



MENAMBAHKAN USER BARU KE PORTAL COUPE SUPPLIER

Panduan Proses





Cara Menambahkan User ke Portal Coupa Supplier

1. Masuk ke Portal Coupa Supplier dengan Email dan Password

upa supplier portal		Secure
	Login	
	• Email	
	• Password	
	Forgot your password?	
	Login	
_	New to Coupa? CREATE AN ACCOUNT	

2. Klik pada tombol Setup

rmance Sourcing Add-ons Setup
Invite User
ipplier) Supplier
018740-BUILDING AUTOMATION SOLUTIONSLIMITED 023495-UNIVAR SOLUTIONS B.V
SILICYCLE INC HOURS

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





coupa supplier p	Portal NOTIFICATI Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons © Connection Requests	TIONS 😥	ONS 100 HELP -				
Home Profile Or	ders Service/Time Sheets	ASN Invoices (Catalogs Business Performance	Sourcing	Add-ons	Setup	
Admin Customer Setup	Connection Requests					-	
Admin Users				ogs Business Performance Sourcing Add-ons Customer Access Organon - Te Organon TES Organon TES Organon TES organon-dev organon-dev organon-dev	Invite User		
Users	Users	Permissions	Customer Access				
Merge Requests	Demo Supplier supplierdemo52@gmail.com	ASNs Admin	Organon - Te Organon TES				
Legal Entity Setup	Status: Active	Business Performance Cataloga	Organon TES				
Coupe Verified	Edit	Invoices Order Changes	organon-dev organon-dev				
ALC: NOT THE REAL PROPERTY OF		Order Line Confernate	in organos dou				

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

Invite User

Last Name	irst Name	First Name
t Emeil Compony E moil	ast Name	Last Name
* Email Company E-mail	company E-mail	* Email

5. Pilih/batalkan pilihan Permissions mereka



 \times





Customers



6. Klik Send invitation



