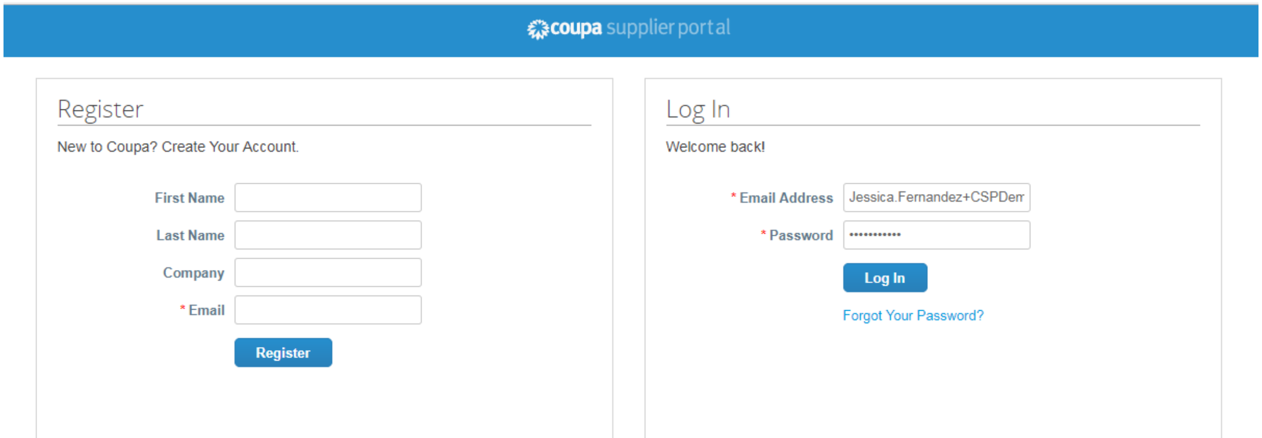
Coupa Supplier Portal (CSP) - Admin

I. How to Setup E-Invoicing
II. How to Add Multiple Users

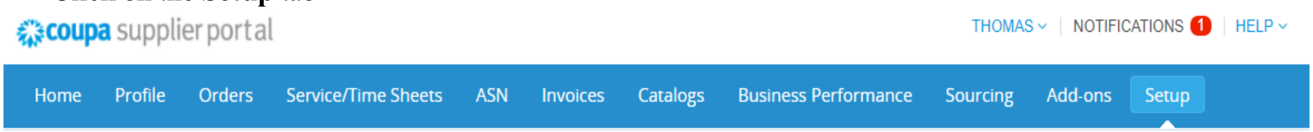
Updated February 8, 2021 by Thomas Anderson Jr

