


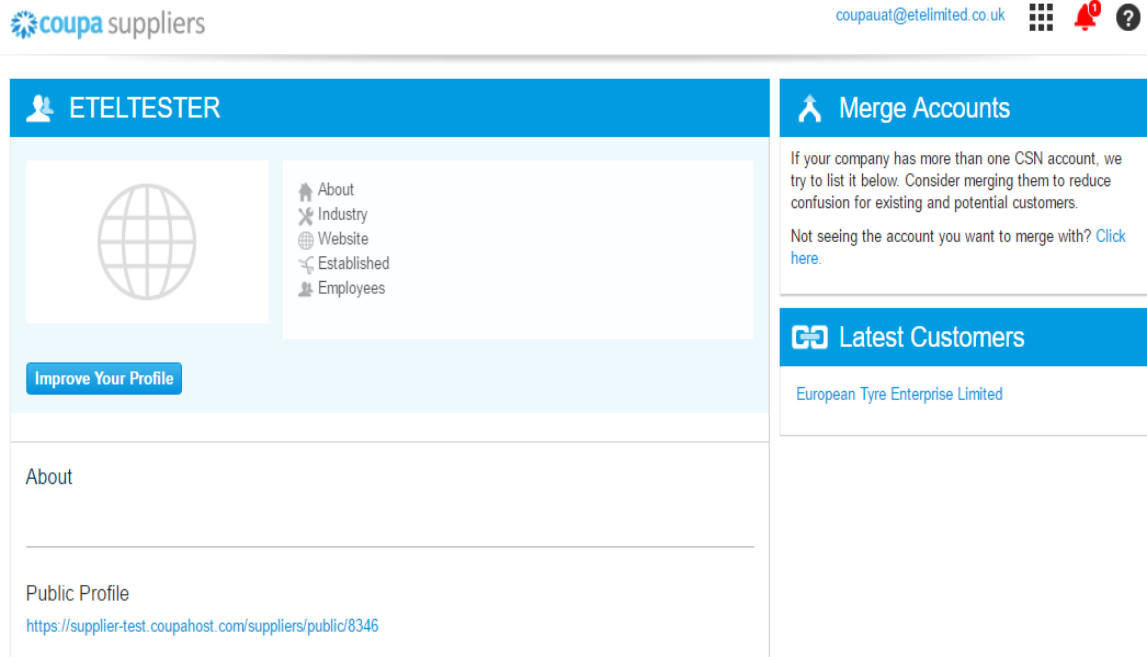


User Maintenance in the CSN Portal



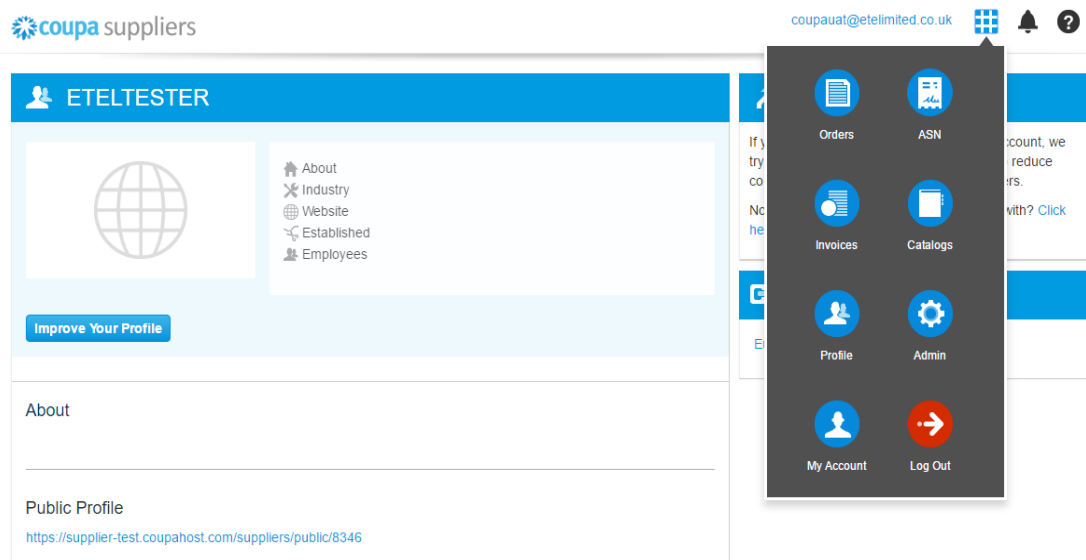


- Begin by opening the CSN Portal and logging in.
- Move the mouse to the menu button, represented by 9 square blocks , in the top right of the page to show the menu.



The screenshot shows the Coupa Suppliers interface. At the top left is the 'coupa suppliers' logo. At the top right, the email 'coupauat@etelimited.co.uk' is displayed next to a 3x3 grid menu icon, a notification bell, and a help icon. The main content area is divided into two columns. The left column features a blue header with 'E TELTESTER' and a profile card containing a globe icon and a list of links: 'About', 'Industry', 'Website', 'Established', and 'Employees'. Below this is an 'Improve Your Profile' button. The right column has a 'Merge Accounts' section with explanatory text and a 'Click here' link, followed by a 'Latest Customers' section listing 'European Tyre Enterprise Limited'.

