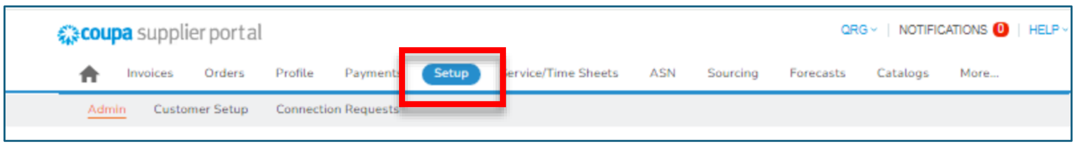
# Manage Your Coupa Supplier Portal (CSP) Account

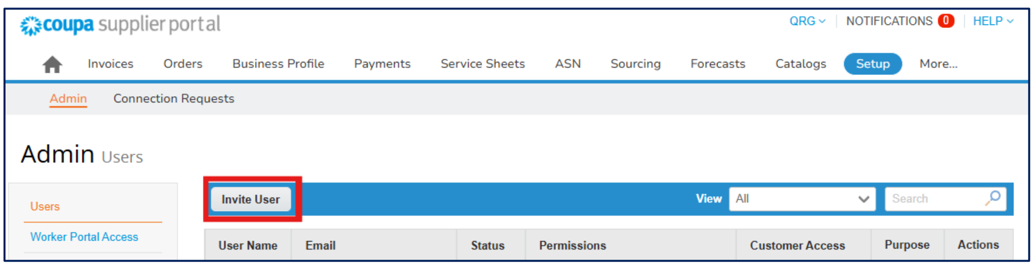
Once you receive the invitation from Kirkland to join the Coupa Supplier Portal, you will be able to setup your account if you don't have one already. This document provides guidance on how to share account access with others from your company.

To update Admin Settings, click the **Setup** tab in the CSP




## Adding a User

1. Click **Invite User.** The **Invite User** popup window appears.

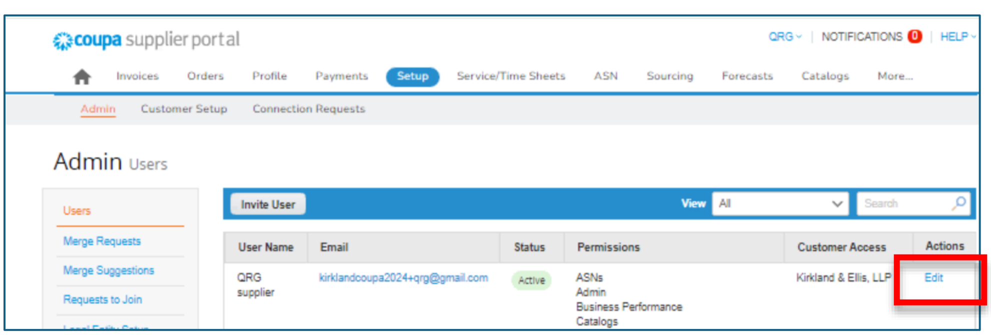



2. Click **Send Invitation.**

   **Note:** Enter the Employee's email address (required). Supplier Administrators can restrict access to specific customers by checking or unchecking customer name boxes in their user table.

## Editing Existing Users

1. Click **Edit.**



2. Make changes to the user’s permissions/customer access and click **Save.**

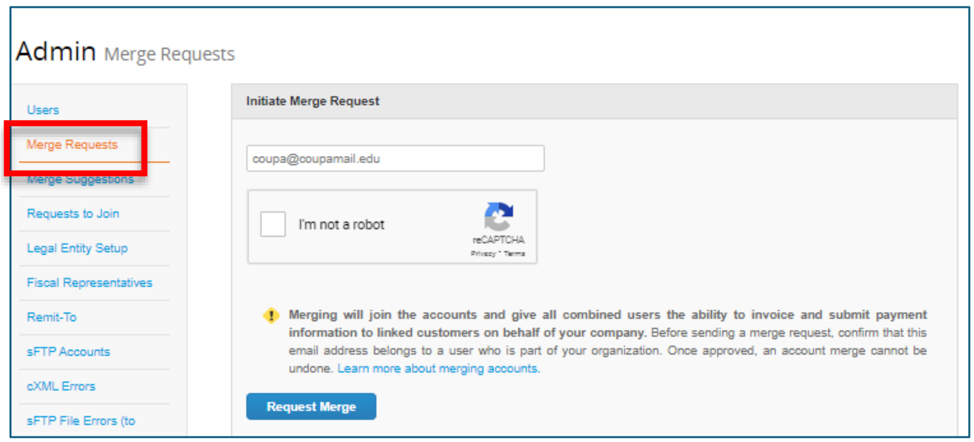
   **Note:** Supplier Admins also can deactivate any existing user by clicking **Deactivate User**.

## Requesting an Account Merge

After connecting with Kirkland on the CSP, you may discover that another person at your company already has a Coupa account. In this case, you will have the option to merge your accounts so you can operate your company’s CSP account together rather than separately. Merging accounts can help centralize management of your company’s Coupa profile.

To Request a Merge:

1. Click **Merge Requests**. The **Request Account Merge** screen appears.




2. Enter the **email address** of the user you are looking to merge accounts with.

3. Click on **Request Merge** and confirm if your account or their account will be the owner. Once finalized, click on **Send Request.**

4. The other account holder will receive the merge request and can click **View Merge Request** on the email or navigate manually to the **Merge Requests** page and click **Accept.**