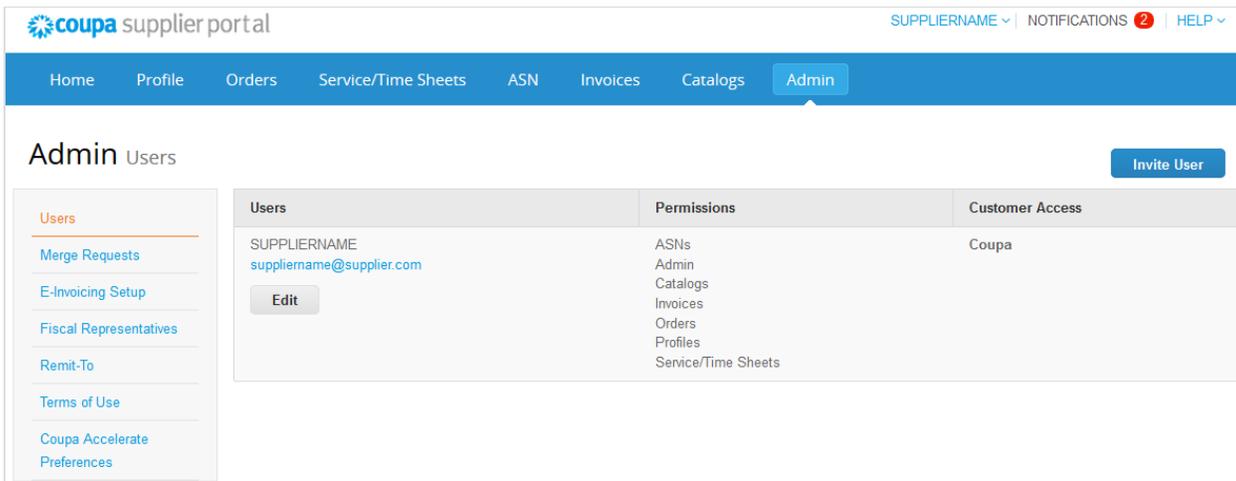


Manage Users

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.

Click on the **Admin** tab on the main menu. The **Admin Users** page appears.



The screenshot shows the 'Admin Users' page in the Coupa supplier portal. The page has a blue header with the Coupa logo and 'supplier portal' text. On the right of the header, there are links for 'SUPPLIERNAME', 'NOTIFICATIONS' (with a red badge showing '2'), and 'HELP'. Below the header is a navigation menu with tabs for 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Admin'. The 'Admin' tab is selected. The main content area is titled 'Admin Users' and includes a table with columns for 'Users', 'Permissions', and 'Customer Access'. A sidebar on the left contains links for 'Users', 'Merge Requests', 'E-Invoicing Setup', 'Fiscal Representatives', 'Remit-To', 'Terms of Use', and 'Coupa Accelerate Preferences'. An 'Invite User' button is located in the top right corner of the main content area.

Users	Permissions	Customer Access
SUPPLIERNAME suppliername@supplier.com Edit	ASNs Admin Catalogs Invoices Orders Profiles Service/Time Sheets	Coupa

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

Edit user access for First Last ✕

User info

* First Name

* Last Name

* Email

Permissions

- All
- Admin
- Orders
- Invoices
- Catalogs
- Profiles
- ASNs
- Service/Time Sheets

Customers

- All
- Coupa

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 can't 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 can't edit existing users. The permissions on the invitation can't exceed the permissions of the user creating the invitation.
Orders	Allows viewing and managing purchase orders (POs) received from customers.
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.

For auditing purposes, Coupa doesn't allow users to be deleted, so you can't 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.

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.