Adding users to your supplier account

Supplier instructions

GFSS Procurement – Sept 2025

Adding users to your supplier account

By default, IQVIA is setting up our supplier's accounts on the Coupa Supplier Portal with the primary contact as admin user.

This step-by-step process will guide you to add users to your supplier account on the CSP in case the primary contact will not manage the purchase orders and invoicing.

Log into your supplier account with your email and password:

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Navigate to the Setup tab > Users > Invite User function

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In case Multi-factor authentication is enabled, complete the verification. We used Microsoft code generator app for our presentation purposes. Your verification may differ if other method chosen when you completed your supplier account registration.

Confirm the verification by clicking on OK.
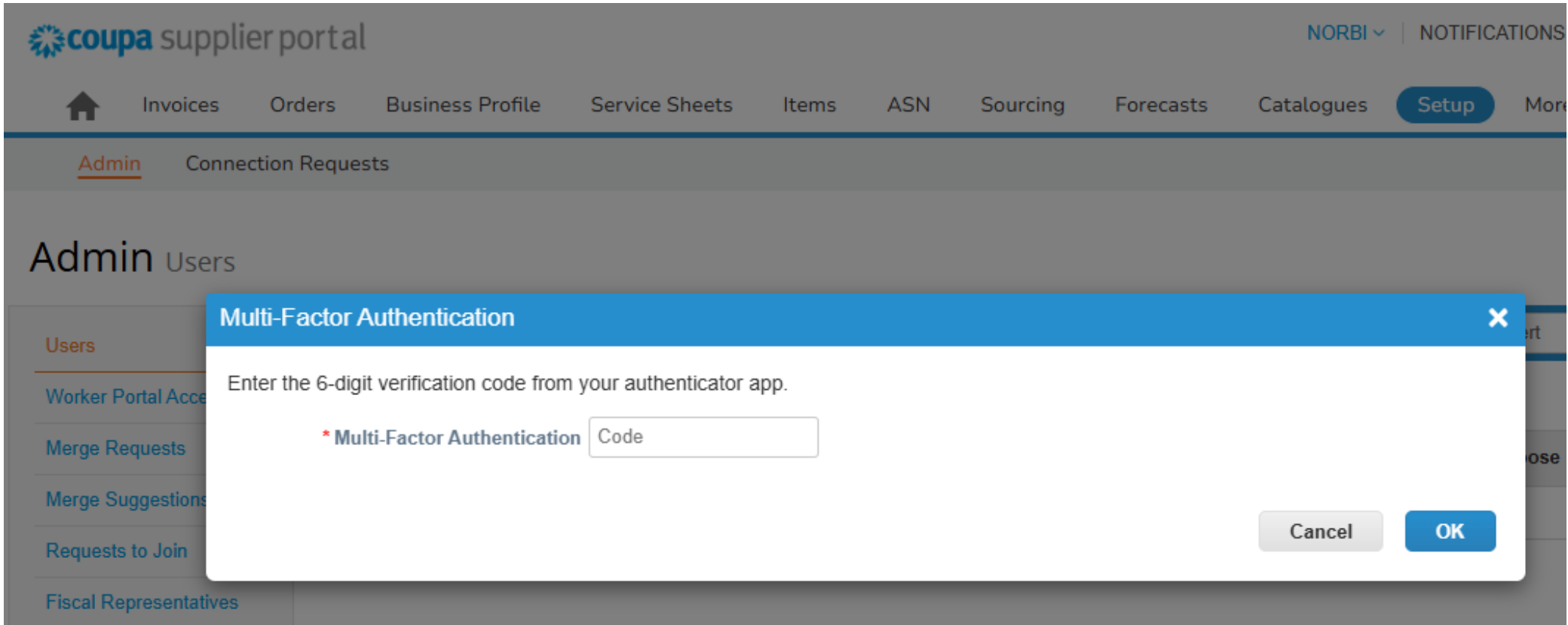
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Invite User ✕

1

User Information

First Name
[   ]

Last Name
[   ]

* Email
[   ]

Purpose ⓘ
[Select Some Options]

Phone Number

Country/Region
[▾]

Area Code
[   ]

Number
[   ]

Extension
[   ]

2

Permissions ⓘ

- ☑ All
- ☑ Admin
- ☑ Orders
  - ◉ All
  - ○ Restricted Access to Orders
- ☑ Invoices
- ☑ Catalogues
- ☑ Profiles
- ☑ ASNs
- ☑ Service Sheets
  - ◉ All
  - ○ Restricted Access to Service Sheets
- ☑ Payments
- ☑ Order Changes
- ☑ Early Payments
- ☑ Business Performance
- ☑ Sourcing
  - ◉ Private and Public
  - ○ Hidden, Private and Public
- ☑ Community
- ☑ Order Line Confirmation
- ☑ Forecast Planner
- ☑ Workers
  - ◉ View
  - ○ Manage
- ☑ Worker Assignments
  - ◉ View
  - ○ Manage
- ☑ Inventory

3

Customers

- ☑ All
- ☑ IQVIA

4

[Cancel] [**Send Invitation**]

The mandatory contact info to invite a user is the email address but we recommend to fill out the First and Last name for better orientation

The admin (usually the primary contact person) can then check the appropriate permissions for the invited user delegating them with limited or full access. Invited users can also be admins, there's no limitation.

The Customers part on the right side may show more company names in case you do business with other partners besides IQVIA, please select which customer you're inviting the user to. You can select all as well.

Send Invitation

≡IQVIA

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The invited user will receive an email notification from the Coupa Supplier portal with the hyperlinked "Join Coupa Supplier Portal" button that will route them to the portal itself and their log in can be created.

From: Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
Date: 30 September 2025 at 09:51:26 CEST
To: ▮▮▮▮▮▮ ▮▮▮ ▮▮
Subject: Action Required – Join the Coupa Supplier Portal
Reply-To: ▮▮▮▮ ▮▮ ▮▮▮ ▮ ▮▮▮
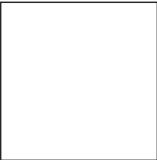
Action Required – Join the Coupa Supplier Portal

Hi ▮▮▮▮▮ ,

A coworker invited you to join their account on Coupa. Once you have registered, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions and much more.

Find out more using the links below, and use the button to register. Welcome!

Join Coupa Supplier Portal

Business Spend Management

IQVIA

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These fields will be prefilled:

Business Name

Email of the invited user – will be the login email

First and Last name

The invited user will need to create their password and will need to confirm once more.

Check the Terms of use box and click on Create an account.

Once completed, the invited user can access the supplier account as per delegated by the primary contact.