

Supplier Instructions on How to Set up Users Coupa Account





Coupa User Set Up

How to Manage Users Against your Coupa Account



Below is a link to the Coupa Supplier Portal (CSP) where you can log into Coupa or Register. Please be aware that the email address for registering your CSP account must be the same as the one that the CSP invite was sent to

Log into Coupa using URL
<https://supplier.coupahost.com/sessions/new>

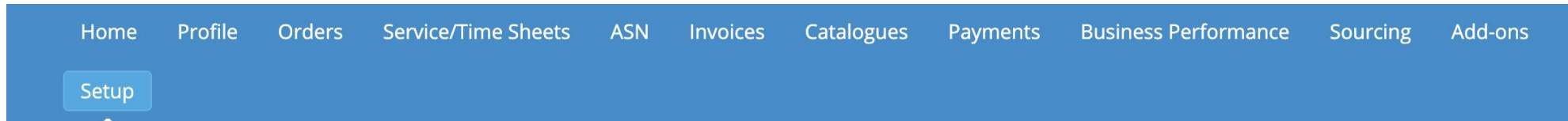


The screenshot shows the Coupa Supplier Portal login interface. At the top left, it says "coupa supplier portal" with the Coupa logo. At the top right, there is a "Secure" indicator with a lock icon. The main content area features a central white box with a light blue background. Inside this box, there are two buttons at the top: "Log in" (highlighted in blue) and "Sign up" (white with a blue border). Below these buttons, the text "Login to your Coupa account" is displayed. There are two input fields: "Email Address" with the placeholder text "Enter email address" and "Password" with the placeholder text "Enter password". Below the password field is a blue link that says "Forgot Password?". At the bottom of the white box is a large orange button labeled "Log in". The footer of the page is a dark blue bar with three links: "Features", "Solutions", and "Resources".

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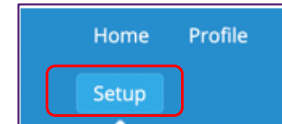


As the Primary Contact you are tasked with managing the Users on your Coupa account. The coming slides explain how Users are managed against your Coupa account

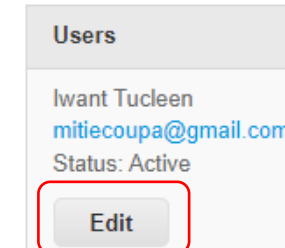
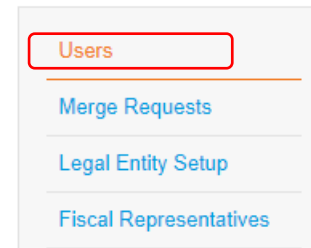


To manage the Users against your Coupa account click 'Setup'. **Note: If the User you wish to add is already a User of another Coupa account, you must use the 'Merge Request' option to add the User**

Click 'Users' and then click 'Edit'. The edit user access page opens. This is where you can restrict access against *permissions* and select or deselect customers



Admin Users



How to Manage Users Against your Coupa Account



The edit user access page opens. This is where you can restrict access against *permissions* and select or deselect customers

Complete the details of the User who you wish to add to your Coupa Account. **Note: You are unable to amend the 'Email' field**

Select the appropriate Permissions and Customers

Please ensure Mitie Group PLC is ticked

Click 'Save'. Your user account should be setup and ready to use



Edit user access for Iwant Tucleen

User info

* First Name

* Last Name

* Email

Permissions ⓘ

- All
- Admin
- Orders
 - Restricted Access to Orders
 - All
- Invoices
- Catalogues
- Profiles
- ASNs
- Service/Time Sheets
 - Restricted Access to Service/Timesheets

Customers

- All
- Mitie Group Plc - Demo Cleaning Services Ltd
- Mitie Group Plc - Spotless Window Cleaning
- Mitie Group Plc - Spots Window Cleaning
- Mitie Group Plc - Spoty Window Cleaning
- Mitie Group Plc - Clear Windows Ltd
- Mitie Group Plc - Super Clear Windows
- Mitie Group Plc - Amazing IT Products

Customers

- All
- Mitie Group Plc - Test Supplier SH

Cancel Deactivate User **Save**