

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:

 **coupa** supplier portal

Se

Login

• Email

• Password

Login

New to Coupa? [CREATE AN ACCOUNT](#)

[Forgot your password?](#)

Adding users to your supplier account

Navigate to the Setup tab > Users > Invite User function

NORBI

NOTIFICATIONS 1

HELP

Home

Invoices

Orders

Business Profile

Service Sheets

Items

ASN

Sourcing

Forecasts

Catalogues

Setup

More...

Admin

Connection Requests

Admin Users

Users

Worker Portal Access

Merge Requests

Merge Suggestions

Requests to Join

Fiscal Representatives

Additional CaaS Information

Invite User

View All

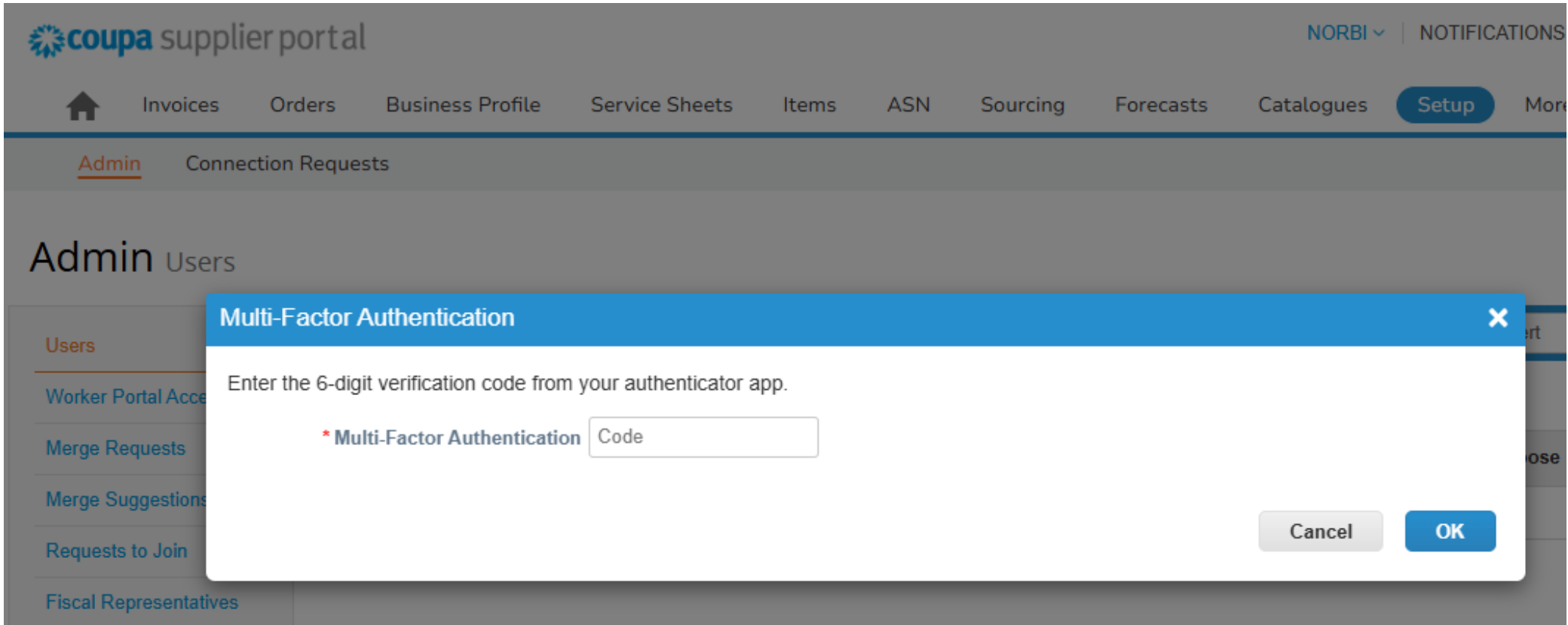
Showing results for

User name	Email	Status	Permissions	Customer Access	Purpose	Actions
No results found						

Adding users to your supplier account

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.



Adding users to your supplier account

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.

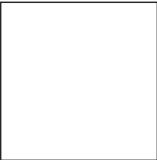
The Customers part on the right side may show more company names in case you do business with other partners besides IQVIA, please select which customer you're inviting the user to. You can select all as well.

Send Invitation

Adding users to your supplier account

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: [redacted]
Subject: Action Required – Join the Coupa Supplier Portal
Reply-To: [redacted]



Action Required – Join the Coupa Supplier Portal

Hi [redacted],

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

Adding users to your supplier account

Create an account

Grow your Business on Coupa with a Free Account

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name

* Last Name

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

☐ I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

Already have an account? [Log In](#)

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.