I. How to Setup E-Invoicing

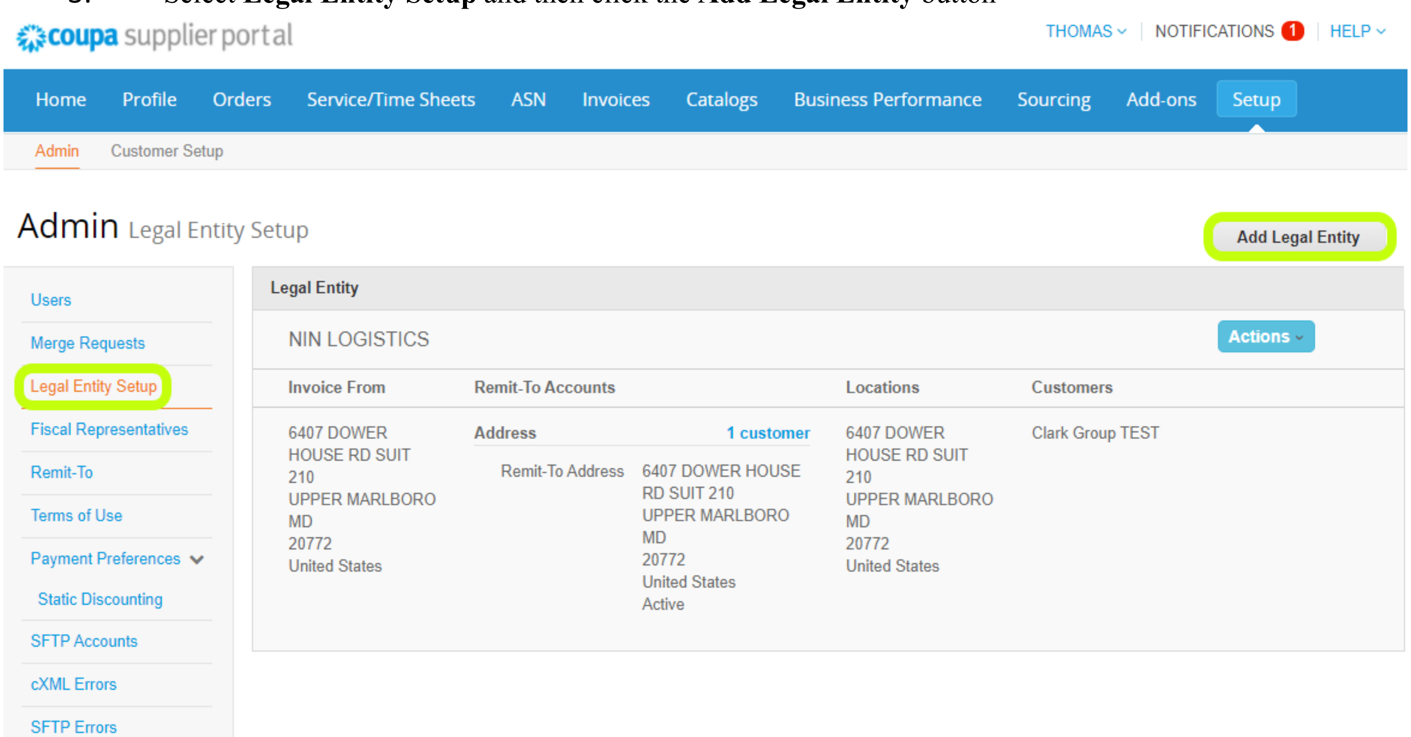
1. Log into the **Coupa Supplier Portal**: https://supplier.coupahost.com/orders



