

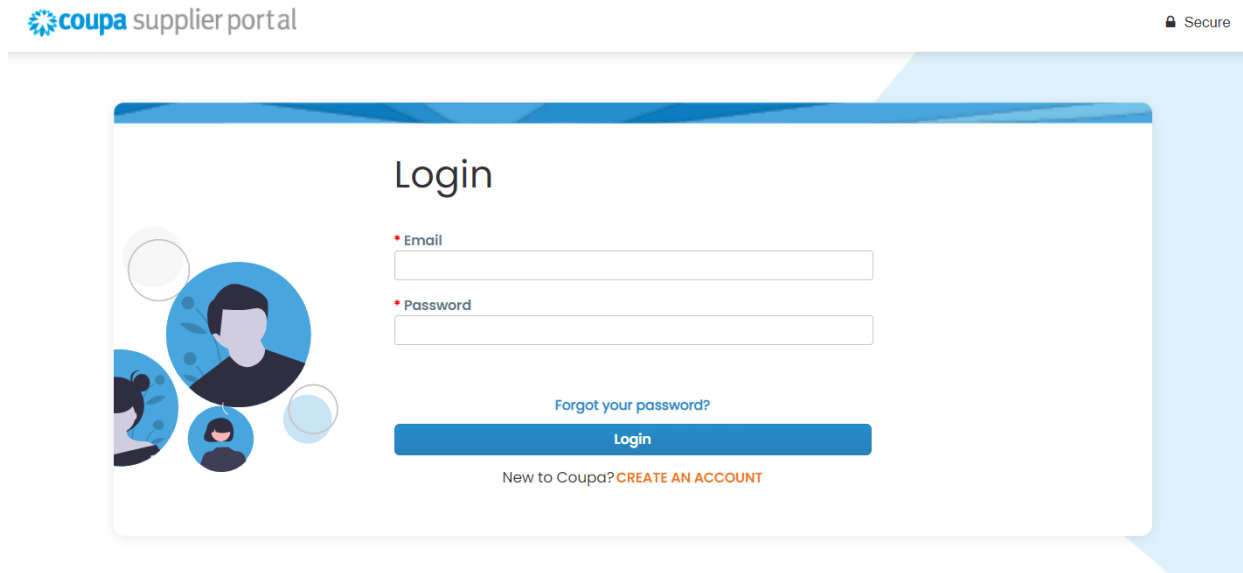


MENAMBAHKAN USER BARU KE PORTAL COUPE SUPPLIER

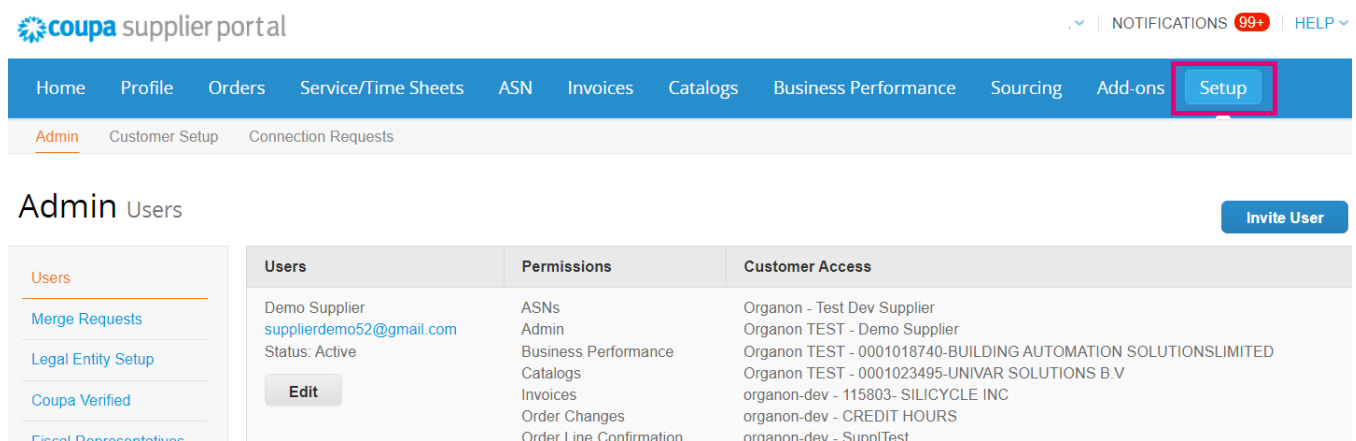
Petunjuk Proses

Cara Menambahkan User ke Portal Coupa Supplier

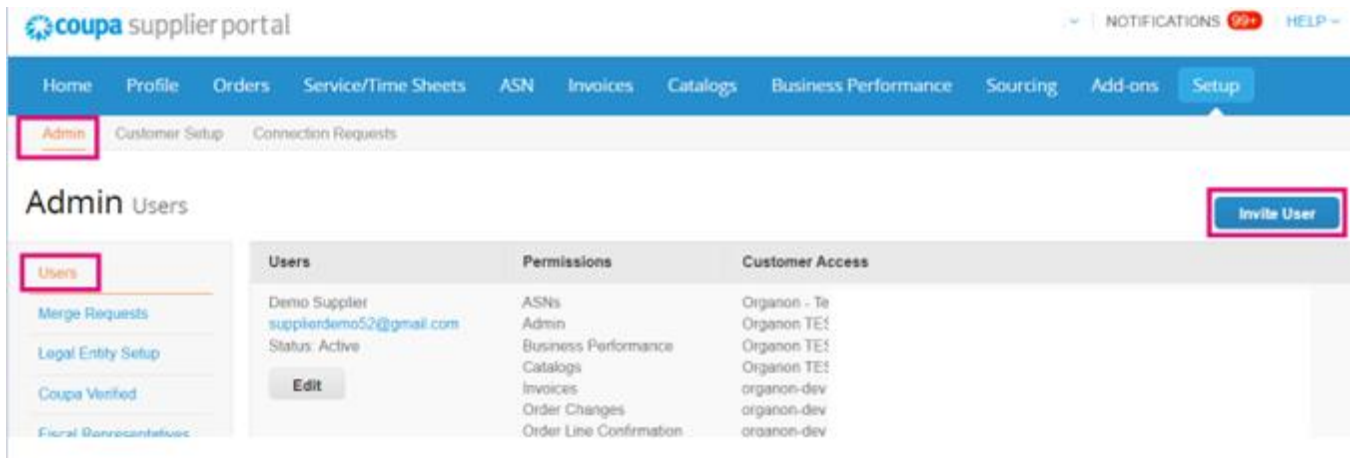
1. Masuk ke Portal Coupa Supplier dengan **Email** dan **Password**



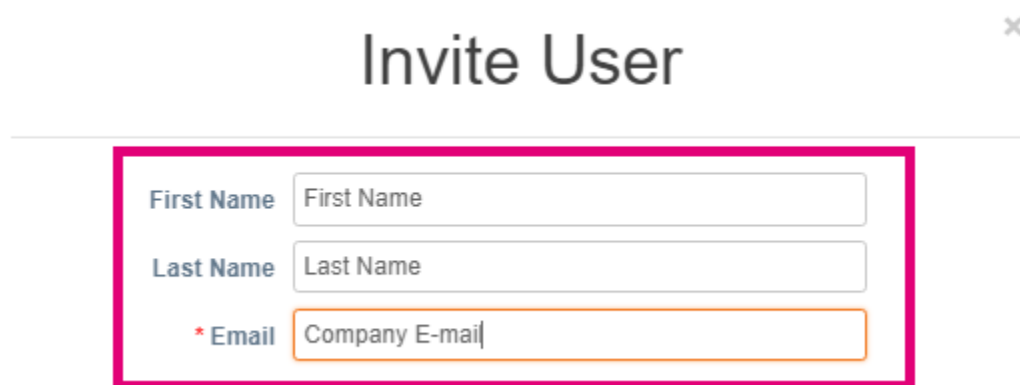
2. Klik pada tombol **Setup**



3. Arahkan ke bagian **Admin** lalu pilih opsi **Users** pada menu dan klik **Invite User**




4. Masukkan Informasi kontak user: **First Name (Nama Depan)**, **Last Name (Nama Belakang)** dan **Email**



The screenshot shows a modal window titled 'Invite User' with a close button (X) in the top right. The form contains three input fields: 'First Name' with the placeholder text 'First Name', 'Last Name' with the placeholder text 'Last Name', and '* Email' with the placeholder text 'Company E-mail'. The entire form area is enclosed in a red rectangular box.

5. Pilih/batalkan pilihan **Permissions** mereka

Permissions 	Customers
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Organon TEST - Demo
<input checked="" type="checkbox"/> Orders	<input type="checkbox"/> Supplier
<input type="radio"/> Restricted Access to Orders	
<input checked="" type="radio"/> All	
<input checked="" type="checkbox"/> Invoices	
<input checked="" type="checkbox"/> Catalogs	
<input checked="" type="checkbox"/> Profiles	
<input checked="" type="checkbox"/> ASNs	
<input checked="" type="checkbox"/> Service/Time Sheets	
<input type="radio"/> Restricted Access to Service/Time Sheets	
<input checked="" type="radio"/> All	
<input checked="" type="checkbox"/> Payments	
<input checked="" type="checkbox"/> Order Changes	
<input checked="" type="checkbox"/> Pay Me Now	
<input checked="" type="checkbox"/> Business Performance	
<input checked="" type="checkbox"/> Sourcing	
<input checked="" type="checkbox"/> Order Line Confirmation	

6. Klik **Send invitation**

Organon - Test Dev Supplier
