Coupa Supplier User Invitation

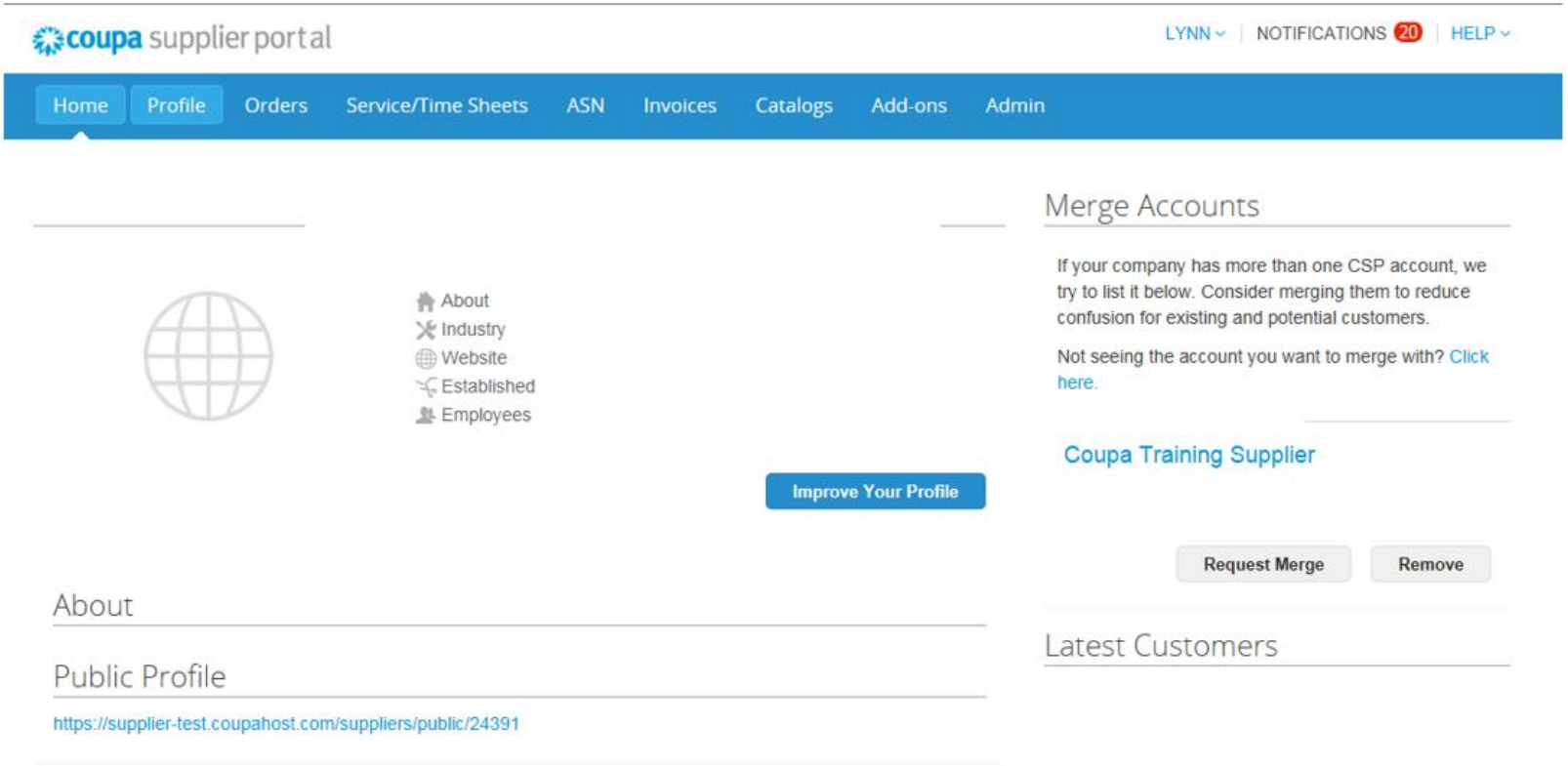
How to invite additional users to the CSP