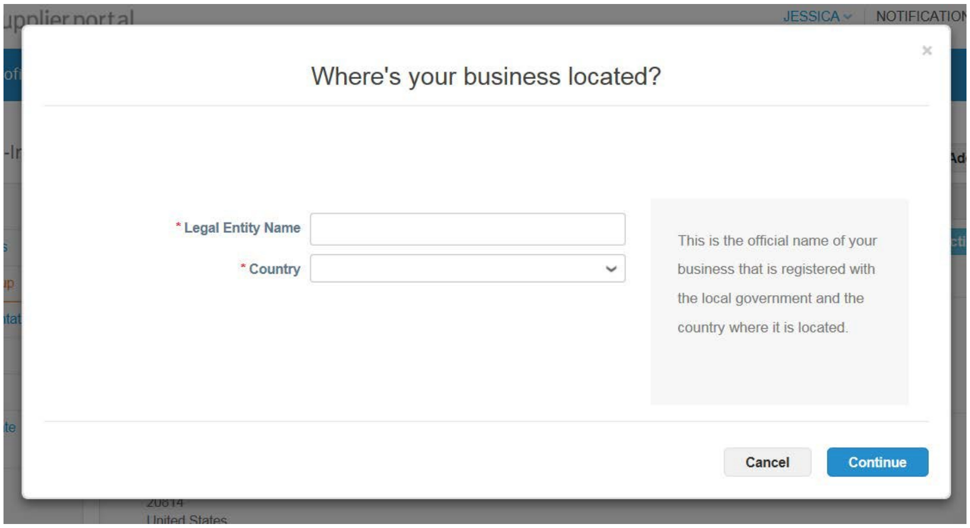
2. Click on the **Setup** tab

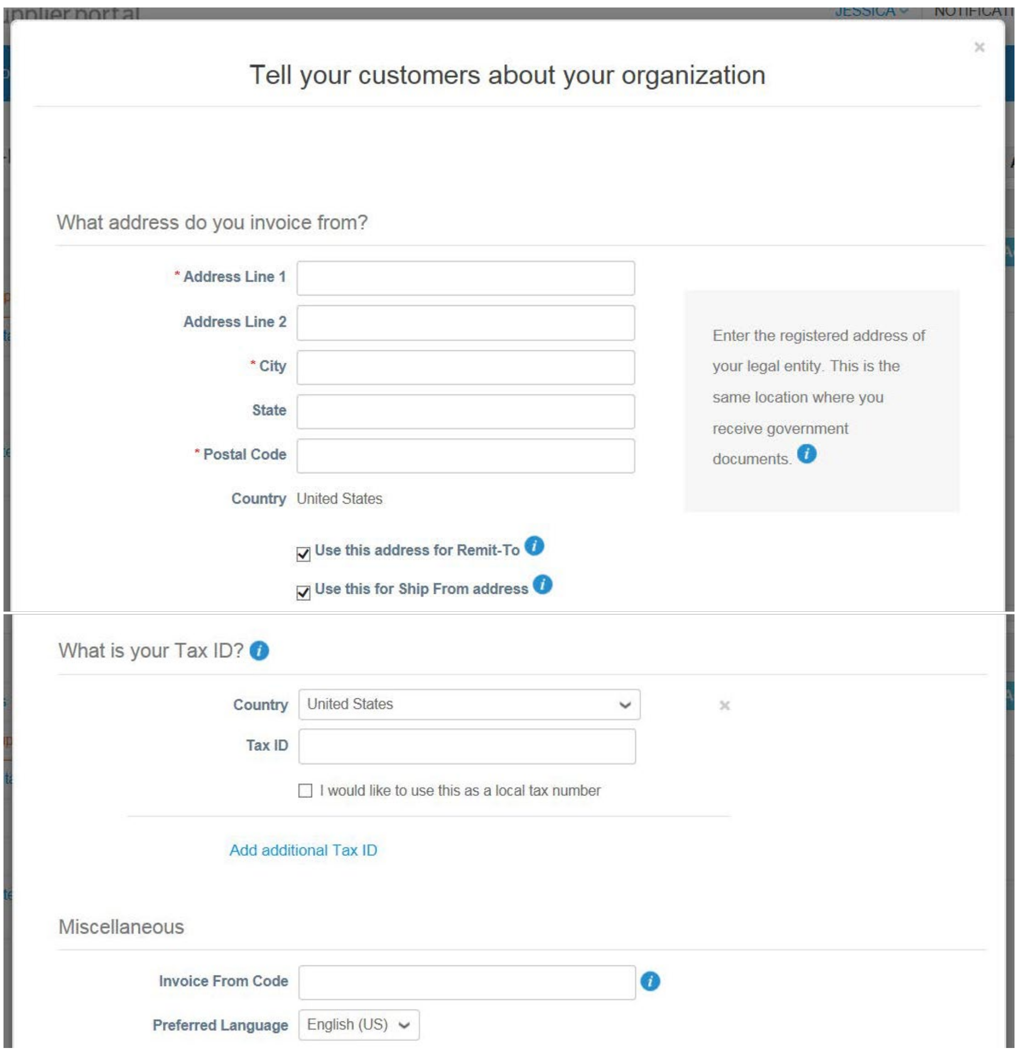


3. Select **Legal Entity Setup** and then click the **Add Legal Entity** button



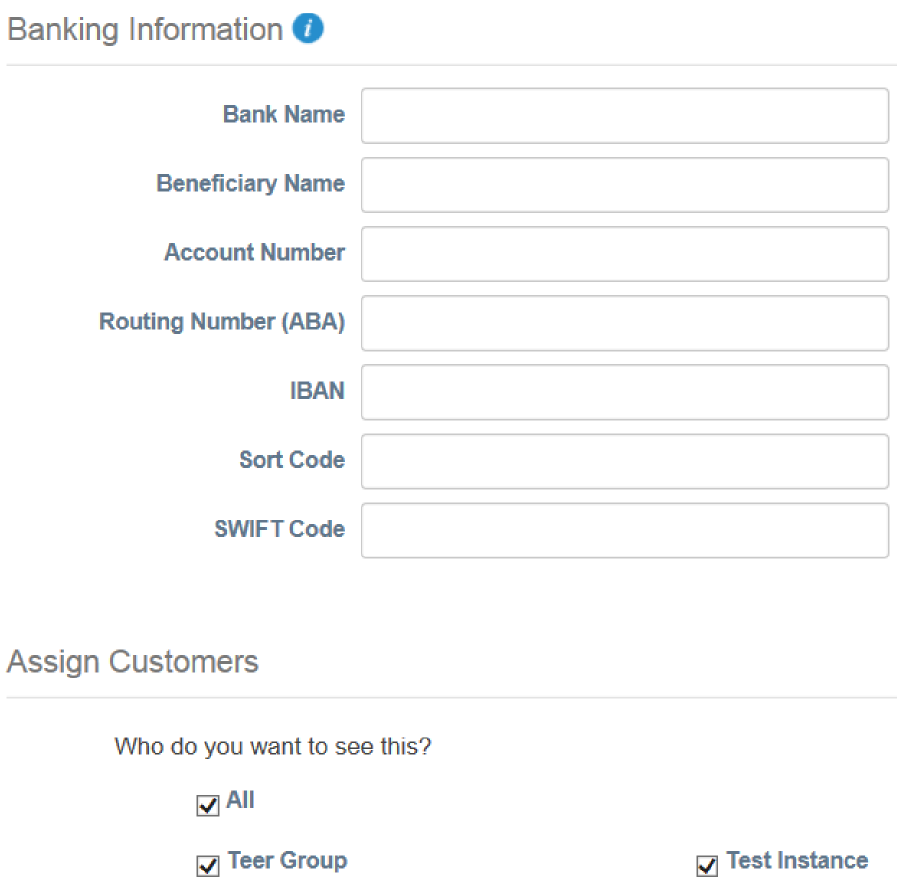
