

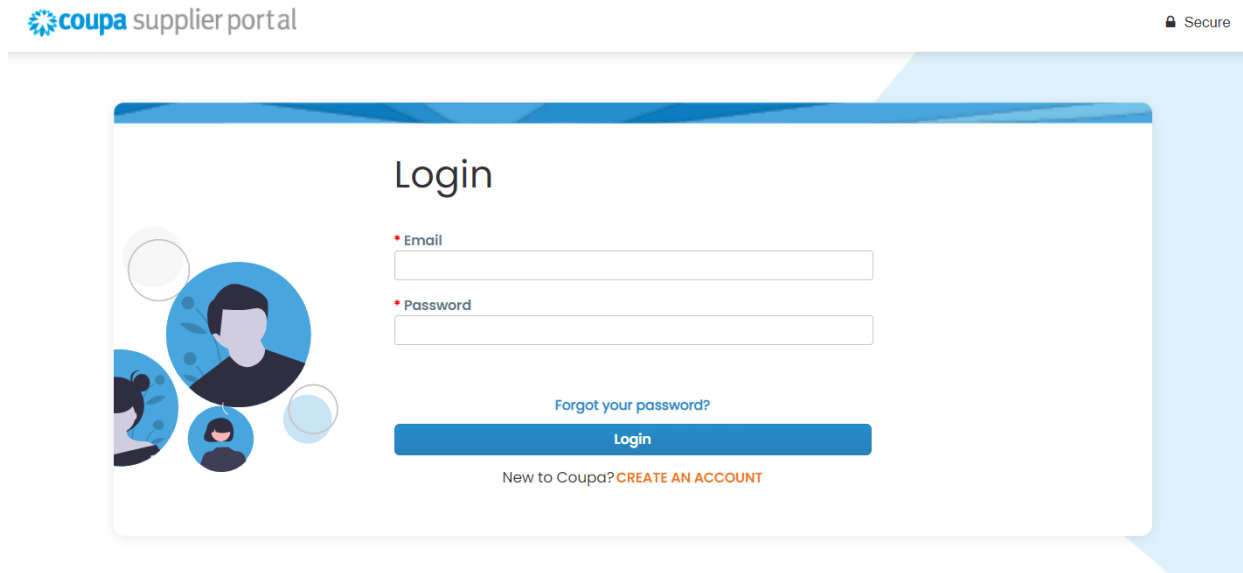


ADD NEW USERS TO COUPA SUPPLIER PORTAL

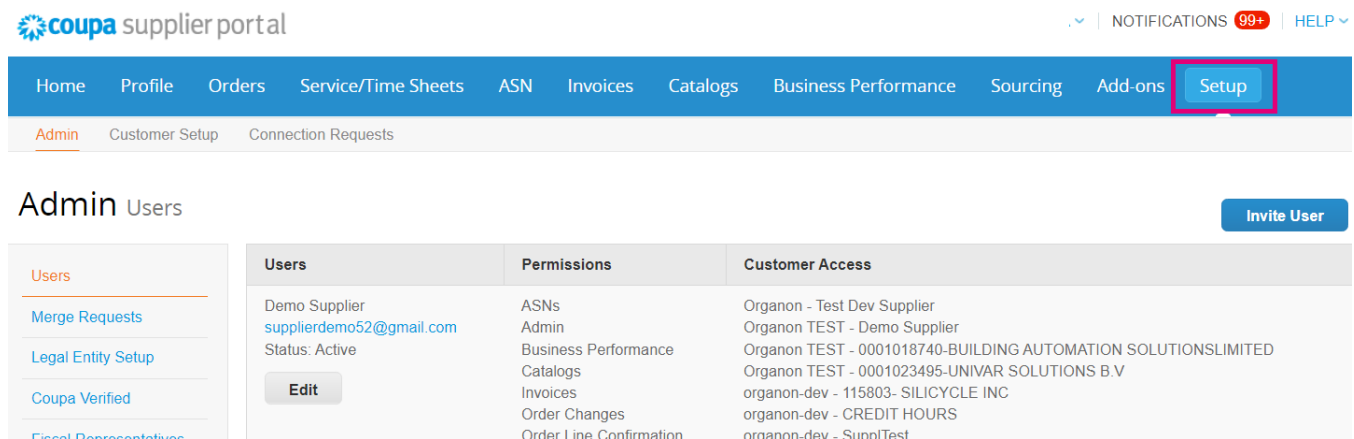
How To Guide

How to Add Users to the Coupa Supplier Portal

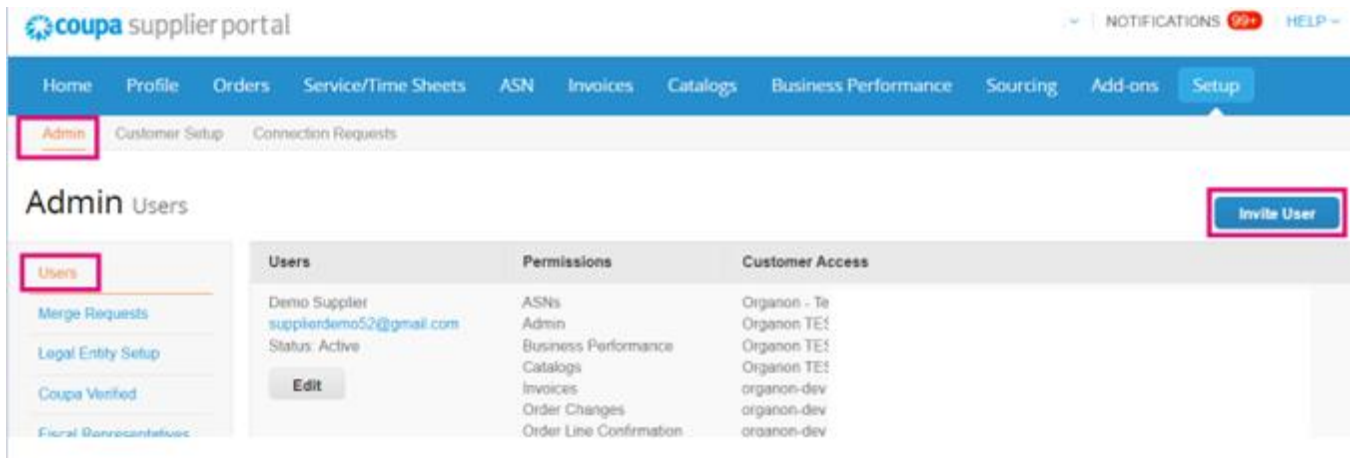
1. Log in to the Coupa Supplier Portal with **Email** and **Password**



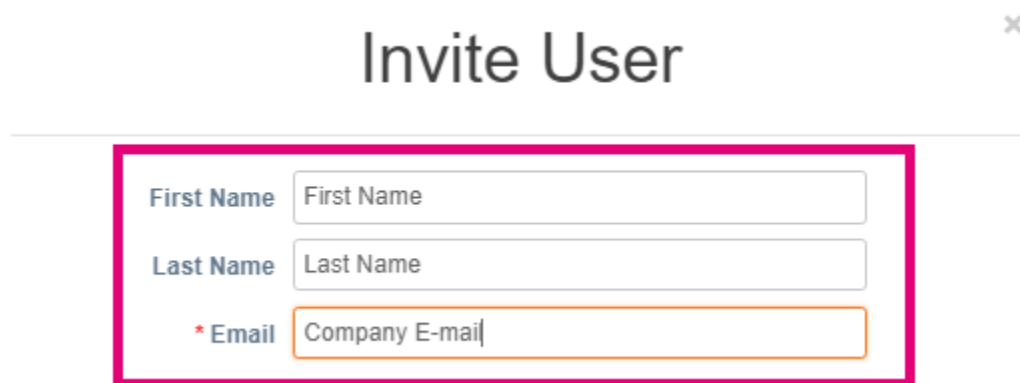
2. Click on the **Setup** button



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**



The 'Invite User' modal form is displayed. It has a title 'Invite User' and a close button 'x'. The form contains three input fields: 'First Name' with the placeholder 'First Name', 'Last Name' with the placeholder 'Last Name', and '* Email' with the placeholder 'Company E-mail'. The 'Email' field is highlighted with a red border.

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