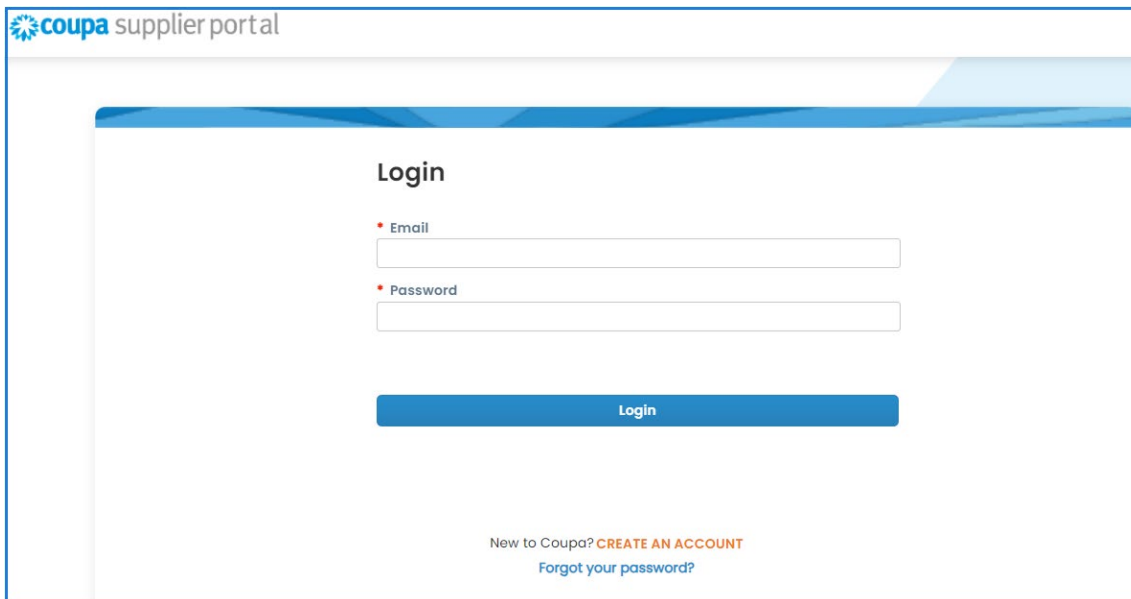


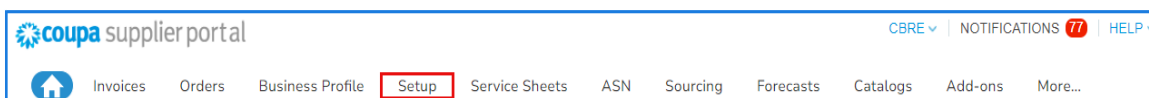
## Adding a User to the Coupa Supplier Portal

As an admin within the Coupa Supplier Portal (CSP), you can invite/add additional users within your company to have access to the CSP. Follow the steps below to add additional users to your account.

1. Log into the **Coupa Supplier Portal** at <http://supplier.coupahost.com/> by entering your email address and your password.

