

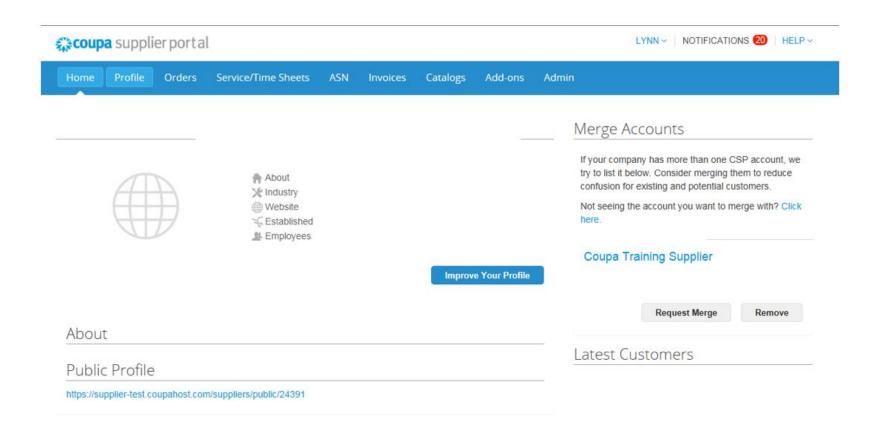
Coupa Supplier Account Merge Request

How to merge existing Coupa Supplier Accounts



Coupa Supplier Portal (CSP) Supplier Merge

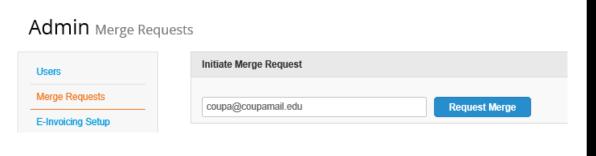
Start by logging into your CSP Account HERE





Coupa Supplier Portal (CSP) Supplier Merge

 Click the Merge Request link in the Admin tab on the left of the screen or the Click Here link in the Merge Accounts section at the right of the screen.



Enter the e-mail address of the account to be merged.

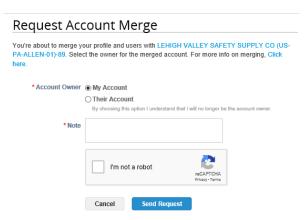


Merge Accounts If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? Click here.



Coupa Supplier Portal (CSP) Supplier Merge

- Select the Account Owner of the record:
 - My Account means that you are retaining ownership and the merged user will be under your administration.
 - Their Account means that they are retaining ownership and the you will be under their administration.
- Add a note about your request to help avoid any confusion.
- Click Send



Once the request is sent you will receive a confirmation

Merge request submitted successfully. [LEHIGH VALLEY SAFETY SUPPLY CO (US-PA-ALLEN-01)-89], or the account owner, will only be notified if they have an active account

 The person requested to Merge will receive a notification on their CSP account to accept or reject the merger request. Once accepted the merge will be complete.

For any questions regarding this process or issue with the Coupa CSP, please reach out to us at CoupaTeam@TraneTechnologies.com