

# COUPA TRAINING

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Coupa Supplier Portal (CSP) – How to  
Add additional users to the CSP

January 2022

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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
<p>Joanne Paterson joanne.paterson@gmail.com Status: Active</p> <p><b>Edit</b></p>	<p>ASNs Admin Business Performance Catalogues Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing</p>	<p>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</p>

# 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

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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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## Useful Contacts

Invoice/ Payment Queries - [Enquiries.AccountsPayable@inchcape.co.uk](mailto:Enquiries.AccountsPayable@inchcape.co.uk)

Supplier Statements - [SupplierStatements@inchcape.co.uk](mailto:SupplierStatements@inchcape.co.uk)

Inchcape Coupa Queries - [GlobalCoupa.Support@Inchcape.com](mailto:GlobalCoupa.Support@Inchcape.com)

You can also visit <https://www.inchcape.co.uk/suppliers/>

Where you will find additional guides and support.

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