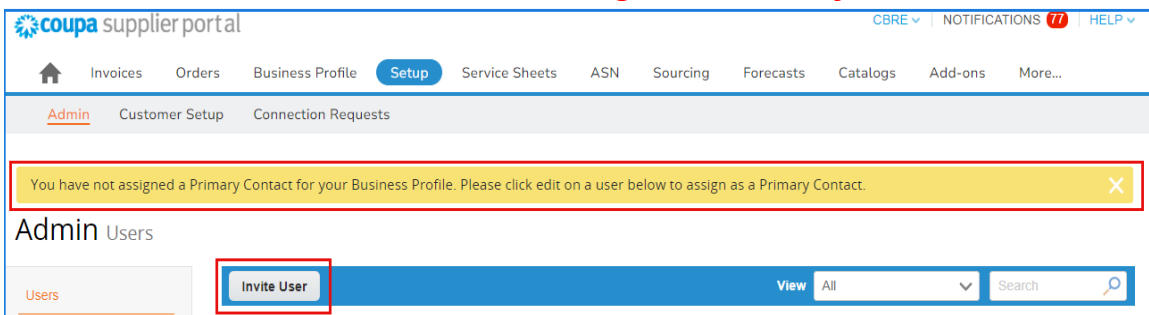


2. From the **Home** page, go to the **Setup** tab located in the top tool bar.

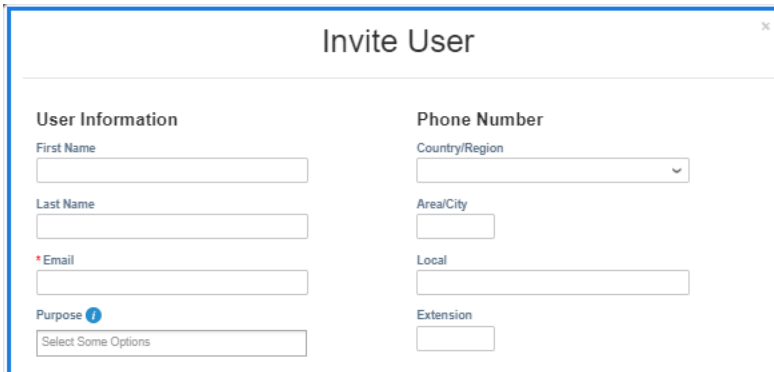


3. Select **Invite User** on the **Admin** page.

**Note:** If a primary contact has not been added to your account, you will receive the message: **You have not assigned a Primary Contact for your Business Profile. Please click edit on a user below to assign as a Primary Contact.**

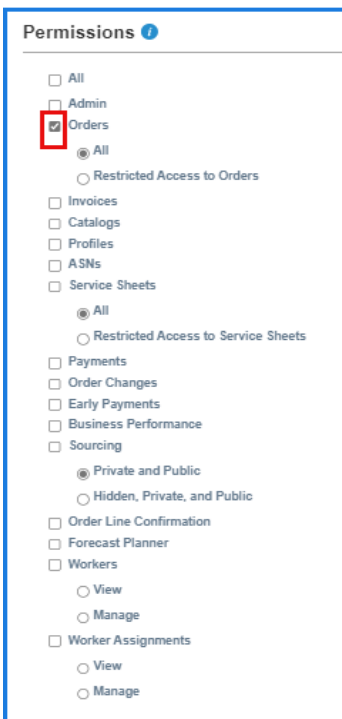


4. Add the new user's **Email** address. Optional fields are **First Name**, **Last Name**, **Purpose** and additional contact information



The 'Invite User' form is divided into two columns. The left column, titled 'User Information', contains fields for 'First Name', 'Last Name', '\*Email' (marked with a red asterisk), and 'Purpose' (with a dropdown menu labeled 'Select Some Options'). The right column, titled 'Phone Number', contains a 'Country/Region' dropdown, 'Area/City', 'Local', and 'Extension' fields.

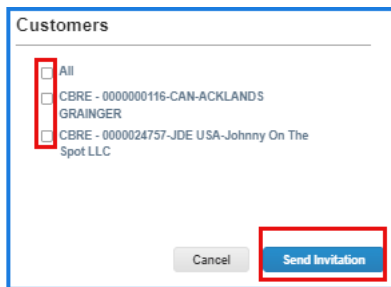
5. Click the box next to the **Permissions** that the user should have.



The 'Permissions' form lists various system functions with checkboxes and radio buttons. The 'Orders' checkbox is highlighted with a red box. The permissions are organized into several groups, each with a radio button for 'All' or 'Restricted Access'.

- ☐ All
- ☐ Admin
- ☒ Orders
- ☒ All
  - ☐ Restricted Access to Orders
- ☐ Invoices
- ☐ Catalogs
- ☐ Profiles
- ☐ ASNs
- ☐ Service Sheets
- ☒ All
  - ☐ Restricted Access to Service Sheets
- ☐ Payments
- ☐ Order Changes
- ☐ Early Payments
- ☐ Business Performance
- ☐ Sourcing
- ☒ Private and Public
  - ☐ Hidden, Private, and Public
- ☐ Order Line Confirmation
- ☐ Forecast Planner
- ☐ Workers
  - ☐ View
  - ☐ Manage
- ☐ Worker Assignments
  - ☐ View
  - ☐ Manage

6. In **Customers** section, select **CBRE**. Click **Send Invitation**. An email notification with a registration link will be sent to the user.



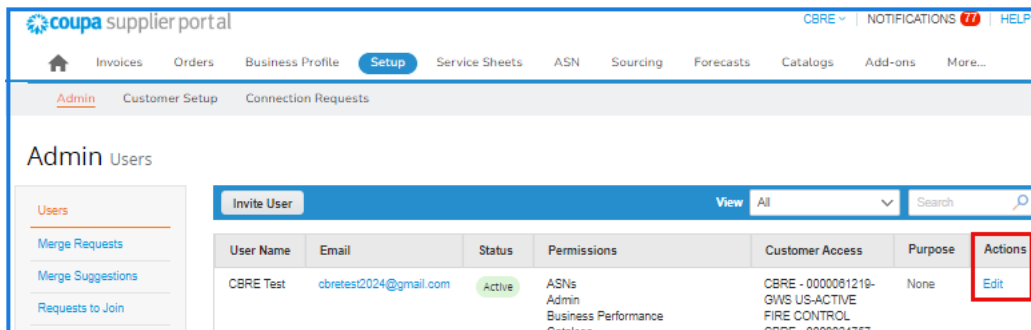
Customers

- ☐ All
- ☐ CBRE - 0000000116-CAN-ACKLANDS GRAINGER
- ☐ CBRE - 0000024757-JDE USA-Johnny On The Spot LLC

