



ADD NEW USERS TO COUPA SUPPLIER PORTAL

How To Guide





How to Add Users to the Coupa Supplier Portal

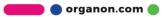
1. Log in to the Coupa Supplier Portal with Email and Password

coupa supplier portal		Secure
	Login	
	• Email	
	* Password	
	Forgot your password?	
	Login New to Coupa? CREATE AN ACCOUNT	

2. Click on the Setup button

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Home Profil	e Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Business Performance	Sourcing	Add-ons	Setup	
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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**





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Users Merge Requests Legal Entity Setup Coupa Ventiod	Demo Supplier supplierdemo52@gmail.com	ASNs Admin Business Performance	Organon - Te Organon TE: Organon TE:			

 Enter the user contact information: First Name, Last Name and Email

Invite User

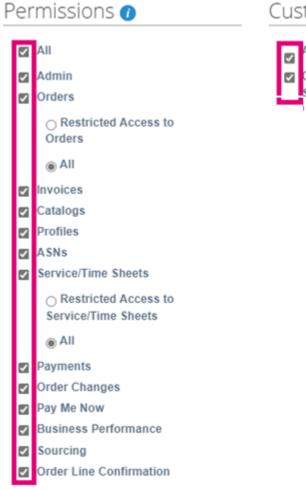
_	
Last Name	Last Name
* Email	Company E-mail

5. Select/deselect their Permissions



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Customers



6. Click on Send Invitation