19 March, 2019

TRANE TECHNOLOGIES

Coupa Supplier Portal (CSP) User Invitation

Start by logging into your CSP Account HERE



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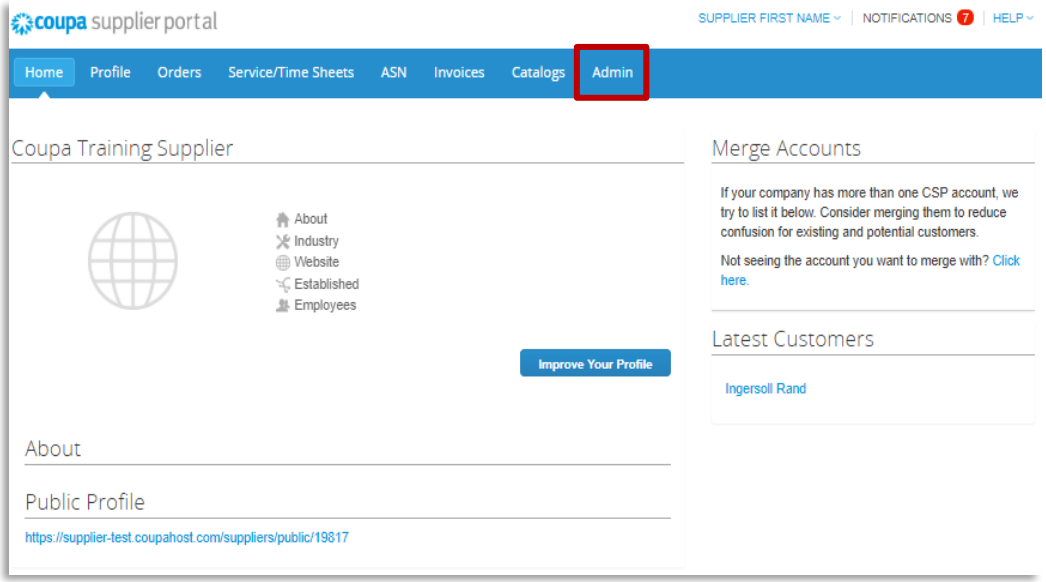
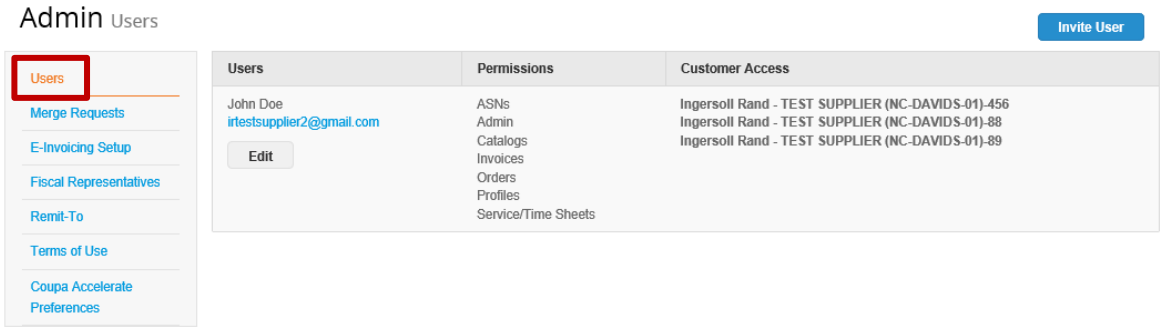
Coupa Supplier Portal (CSP) User Invitation

- Click the **Admin** tab



- This will bring you into the users screen.
  - If not, you can click the **Users** link on the left