4. Complete all requested fields





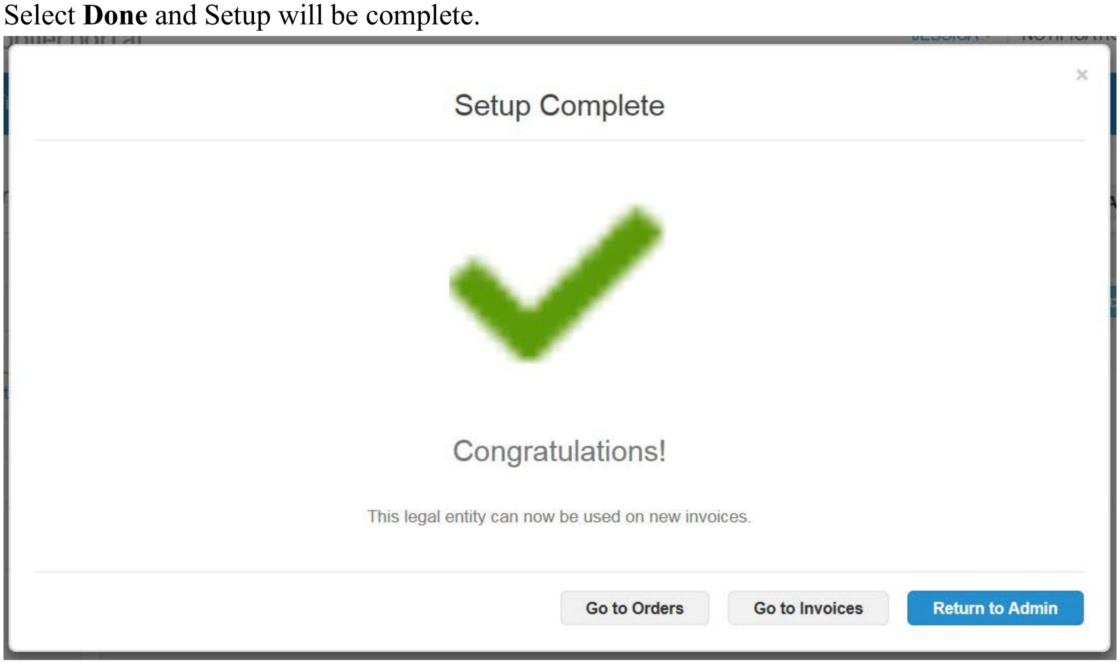
5. Select the **Bank Info and Assign Customers** drop down to expand more fields.
(You may skip the **Banking Information** fields as they do not notify **Clark Group** of any updates.)

