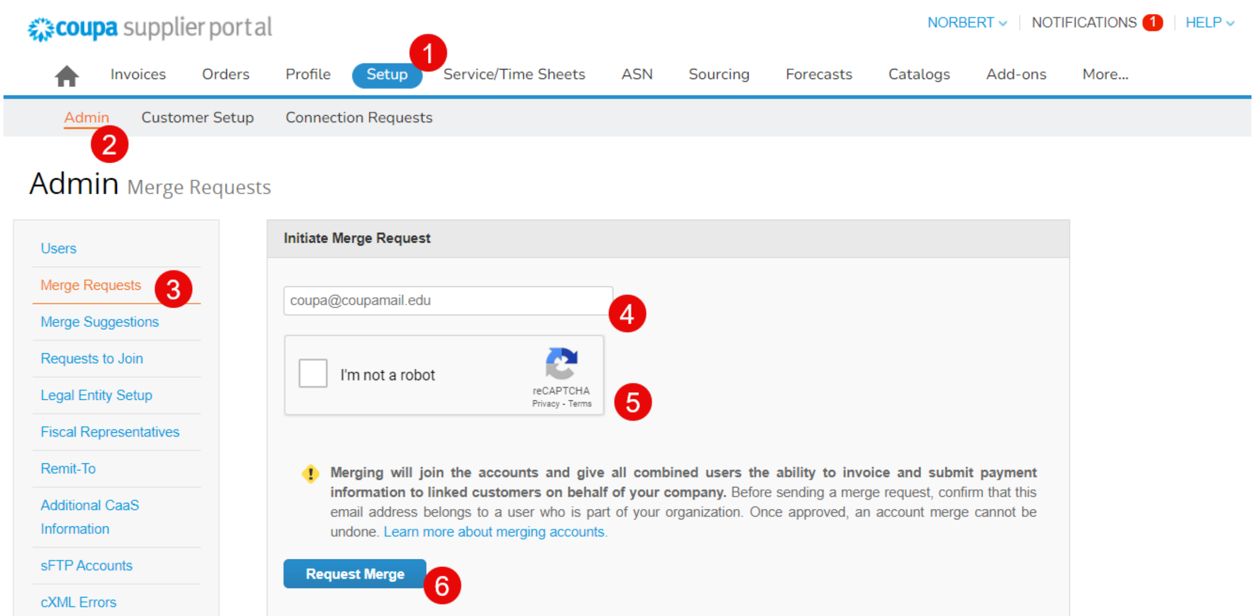
Managing Multiple Accounts in the Coupa Supplier Portal

Your company may have more than one account/profile in the CSP.

Example: If you provide services to multiple customers, such as IQVIA and another supplier, and want all accounts accessible under one login, you can use the Merge Request option.

How to Merge Accounts

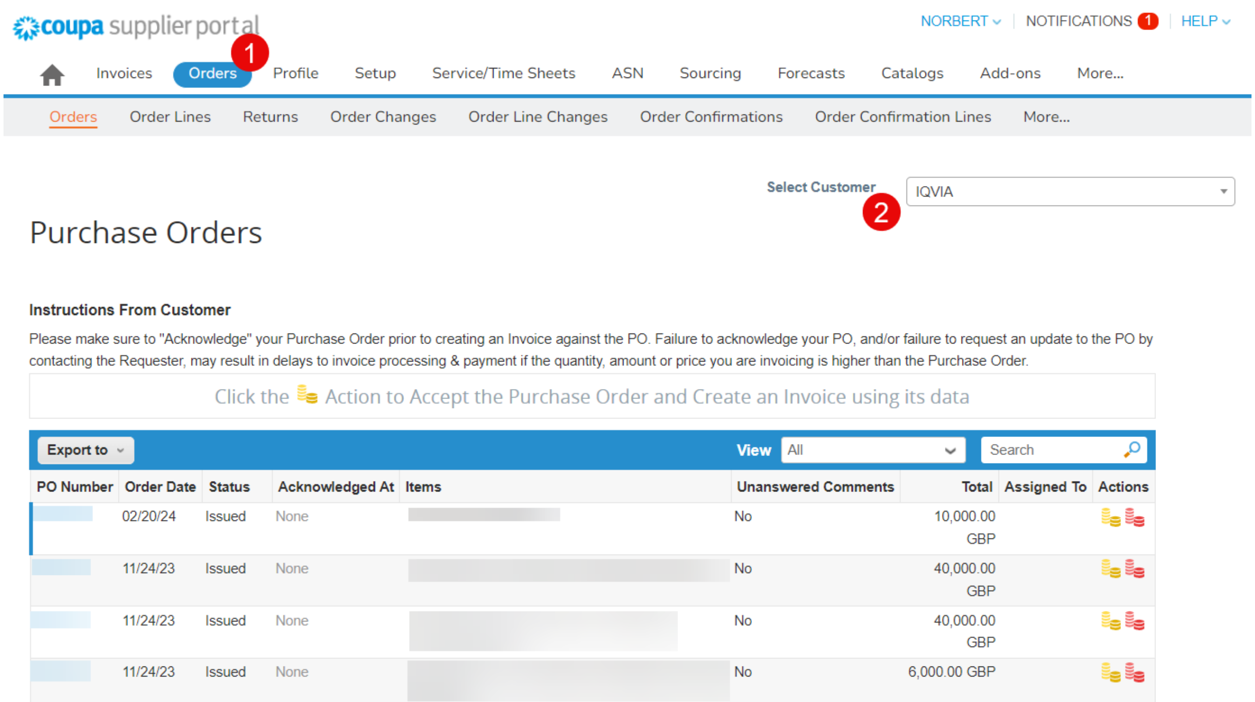


1. Log in to the Coupa Supplier Portal and go to **Setup**.
2. Select the **Admin** tab.
3. Click **Merge Request** in the left menu bar.
4. Enter the login email address of the account you want to merge.
5. Complete the “I’m not a robot” verification.
6. Click **Request Merge**.

Note: Account merges cannot be undone. Use caution when merging accounts and ensure that the account you are merging with belongs to your organization.

After a Successful Merge

Once the merge is successful, all customers will appear under one login. You can access them via the **Orders** tab.



1. Go to the **Orders** tab.
2. From the **Select Customer** drop-down menu, choose the account you need. The list of purchase orders (POs) for the selected account will appear.