



Supplier Portal

-

Configuring your system for PO change requests



Step One Start the process

for being a part of the Coupa Community.

Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress

Last Updated

Improve Your Profile

Profile Summary

If you want to request changes on PO amounts you will have to configure your system to ensure this feature is available to you



3

Legal Entities
[View](#)



1

Registered User
[View](#)



1

Connected Customer

- ✓ Banking Info
- ✗ Diversity
- ✗ Accelerate
- ✓ Bribery Policy

Sadia Limited Estates

Announcements [View All](#)

One-Click Savings [View](#)

Start saving today!
Explore deals for your company in the Coupa Community.

Merge Accounts

If your company has more than one Coupa account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

Select "Setup" on the task bar

Step Two

Edit your information

[Invite User](#)

- [Users](#)

- [Merge Requests](#)

- [Legal Entity Setup](#)

- [Fiscal Representatives](#)

- [Remit-To](#)

- [Terms of Use](#)

- [Payment Preferences ▾](#)

 - [Static Discounting](#)

- [SFTP Accounts](#)

- [cXML Errors](#)

- [SFTP Errors](#)

Users	Permissions	Customer Access
<p>Account Manager UATsupplier2020+1@gmail.com Status: Active</p> <p>Edit</p>	<p>ASNs Admin Business Performance Catalogues Invoices Order Changes Pay Me Now Payments Profiles Service/Time Sheets Sourcing</p>	<p>FirstPort</p>

On the Users menu select the "Edit" button

Step Three Edit your information

Edit user access for Account Manager

User info

* First Name

* Last Name

* Email

Permissions

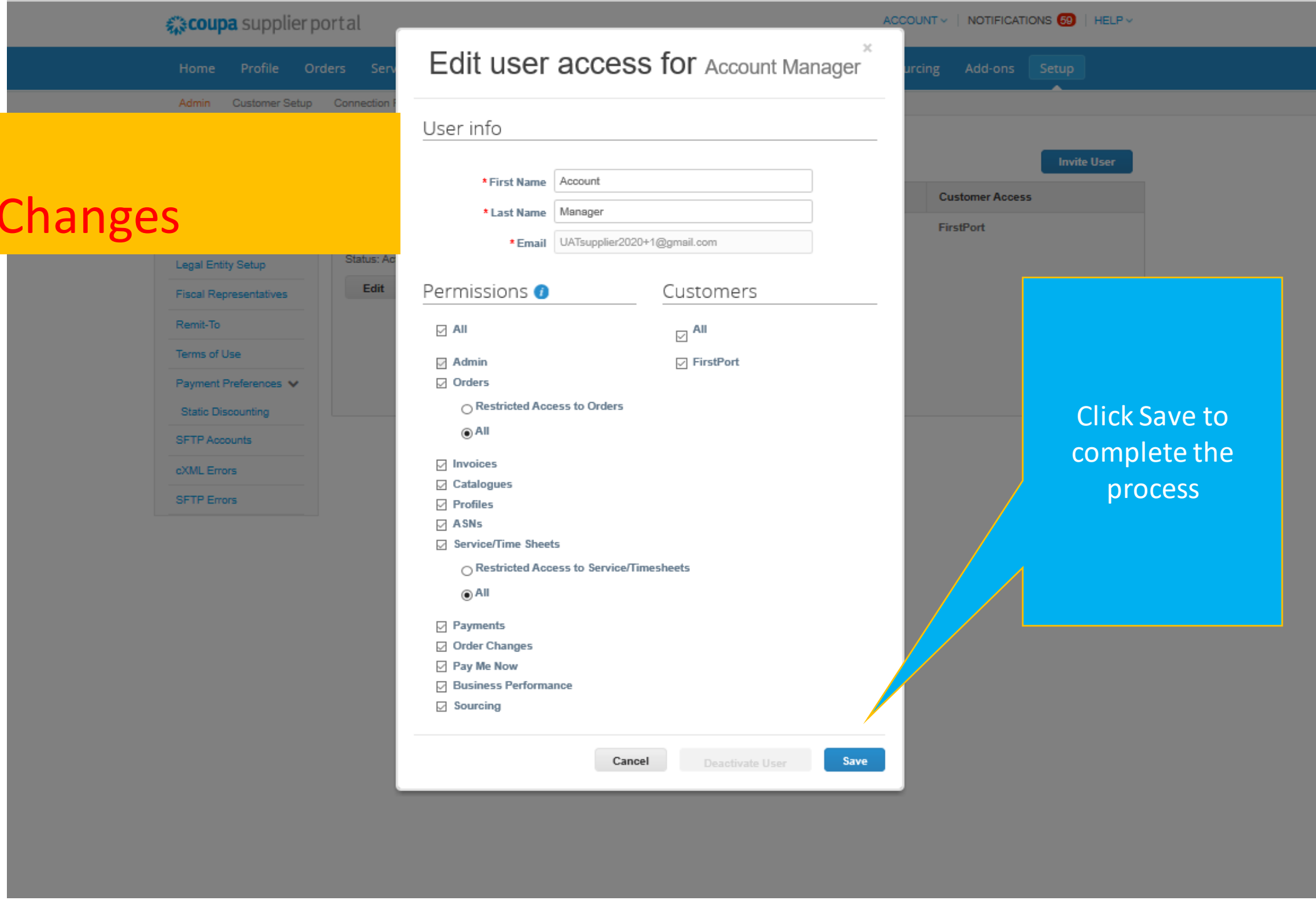
Customers

- All
- Admin
- Orders
 - Restricted Access to Orders
 - All
- Invoices
- Catalogues
- Profiles
- ASNs
- Service/Time Sheets
 - Restricted Access to Service/Timesheets
 - All
- Payments
- Order Changes
- Pay Me Now
- Business Performance
- Sourcing

- All
- FirstPort

Under the "Permissions" tab ensure that the "All" and "Order Changes" boxes are ticked

Step Four
Save your Changes



Click Save to complete the process