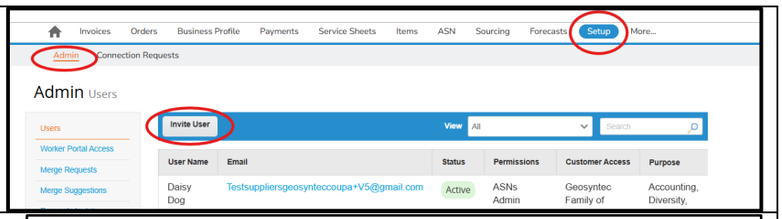
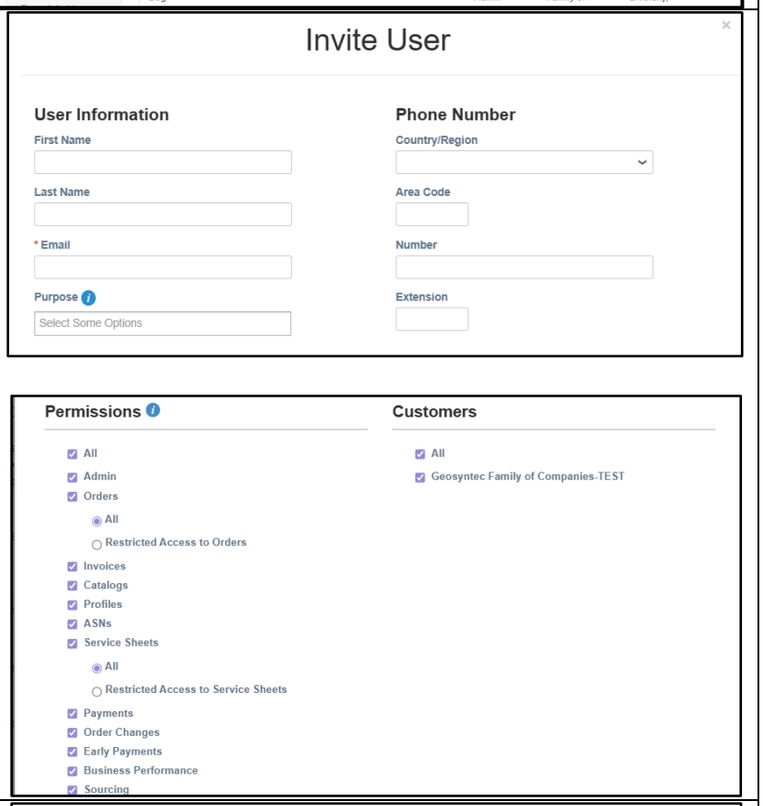
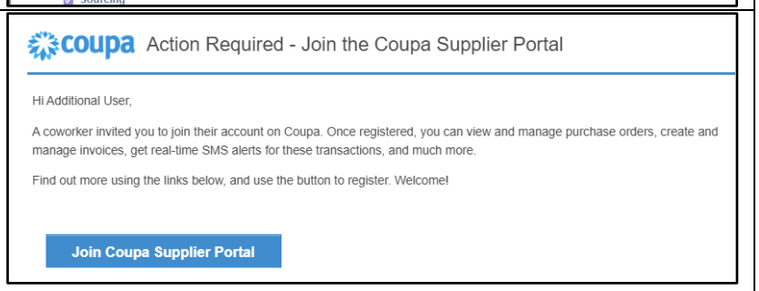
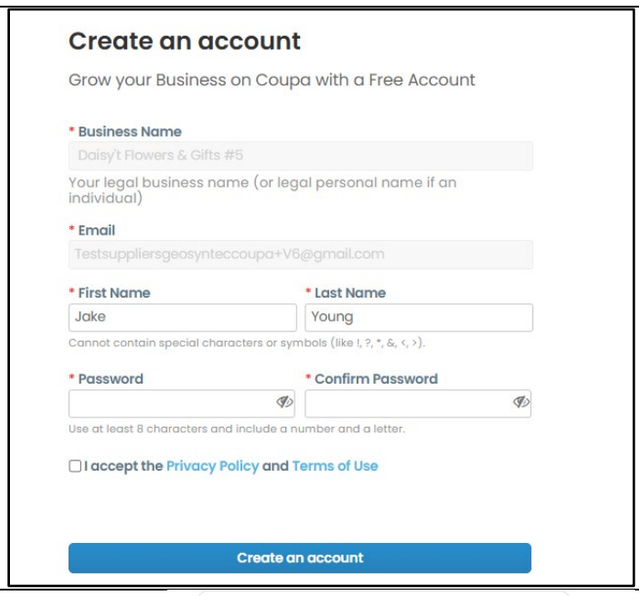
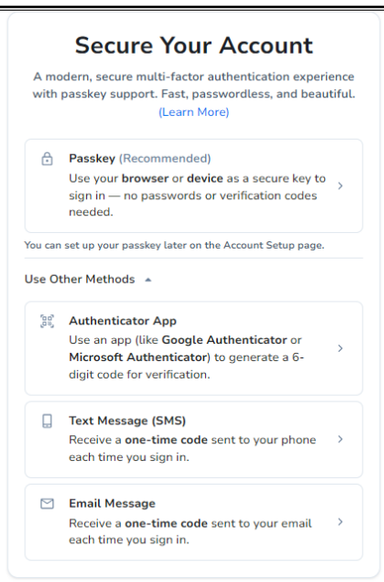
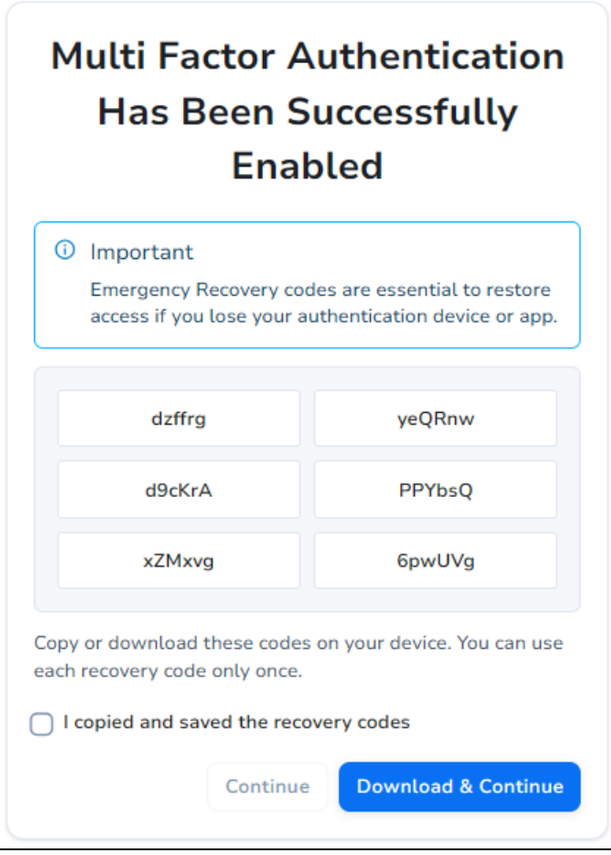
Invite a User to be added to your CSP Profile

The primary user on the supplier's Coupa Supplier Portal (CSP) account must invite any new users who need access to the supplier's CSP profile. The profile contains the supplier's business profile, payment methods, and access to customers and submitting invoices.

Note: CSP logins are managed by Coupa. For issues with logging into Coupa you will need to contact supplier@Coupa.com.

To invite a new user, go to Setup/Admin/Invite user.	
Enter the new user's information and assign the appropriate permissions and customer access.	
The new user will receive an email with instructions to create their Coupa login.	

	
The new user must set up their multi-factor authentication (MFA) method. MFA verification is specific to each user's login.	
We recommend downloading your MFA codes so they are available if you encounter authentication issues.	

Once the new user completes their login setup, the primary administrator will receive an email notification, and the new user will appear on the account's user list.		