



GLENCORE

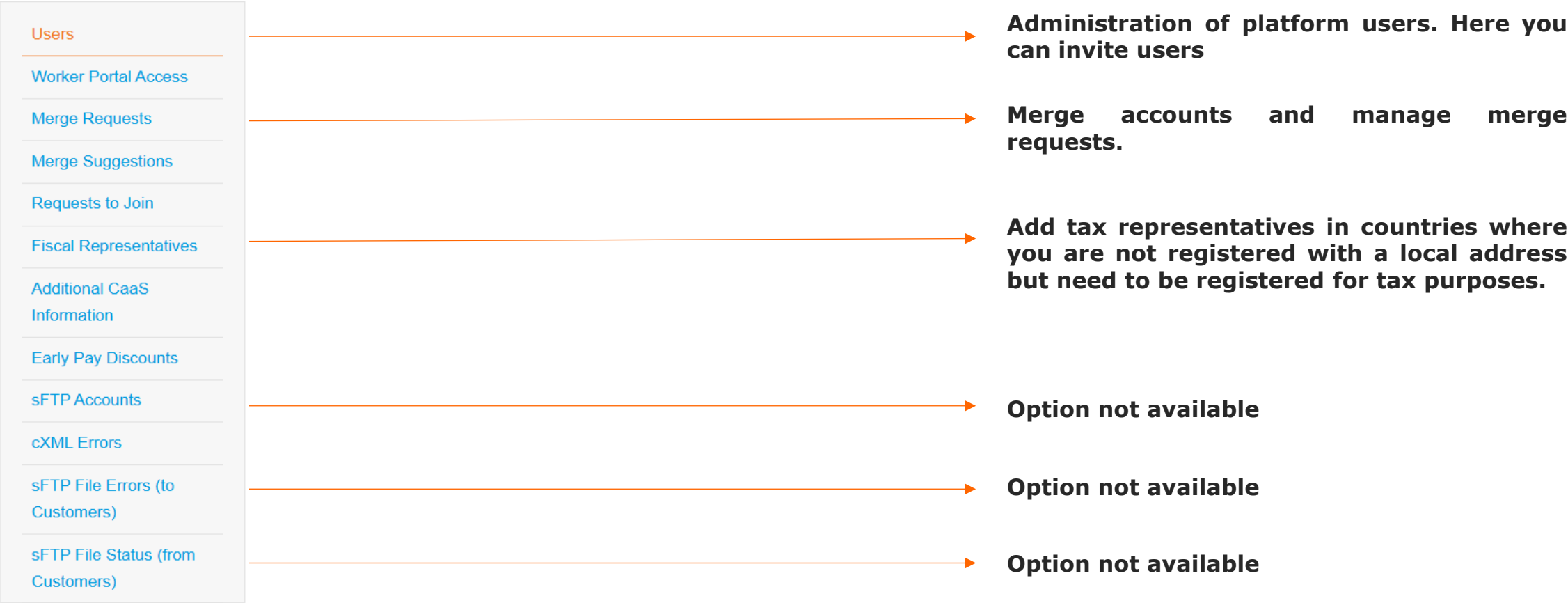
Setup tab and adding users

11.1 Setup Tab



The portal contains some features that may not be enabled for your use. The following is a short description of the setup tab and some administrator functions.

Admin Users



11.2 Adding Users

In this section you will learn how to manage the account profile and add users to the supplier portal

