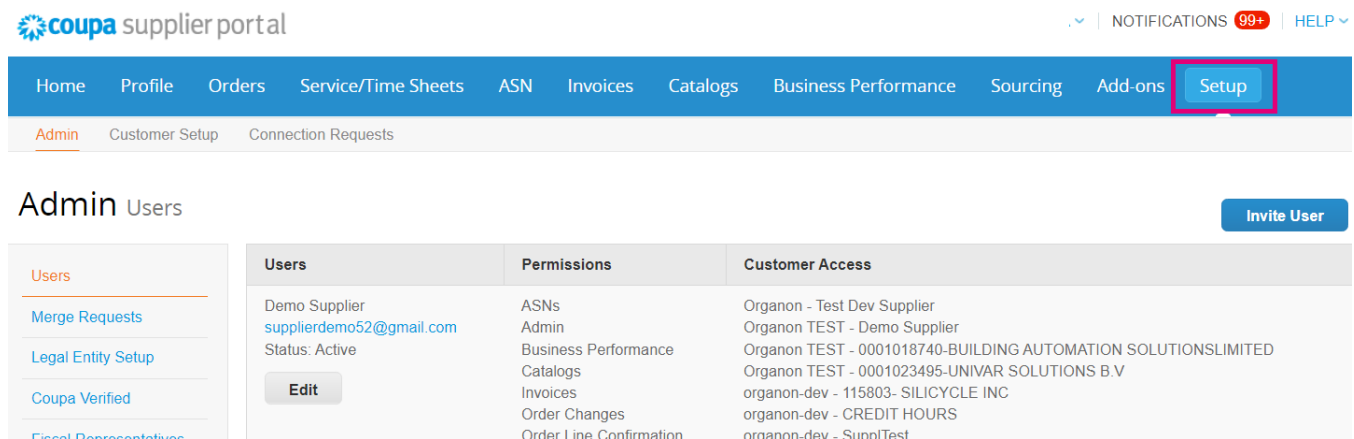
How To Guide

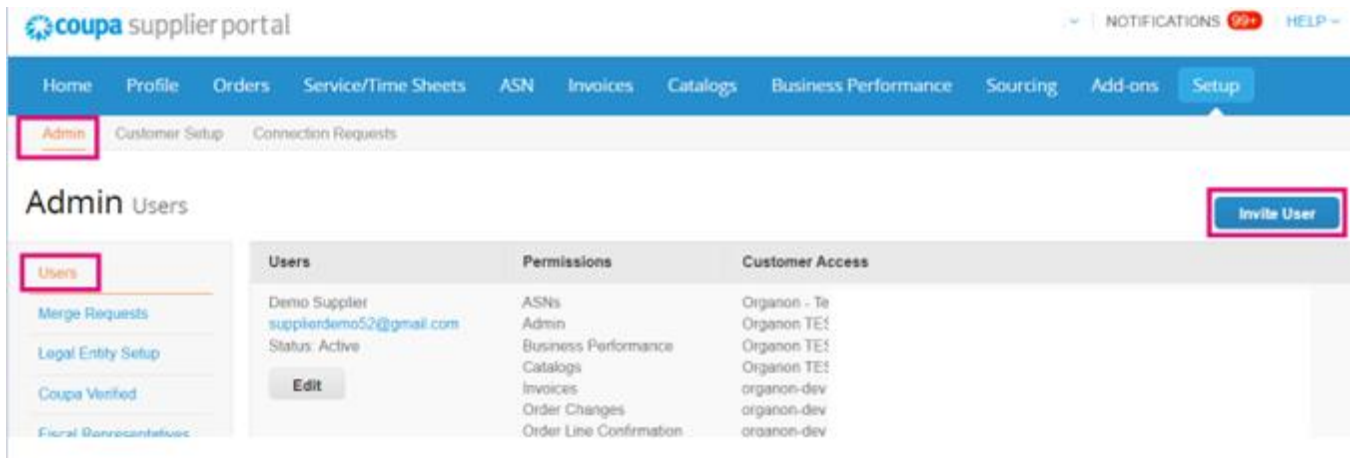# How to Add Users to the Coupa Supplier Portal

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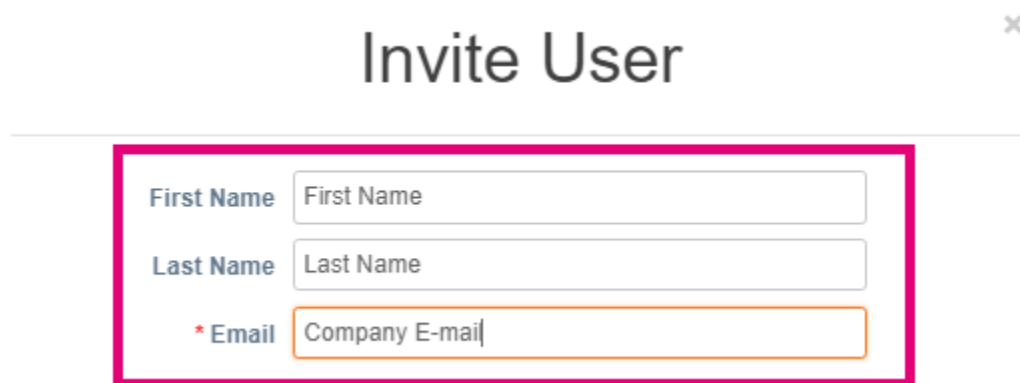

2. Click on the **Setup** button

3. Go to the **Admin** section and then select the **Users** option from the menu bar and click on **Invite User**

4. Enter the user contact information: **First Name**, **Last Name** and **E-mail**

5. Select/deselect their **Permissions**

Permissions ⓘ

- ☑ All
- ☑ Admin
- ☑ Orders
  - ○ Restricted Access to Orders
  - ◉ All
- ☑ Invoices
- ☑ Catalogs
- ☑ Profiles
- ☑ ASNs
- ☑ Service/Time Sheets
  - ○ Restricted Access to Service/Time Sheets
  - ◉ All
- ☑ Payments
- ☑ Order Changes
- ☑ Pay Me Now
- ☑ Business Performance
- ☑ Sourcing
- ☑ Order Line Confirmation

Customers

- ☑ All
- ☑ Organon TEST - Demo Supplier

6. Click on **Send Invitation**

☑ Organon - Test Dev Supplier

Cancel   **Send Invitation**

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