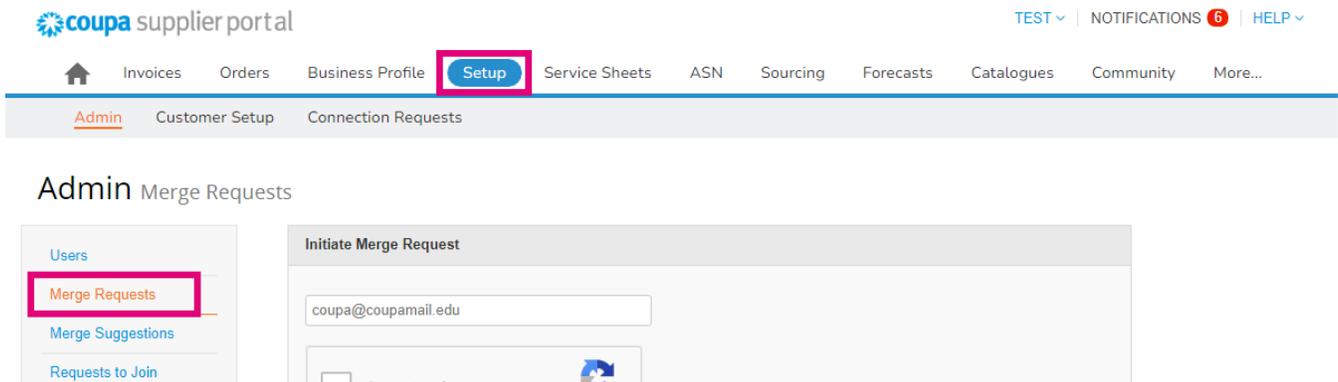# HOW TO SEND MERGE REQUEST
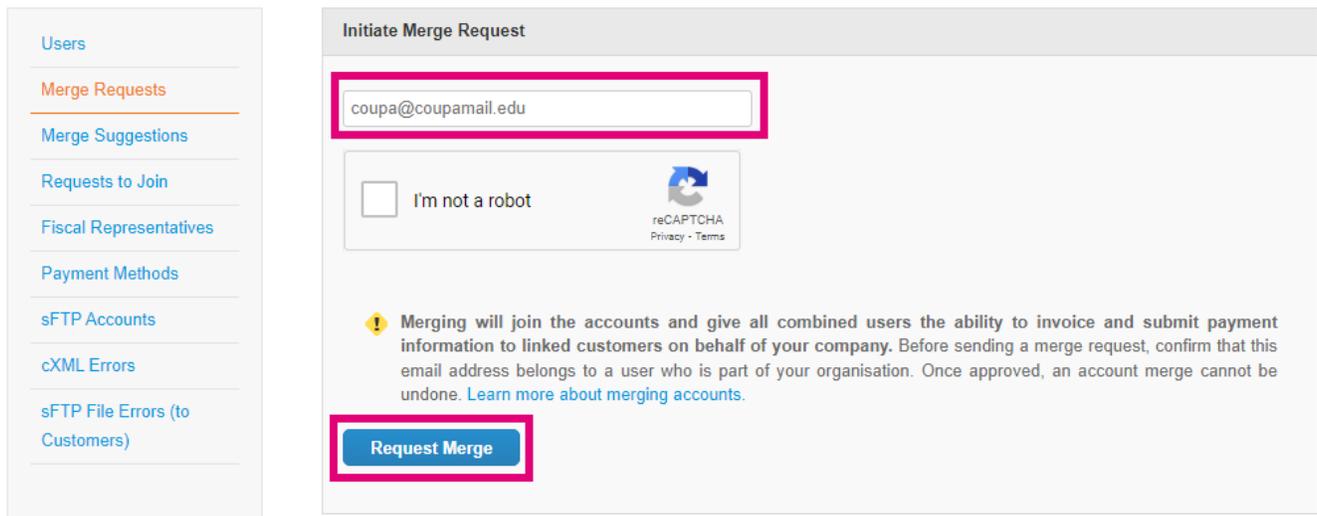
How to send Merge request in Coupa

