

COUPA in INCHCAPE

Coupa Supplier Portal (CSP)

Adding Additional Users to your Portal.

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ADDING ADDITIONAL USERS

Inchcape are only able to setup one user on your portal, this person becomes the admin for your portal automatically.

If you want to add new users, click on the Setup tab then Users.

coupa supplier portal JOANNE ▾ | NOTIFICATIONS 1 | HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup Connection Requests

Admin Users

Users Merge Requests Legal Entity Setup Fiscal Representatives Remit-To Terms of Use Payment Preferences ▾ Static Discounting SFTP Accounts cXML Errors SFTP Errors

Users	Permissions	Customer Access
Joanne Paterson joanne.paterson@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogues Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	Inchcape - GB-AUD-G0005030 Inchcape - GB-BMW-G0005030 Inchcape - GB-HO-G0005030 Inchcape - GB-JLR-G0005030 Inchcape - GB-MERC-G0005030 Inchcape - GB-POR-G0005030 Inchcape - GB-PROP-G0005030 Inchcape - GB-TOYLEX-G0005030 Inchcape - GB-VWG-G0005030

Invite User

ADDING ADDITIONAL USERS

Add the new users name and email address

You can choose the permissions you'd like them to have. We advise you choose at least one other person in your company to have admin access, this will prevent any issues in the future.

Click the send invitation button.

The person you have added as a user will receive an invitation to join your companies portal.

Additional users will not need to complete any of the setup or the legal entity as you are inviting them to join your companies Coupa portal which is already setup. Please note only users with admin access can add/ remove legal entities.

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Invite User

First Name

Last Name

* Email

Permissions ?
Customers

- All
- Admin
- Orders
 - Restricted Access to Orders
 - All
- Invoices
- Catalogues
- Profiles
- ASNs
- Service/Time Sheets
 - Restricted Access to Service/Timesheets
 - All
- Payments
- Order Changes
- Pay Me Now
- Business Performance
- Sourcing

- All
- Inchcape - GB-HO-G0005030
- Inchcape - GB-PROP-G0005030
- Inchcape - GB-AUD-G0005030
- Inchcape - GB-POR-G0005030
- Inchcape - GB-BMW-G0005030
- Inchcape - GB-VWG-G0005030
- Inchcape - GB-JLR-G0005030
- Inchcape - GB-MERC-G0005030
- Inchcape - GB-TOYLEX-G0005030

Cancel
Send Invitation

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Thank You

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