

A person wearing a grey coat and teal sneakers is walking on a stone-paved street. The person is carrying a grey bag. The background is a light-colored stone wall.

SUPPLIER GUIDE

Coupa Supplier Portal (CSP)
Merging CSP accounts



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NAVIGATION

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Merging CSP accounts

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G

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1
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1
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1
Connected Customer


✓ Banking Info
✓ Diversity
⊘ Accelerate
✓ Bribery Policy

Mandyquins Mannequins & Displays



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Industry 

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Welcome (THE FOSCHINI GROUP LIMITED)
Dear valued supplier, TFG welcomes you to the Coupa Supplier Portal (CSP). Please click here for

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Start saving today!
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

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

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

Rose Travel and Enterprises
rte@testing.s2pconsulting.co.za [Chat with Coupa Support](#)

1

Merge accounts

1.1

Once logged onto the Coupa Supplier Portal. Navigate to **'Merge Accounts'** on the home page.

Merge Accounts

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Rose Travel and Enterprises

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Request Merge

Remove

2.2

2.1

2

Coupa suggested merges

Note: The suggestions to merge accounts are based on the email domain. For example, all users with the @supplier.com domain get suggestions to merge.

2.1

If you know that a suggestion is invalid, click on the **'Remove'** button and you will not see this request again.

2.2

If you want to merge an account, click on the **'Request Merge'** button.

Request Account Merge

You're about to merge your profile and users with [Rose Travel and Enterprises](#). Select the owner for the merged account. [2.3](#) For more info on merging, [Click here](#).

* Account Owner My Account

[2.4](#) Their Account

By choosing this option I understand that I will no longer be the account owner.

[2.5](#) * Request Note Merge request note here... 

[2.6](#) I'm not a robot

[2.7](#)

reCAPTCHA
Privacy - Terms

Cancel

Send Request

Select an account to be the parent (main) account.

2.3

If you select the Account Owner '**My Account**' option, the other account will be merged into your company account. The other user's company account is removed.

You continue to be the administrator for the merged company account, and the previous administrator becomes a regular user in the merged account.

You can however still grant them administration access to the merged account. Your company account is removed. The other user's company account becomes the only company account.

2.4

If you select the Account Owner '**Their Account**' option, you will no longer be the account administrator.

The existing account administrator can, however, grant you administration access to the merged account.

2.5

Write a '**Request Note**' to the user.

2.6

Confirm you are not a robot.

2.7

Click on the '**Send Request**' button to send the request to the user.

Merge Accounts

If your company has more than one CSP 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.](#)

3.1

3

Merge request

You can also search for a specific account to merge if the account is not listed or if the list is too long to search through.


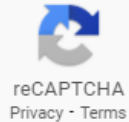
3.1

Click on the '**Click here**' link which will take you to the Admin Merge Requests page.

Initiate Merge Request

Request Merge

3.2

 I'm not a robot

3.3

By submitting the merge request, I confirm that the user whose email address I am providing belongs to my organisation.

3.4

Open merge requests

All clear! No open merge requests.

You can also access this page by clicking on the **'Setup'** tab on the main menu and then on the **'Merge Requests'** link on the left.

3.2

Provide the email address of the account you want to merge.

3.3

Confirm you are not a robot

3.4

Click on the **'Request Merge'** button to send the request.

Once the user confirms accepts the merge request. The accounts will be merged.

Note: The customer will continue to transact with you using the initial email address.

Note: Remit-to information is transferred only for email addresses that are available to all customers.



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THANK YOU