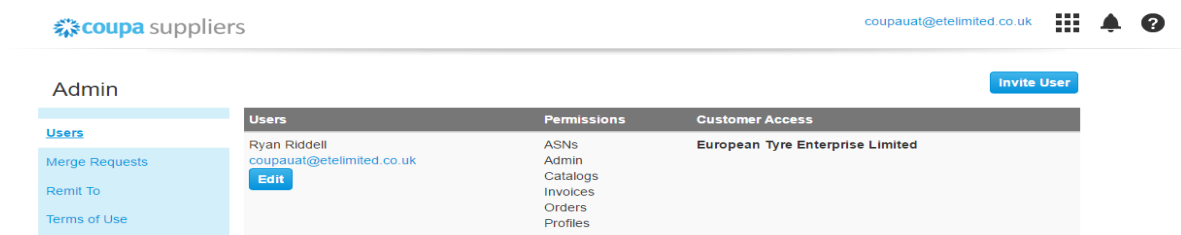
- In the menu click the Admin button.



This screenshot is similar to the previous one but with the 3x3 grid menu icon in the top right corner clicked. A dark grey menu overlay is now visible, containing eight icons and labels: 'Orders' (document icon), 'ASN' (barcode icon), 'Invoices' (list icon), 'Catalogs' (book icon), 'Profile' (person icon), 'Admin' (gear icon), 'My Account' (person icon with checkmark), and 'Log Out' (exit arrow icon). The background content is partially obscured by the menu.



You are now in your account administration section.



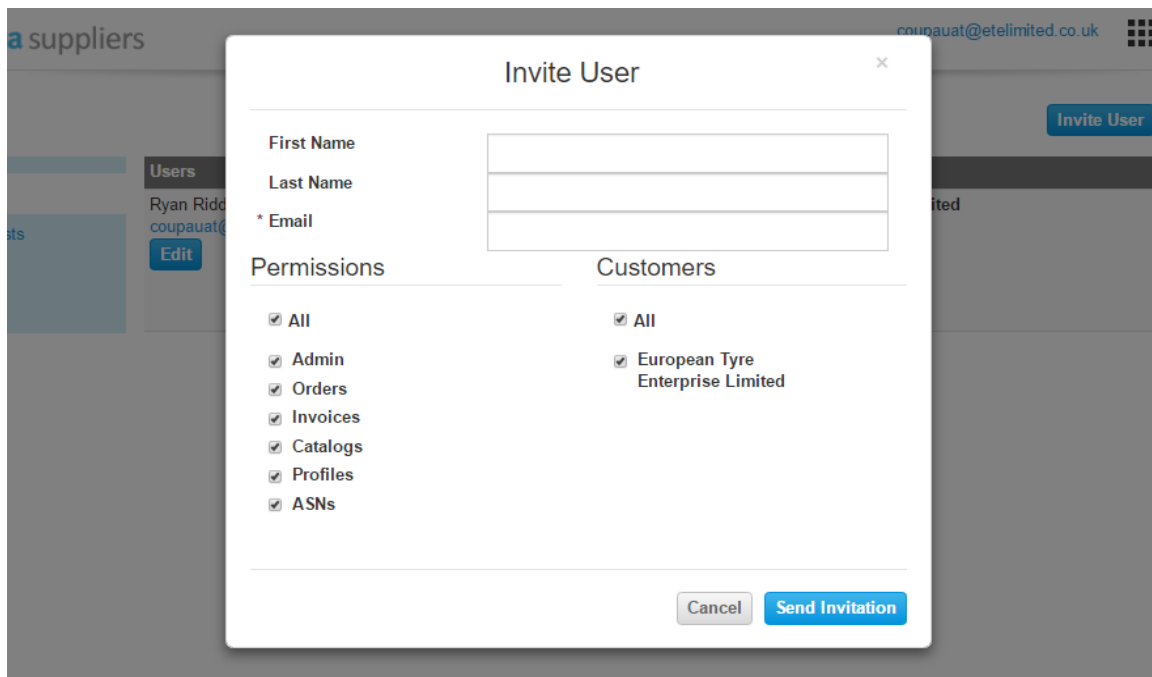
By default you will be in the Users section.

You now have the option to edit an existing user.

- Click the edit button.

Alternatively you can create an invitation to a new user by clicking the Invite User button at the top right of the table.

A popup will appear entitled “Invite User”.







- Enter the new user’s First name, Last name, email address.

By Default, the new user has all Permissions selected. Remove the permissions for the areas not required. In this example permission is granted to all areas.



Select the customer you would like this user to be able to access. If you already use Coupa, choose from the customers displayed.

Your new user is now setup!

 suppliers coupauat@etelimited.co.uk   

Admin [Invite User](#)

Users	Permissions	Customer Access
Ryan Riddell coupauat@etelimited.co.uk Edit	ASNs Admin Catalogs Invoices Orders Profiles	European Tyre Enterprise Limited

They will receive an email containing activation instructions and a link to follow to create a password for their account.