

How to Add Multiple Users to Supplier Portal

sealedair.coupa.com/suppliers/502/record

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This task can be done by supplier only , if they want to add additional user on their CSP portal account, if you can see in this screen supplier have many user active for their CSP account , any one of them usually admin from them can invite rabeeshan.raveendran@cdw.ca and then rabeeshan need to follow invitation email this can be done. By doing this user can also access CSP.

This task must be done by supplier only, we cannot even do this.

Connection Status Linked

Users:

- Alyson Hansen - alyshan@cdw.com
- Candace DeBartolo - candeba@cdw.com
- Catherine Schulewitz - cathsch@cdw.com
- CDW EDI - edi@cdw.com
- CDW USA USA - Direct - eprohelp@cdw.com
- Cynthia Esqueda - cyntesq@cdw.com
- Daanish Ansari - daanans@cdw.com
- Dara Braun - darabra@cdw.com
- Donna Simley - donnsim@cdw.com
- Emmanuel Watson - emmawat@cdw.com
- Heather Kirwin - heather.kirwin@cdw.ca
- Janet Laughlin - janet.laughlin@CDW.com
- Jenn Pierce - Jennbor@cdw.com
- Kim Ladewig - kimlad@cdw.com
- Kristin Wisniewski - krishof@cdw.com
- Laurie Ritger - laurie.ritger@cdw.com
- Lisa Hansen - lisahan@cdw.com
- Lisa Themason - lisapap@cdw.com
- Michelle Mic Molina - michmic@cdw.com
- Rebeca Martinez - rebmart@cdw.com
- Ronelle Erickson - roneeri@cdw.com

Follow the below Steps:

coupa supplier portal

RIYA | NOTIFICATIONS 12 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup

Supplier need to click on Setup tab and then Invite user, then new pop will appear where they need to provide the email address which they want to invite.

Invite User

Admin Users

Users	Permissions	Customer Access
Riya Kumari coupatest0714+555@gmail.com Status: Active <input type="button" value="Edit"/>	ASNs Admin Business Performance Catalogues Invoices Order Changes Orders Pay Me Now	Sealed Air - 625309-2050-625309-BUSCH AG Sealed Air - KALANIYA LLC

Invite User



First Name

Last Name

* Email

Permissions

All

Admin

Orders

Restricted Access to Orders

All

Invoices

Catalogues

Profiles

ASNs

Service/Time Sheets

Restricted Access to Service/Timesheets

All

Customers

All

Sealed Air - 625309-2050-625309-BUSCH

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