

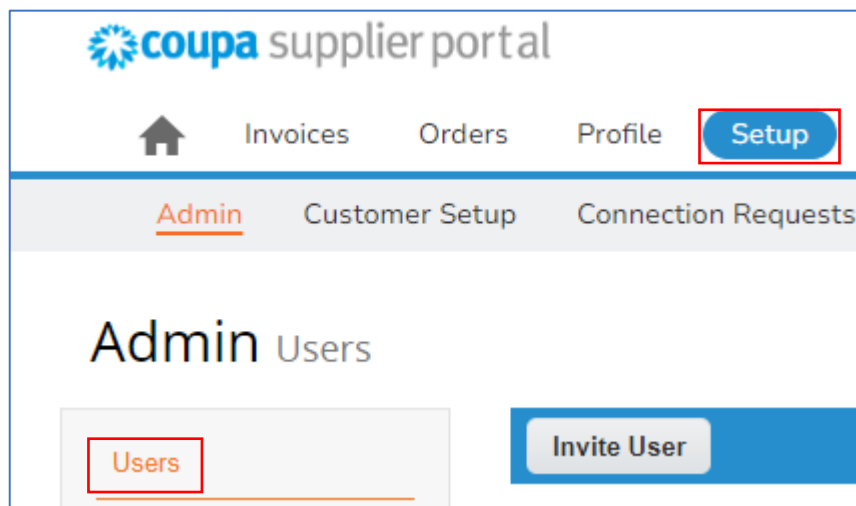


Manage CSP Users

Permissions grant access for users to corresponding menu items. As an admin user, you have all the permissions by default.

You can manage user permissions and customer access by assigning certain users to only certain customers and by limiting what types of documents they can access and what functions they can perform with their assigned customers.

1. Log in to CSP <https://supplier.coupahost.com/sessions/new>.
2. Go to **Setup > Admin**. The **Admin Users** page appears.



3. Click on the **Edit** button to open the **Edit user access for [User Name]** window.

User Name	Email	Status	Permissions	Customer Access	Actions
CSP-NNIT Coupa2020	[REDACTED]	Active	ASNs Admin Business Performance Catalogs Community Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	pg stage	Edit

You can change the user's name, modify the user's permissions and customer access, or deactivate the user.

Note

The **Deactivate User** button is inactive when you edit your own access to avoid deactivating your own account.

You cannot change the user's email address. If a user wants to change the email address, send a new invitation to that user.

The **Invite User** and **Edit user access for [User Name]** windows are almost identical, but when you invite a user, you can specify an email address.

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.
Catalogs	Allows creating and managing customer-specific electronic catalogs.
Profiles	Allows modifying customer-specific profiles. Note All users, regardless of permissions, can edit the public profile.
ASNs	Allows creating and sending advance ship notices (ASNs) to customers.
Service/Time Sheets	Allows creating and submitting service/time sheets against POs. When selected, All is on by default.
Restricted Access to Service/Time Sheets	Allows accessing specific service/time sheets (assigned to specific users). The permission is off by default.
All	Allows creating and submitting any service/time sheets against POs. When Service/Time Sheets is selected, it is on by default.

Permissions	Description
Payments	Allows viewing payments and downloading digital checks.
Order Changes	Allows submitting PO change requests.
Pay Me Now	Available only if your customers use Coupa Pay and enabled the feature related to this permission.
Business Performance	Allows viewing business performance information, for example, order, invoice, and delivery trends.
Sourcing	Allows viewing your and public sourcing events.

Note

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.

Reactivate users

You can deactivate users when necessary. Also, users are deactivated automatically due to inactivity. For more information, see *Inactivity* in [Log in to the CSP](#).

You can see the relevant user status: inactive or deactivated. If you hover over a user's status, the following tooltip text is displayed informing you about the reason why a supplier user is not active:

- Deactivated: This user has been manually deactivated by an admin. It can be reactivated only by admin reactivation.
- Inactive: This user's account has been deactivated due to inactivity. It can be reactivated by validating the user's email during their next login attempt.

You can activate both inactive and deactivated users. If you activate them, they receive an email notification to verify their email.

If you deactivate users, you can always reactivate them later. If you reactivate a user, the customer access is reset for that user, so you'll have to assign customers to that user again.