

Once your company is linked to the Coupa Supplier Portal account, only admin(s) of the account is/ are allowed to invite additional users to Coupa Supplier Portal.

In order to invite another user to your Coupa Supplier Portal account please perform following steps:

1. Go to “Setup” from the main menu bar
2. In the Admin section, select “Users” on the left hand-side
3. Click on ‘Invite User’ button.

The screenshot shows the Coupa Supplier Portal interface. At the top, the 'Setup' button in the navigation bar is highlighted with a red box. Below it, the 'Admin' section is visible, with the 'Users' link in the left sidebar also highlighted with a red box. The main content area displays the 'Invite User' button and a table of existing users. The table has columns for User name, Email, Status, Permissions, Customer Access, Purpose, and Action. One user, Diana, is listed with an email address ending in @astrazeneca.com and an Active status.

User name	Email	Status	Permissions	Customer Access	Purpose	Action
Diana	@astrazeneca.com	Active	ASNs Admin Business Performance Catalogues Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing	AstraZeneca - Coupa (Test) - Aylward Europe GmbH_EU_5100000238 AstraZeneca - Coupa (Test) - ARAMARK UNIFORM SERVICES_NAM_5100100912 AstraZeneca - Coupa (Test) - BIOLUMINA GROUP LLC_NAM_5100100015 AstraZeneca - Coupa (Test) - KPMG ABOGADOS.S.L._EU_5100009119 AstraZeneca - Coupa (Test) - UK_TEST_ENV_Supplier AstraZeneca - Coupa (Test) - Sweden_TEST_ENV_Supplier AstraZeneca - Coupa (Test) - US_TEST_ENV_Supplier AstraZeneca - Coupa (Test) - Supplier with 000 PO AstraZeneca - Coupa (Test) - NAME1- 12521_LATAM_0000012521 AstraZeneca - Coupa (Test) - Supplier	None	Edit

A new dialogue box will appear. Input the User’s name and e-mail address and decide which permissions to grant and which customers User should see. To finalize the changes and send an invite please click on ‘Send Invitation’ button.

Invite User

User Information

First Name

Last Name

* Email

Phone Number

Country/Region

Area Code

Number

Extension

Purpose ⓘ

Permissions ⓘ

- All
- Admin
- Orders
 - All
 - Restricted Access to Orders
- Invoices
- Catalogues
- Profiles
- ASNs
- Service Sheets
 - All
 - Restricted Access to Service Sheets
- Payments
- Order Changes

Customers

- All
- AstraZeneca - Coupa (Dev) - AG & CO. OHG
- AstraZeneca - Coupa (Test) - CSP JP test
- AstraZeneca - Coupa (Dev) - India Supplier
- AstraZeneca - Coupa (Dev) - Canadian Supplier Name Change
- AstraZeneca - Coupa (Dev) - Corporation
- AstraZeneca - Coupa (Dev) - TD_EU_5100001712
- AstraZeneca - Coupa (Dev) - Test GW Japan K.K.
- AstraZeneca - Coupa (Test) - NAM_5100100912
- AstraZeneca - Coupa (Test) - Europe GmbH_EU_5100000238

User permissions

Permissions	Description
All	Gives full access to all CSP functions, except for user administration.
Admin	Has full access to all CSP functions, including user administration. Non-admin users can still view the Users tab of the Admin page and invite users, but they cannot edit existing users. The permissions on the invitation cannot exceed the permissions of the user creating the invitation.
Orders	Allows viewing and managing purchase orders (POs) received from customers. When selected, All is on by default.
Restricted Access to Orders	Allows accessing specific POs (assigned to specific users). The permission is off by default.
All	Allows viewing and managing all POs received from customers. When Orders is selected, it is on by default.
Invoices	Allows creating and sending invoices to customers.
Profiles	Allows modifying customer-specific profiles.
ASNs	Allows creating and sending advance ship notices (ASNs) to customers.
Payments	Allows viewing payments and downloading digital checks.
Order Changes	Allows submitting PO change requests.
Business Performance	Allows viewing business performance information, for example, order, invoice, and delivery trends.

For auditing purposes, Coupa does not allow users to be deleted, so you cannot delete a user from your profile. Instead, you can deactivate a user when you no longer want that user to be able to access the account.

Please note that AstraZeneca can only provide initial email to enable connection between your company and AZ in Coupa Supplier Portal. Please reach out to GBCS Supplier Enablement GBCSSupplierEnablement@astrazeneca.com in case admin of the account is no longer a valid email address and initial email has to be resent.