1 As the Admin user, go to the **Setup** tab of the portal.

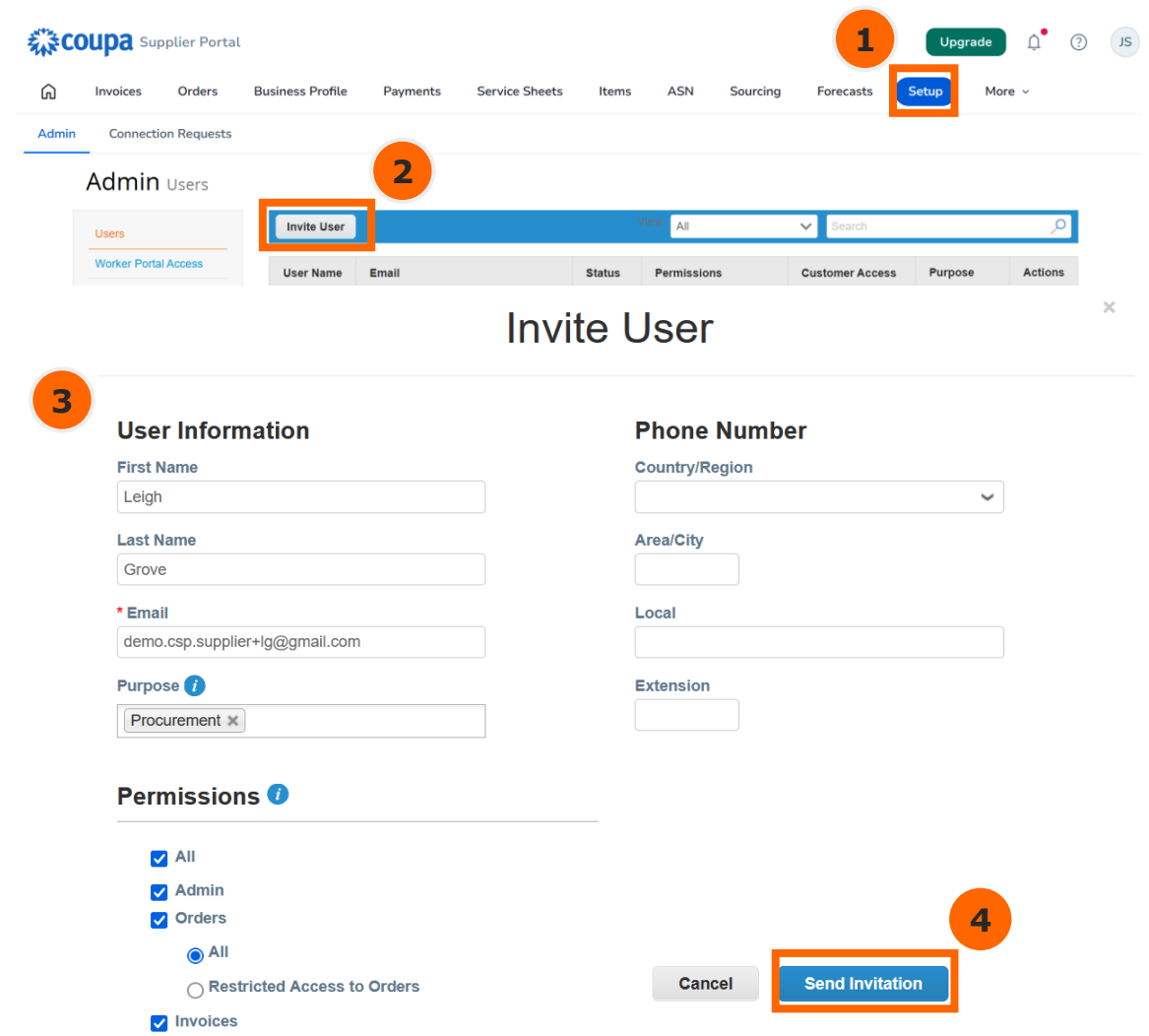
2 Click on **Invite User**

3 Fill in the required data and select the permissions that will be enabled for the user you are adding.

4 Scroll to the bottom of the pop up screen and click on **Send Invitation** and the user will be notified



NOTE: Assign a user specific permissions and customers as required. The user will only see tabs and customers they have permission to see.



coupa Supplier Portal

1 Upgrade ? JS

2 Setup More

Admin Connection Requests

Admin Users

Users Worker Portal Access

Invite User

View All Search

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
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Invite User

3

User Information

First Name
Leigh

Last Name
Grove

* Email
demo.csp.supplier+lg@gmail.com

Purpose ⓘ
Procurement ✕

Phone Number

Country/Region
▼

Area/City
□

Local
□

Extension
□

Permissions ⓘ

☒ All
☒ Admin
☒ Orders
☒ All
☐ Restricted Access to Orders
☒ Invoices

Cancel Send Invitation

4

11.2 Adding Users

In this section you will learn how to manage the account profile and add new users to the supplier portal

5 The user will receive an email invitation to the CSP

5 Action Required - Join the Coupa Supplier Portal Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to demo.csp.supplier+lg

 Action Required - Join the Coupa Supplier Portal

Hi Leigh Grove,

A coworker invited you to join their account on Coupa. Once registered, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions, and much more.

Find out more using the links below, and use the button to register. Welcome!

6 [Join Coupa Supplier Portal](#)


Business Spend Management

Create an Account

Grow your Business on Coupa with a Free Account

* Business Name

Mine and Ores Inc.

Your legal business name (or legal personal name if an individual)

* Email

demo.csp.supplier+lg@gmail.com

* First Name

Leigh

* Last Name

Grove

* Password

Use at least 8 characters and include a number and a letter.

* Confirm Password

* Country/Region

* Tax Registration i

#####

☐ I do not have a Tax ID

6 As the invited user, click **Join Coupa Supplier Portal**

7 Complete the information to **Create an Account**

7 [Create an Account](#)

11.2 Adding Users

In this section you will learn how to manage the account profile and add new users to the supplier portal

8 Check your email for a verification number to verify your email address

9 Copy the code and paste it into the **Email Verification** fields and click **Next**

You are then logged in to the Coupa Supplier Portal and linked to your company's account.



8

Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

413257

If you didn't request this code please contact us at supplier@coupa.com.

Email Verification

We sent a one time verification code to demo.csp.supplier+lg@gmail.com

9

4	1	3	2	5	7
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Didn't receive the Verification Code? [Request a New Code](#)

Next