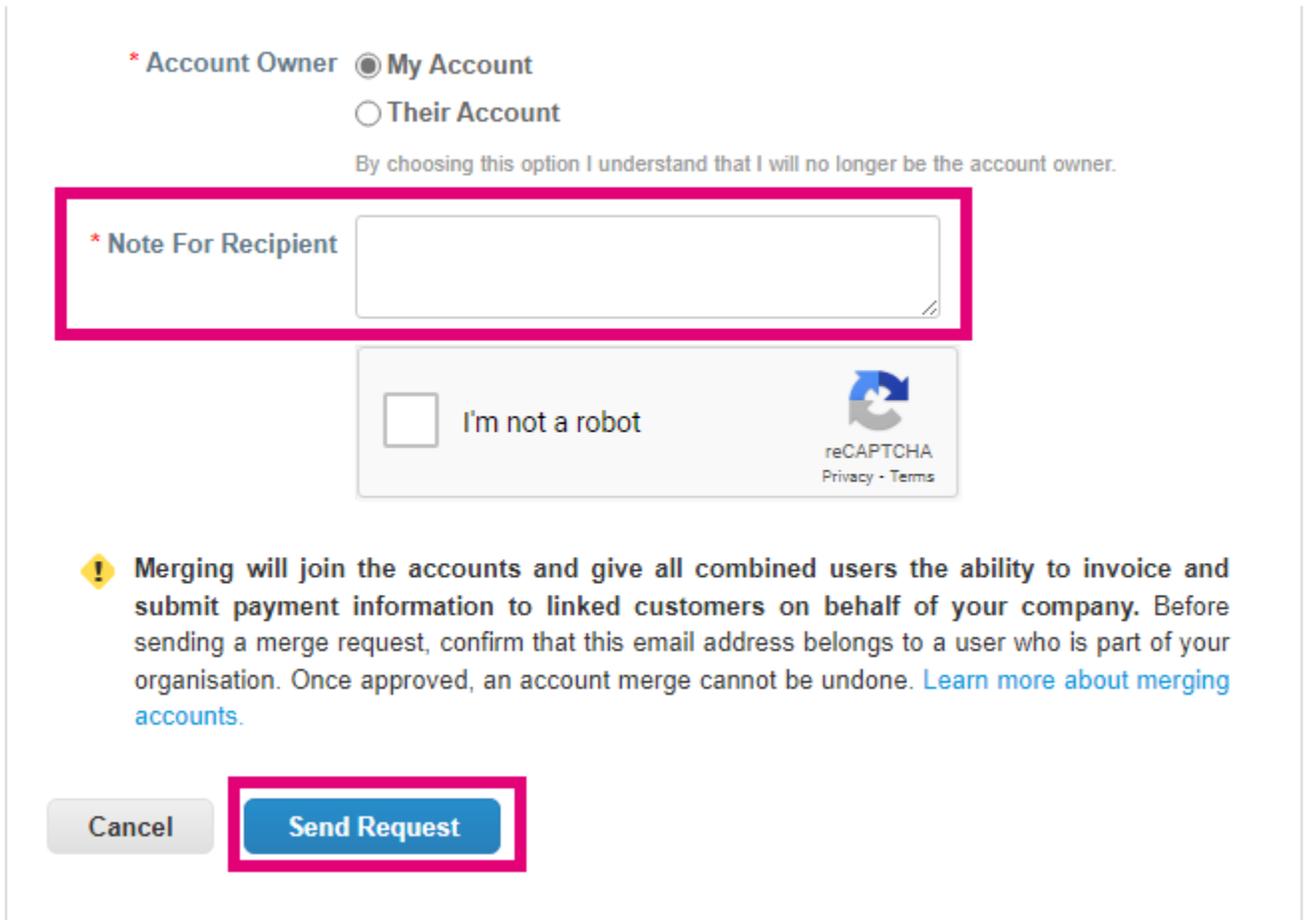**1.** Click on the **Setup** tab → select **Merge Request**

2. In the **Email address field**, type the email address for the recipient you would like to send the marge request to then click **Request Merge**

3. Type the note for recipient (ex. Please accept the request) in field **Note For Recipient** then click **Sent Request**.

4. The recipient will be notified to accept the request, in order to accept the merge request, the recipient should login to Coupa, Click on the **Setup** tab → select **Merge Request**

![ORGANON - Here for her health]

![Coupa supplier portal screenshot showing Setup > Admin > Merge Requests with Initiate Merge Request panel]

5. The merge request will be listed in **Open merge requests**, click on **Respond**

Open merge requests

Requested 28/01/2025	**TEST COUPA LTD** London, UK	Initiated From Other Company		**Respond**
	London England 1234			
	United Kingdom			

6. Type the note for requester (ex. accept) in field **Note For Requester** then click **Accept**.

Users with access to C D (vendoronboardingtest01@gmail.com)
merged account

Note from requester please accept

Add note for requester

☑ I recognise the email address above as a colleague at my
company, and I agree to merge

⚠ **This request is from a user who has a different email domain.** Only accept this
request if you confirm this user is part of your organisation. Merging will join the
accounts and give all combined users the ability to invoice and submit payment
information to linked customers on behalf of your company. Once approved, an
account merge cannot be undone. Learn more about merging accounts.

Cancel   Reject   Accept