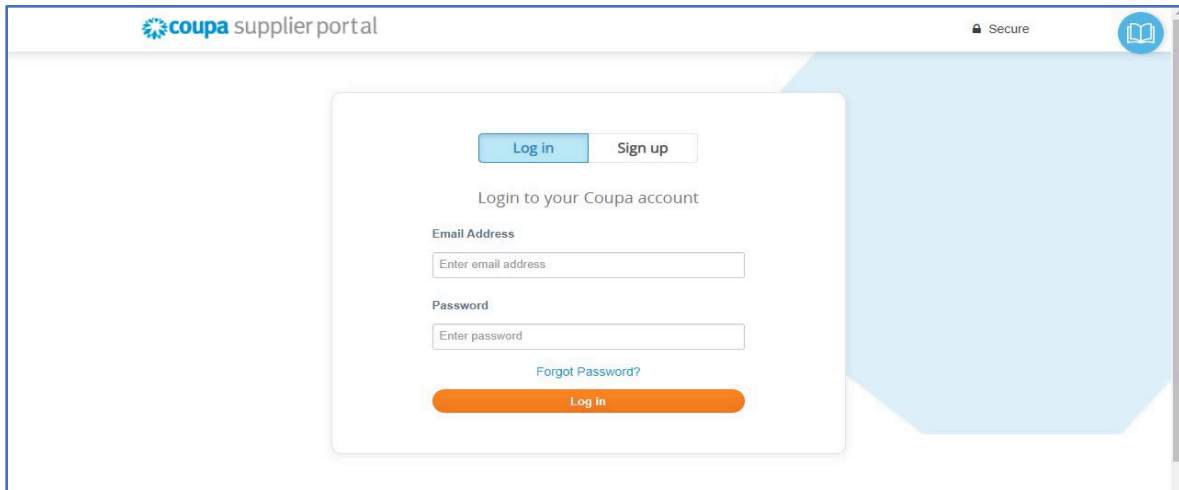


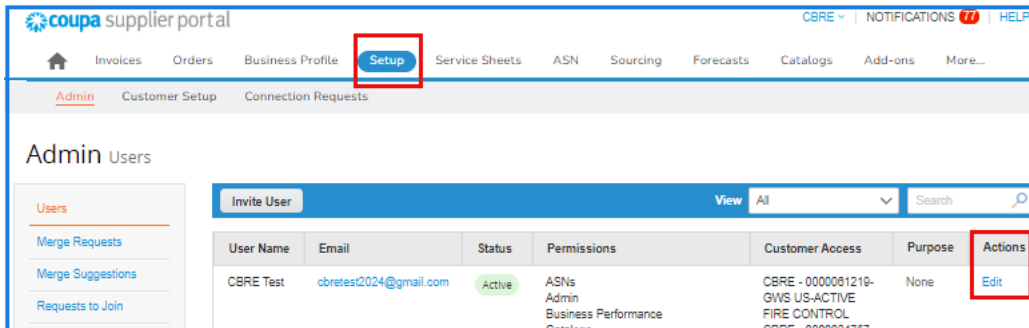
Managing Users Permissions

As an admin within the Coupa Supplier Portal (CSP), you can manage users' permissions. Follow the steps below to complete this task.

1. Log into the **Coupa Supplier Portal** at <http://supplier.coupahost.com/>.



2. From the **Home** page, go to the **Setup** tab located in the top tool bar. Select **Edit** for the User whose permissions you want to edit.



User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
CBRE Test	cbretes2024@gmail.com	Active	ASNs Admin Business Performance Catalogs	CBRE - 0000081219- GWS US-ACTIVE FIRE CONTROL CBRE - 0000081219-	None	Edit

3. Select or deselect the **permissions** or **customers**. Click **Save** when completed.

Edit user access for CBRE Test

User Information

* First Name
CBRE

* Last Name
Test

* Email
cbretest2024@gmail.com

Purpose ⓘ
Select Some Options

Primary Contact ⓘ ☐
No current primary contact

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-ACKLAND'S 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 LIMI

Cancel

Deactivate User

Save

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

Region & Line of Business	Support Email Contact
GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
GWS EMEA	GWSEMEAsupplychainbuyer@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com