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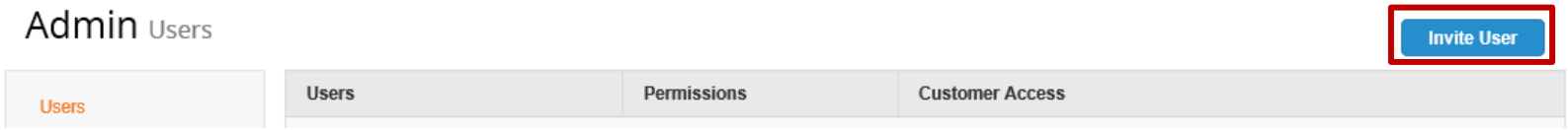
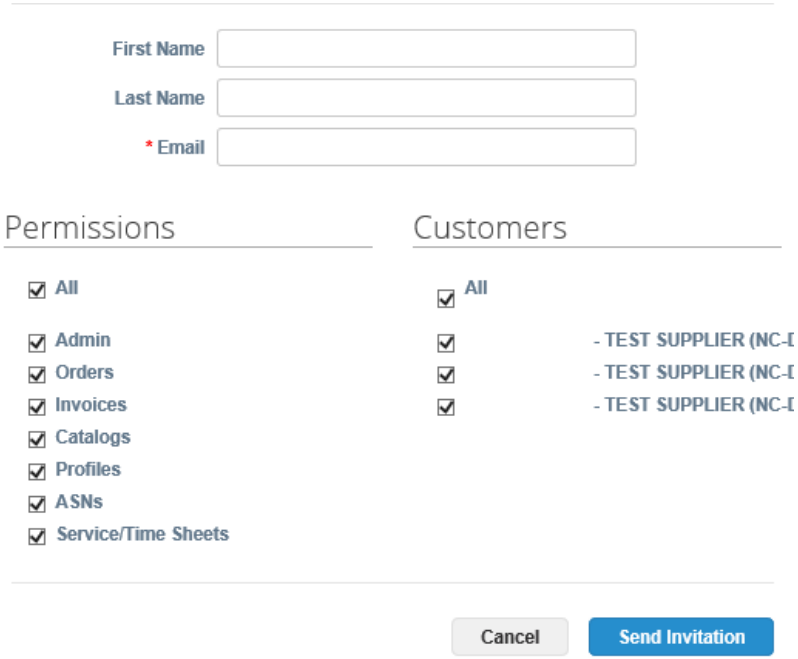
- Click the **Invite User** button on the right side of the page



- Enter first and last names in the fields indicated
- Enter their e-mail
  - Please note, if the user has an existing Coupa account you will need to use the **Merge** function.
- Select the customers this user will have access to.
- Click **Send**.



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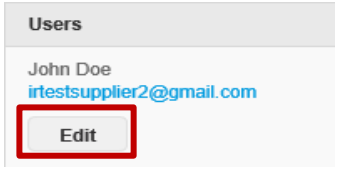
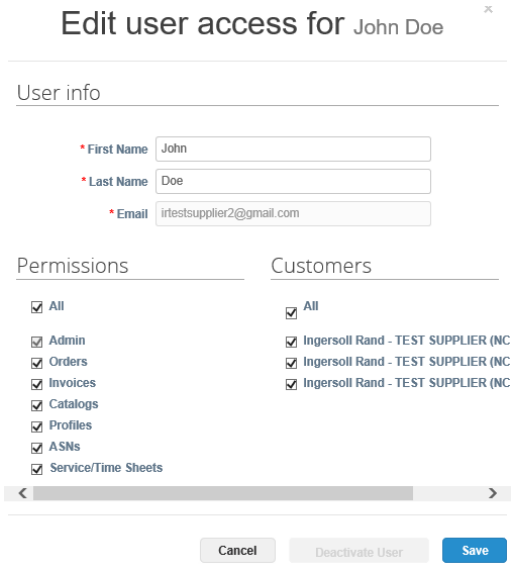
- If you need to edit a user's details or change their access, click the **Edit** button under their name.



- Edit the details as needed and click **Save**



- Once the updates are made and saved you will receive a confirmation

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

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