Cancel Send Invitation

## Removing a User from the Coupa Supplier Portal

1. From the **Home** page, select **Setup**. Under the **Admin Users** screen, select the **Edit** option for the user you want to remove.



coupa supplier portal

CBRE | NOTIFICATIONS 17 | HELP

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Add-ons More...

Admin Customer Setup Connection Requests

Admin Users

Users

Merge Requests

Merge Suggestions

Requests to Join

Invite User View All Search

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
CBRE Test	cbretest2024@gmail.com	Active	ASNs Admin Business Performance	CBRE - 0000001219- GWS US-ACTIVE FIRE CONTROL CBRE - 0000024757	None	Edit

## 2. Select **Deactivate User**.

### Edit user access for John Smith

#### User Information

First Name

John

Last Name

Smith

Email

jvendor443@gmail.com

Purpose

Select Some Options

Primary Contact

☐

Current primary contact:

CBRE Test

#### Phone Number

Country/Region

Area/City

Local

Extension

#### Permissions

☒ All

☒ Admin

☒ Orders

☒ All

☐ Restricted Access to Orders

☒ Invoices

☒ Catalogs

☒ Profiles

☒ ASNs

☒ Service Sheets

☒ All

☐ Restricted Access to Service Sheets

☒ Payments

☒ Order Changes

☒ Early Payments

☒ Business Performance

☒ Sourcing

☐ Private and Public

☒ Hidden, Private, and Public

☒ Order Line Confirmation

☒ Forecast Planner

☒ Workers

☒ View

☐ Manage

☒ Worker Assignments

☒ View

☐ Manage

#### Customers

☒ All

☒ CBRE - 000000116-CAN-ACKLANDS GRAINGER

☒ CBRE - 000024757-JDE USA-Johnny On The Spot LLC

☒ CBRE - 000000021-GWS US-KEYENCE CORP OF AMERICA

☒ CBRE - 000024304-JDE USA-Southworth Milton Inc

☒ CBRE - 000000024-GWS US-PITNEY BOWES

☒ CBRE - 0000061219-GWS US-ACTIVE FIRE CONTROL

☒ CBRE - 0000167339-GWS 50500 GBR-Carrickbracken Ltd

☒ CBRE - 0000000736-GWS US-RAMPART PEST CONTROL

☒ CBRE - 0000127785-GWS 95009 IRL-Johnson Controls IRELAND LIMITED

☒ CBRE - 0000070709-CBRE PAN-Sistemas Electronicos de Seguridad

☒ CBRE - 0000068605-GWS MEX-WEST UNIFIED COMMUNICATIONS SERVICES MEX

☒ CBRE - 0000264096-CBRE CRI-3 102 894202 SRL

☒ CBRE - 0000264100-CBRE CRI-CPE MIL NOVECIENTOS OCHENTA Y NUEVE LIM

Cancel

Deactivate User

Save

## 3. Confirm user's deactivation status.

Invite User						
			View	All	Search	
User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
CBRE Test	cbretes2024@gmail.com	Active	ASNs Admin	CBRE - 0000061219-GWS US-ACTIVE	None	Edit
John Smith	jvendor443@gmail.com	Deactivated	ASNs Admin Business Performance	CBRE - 0000000116-CAN-ACKLANDS GRAINGER	None	Activate

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For additional support, please reach out to your Procurement Buyer Support Team.

Region & Line of Business	Support Email Contact
GWS APAC	<a href="mailto:APAC_ProcurementBuyerSupport@cbre.com">APAC_ProcurementBuyerSupport@cbre.com</a>
GWS EMEA	<a href="mailto:GWSEMEAsupplychainbuyer@cbre.com">GWSEMEAsupplychainbuyer@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a>
GWS US & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
Corporate/Advisory APAC	<a href="mailto:APACSupplyChainBuyers@cbre.com">APACSupplyChainBuyers@cbre.com</a>
Corporate/Advisory EMEA	<a href="mailto:ADVEMEA_ProcurementBuyerSupport@cbre.com">ADVEMEA_ProcurementBuyerSupport@cbre.com</a>
Corporate U.S.	<a href="mailto:USProcurement@cbre.com">USProcurement@cbre.com</a>