Bank Info and Assign Customers ▾



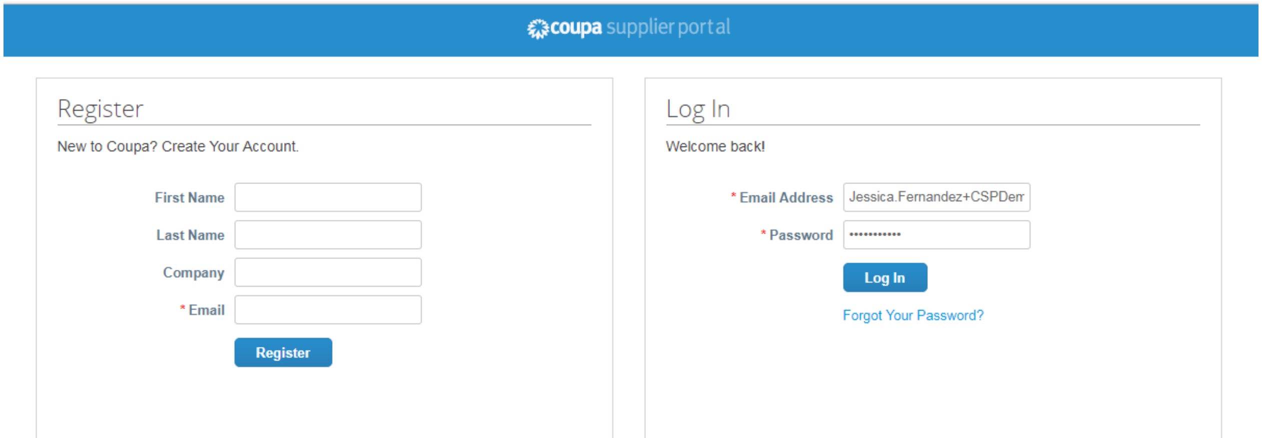
*You must assign your **E-Invoicing** information to **Clark Group** in the **Assign Customers** section by checking off the box next to **Clark Group**.*

6. Select **Done** and Setup will be complete.

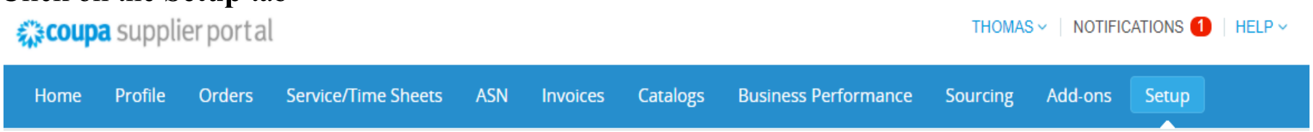


II. How to Add Multiple Users

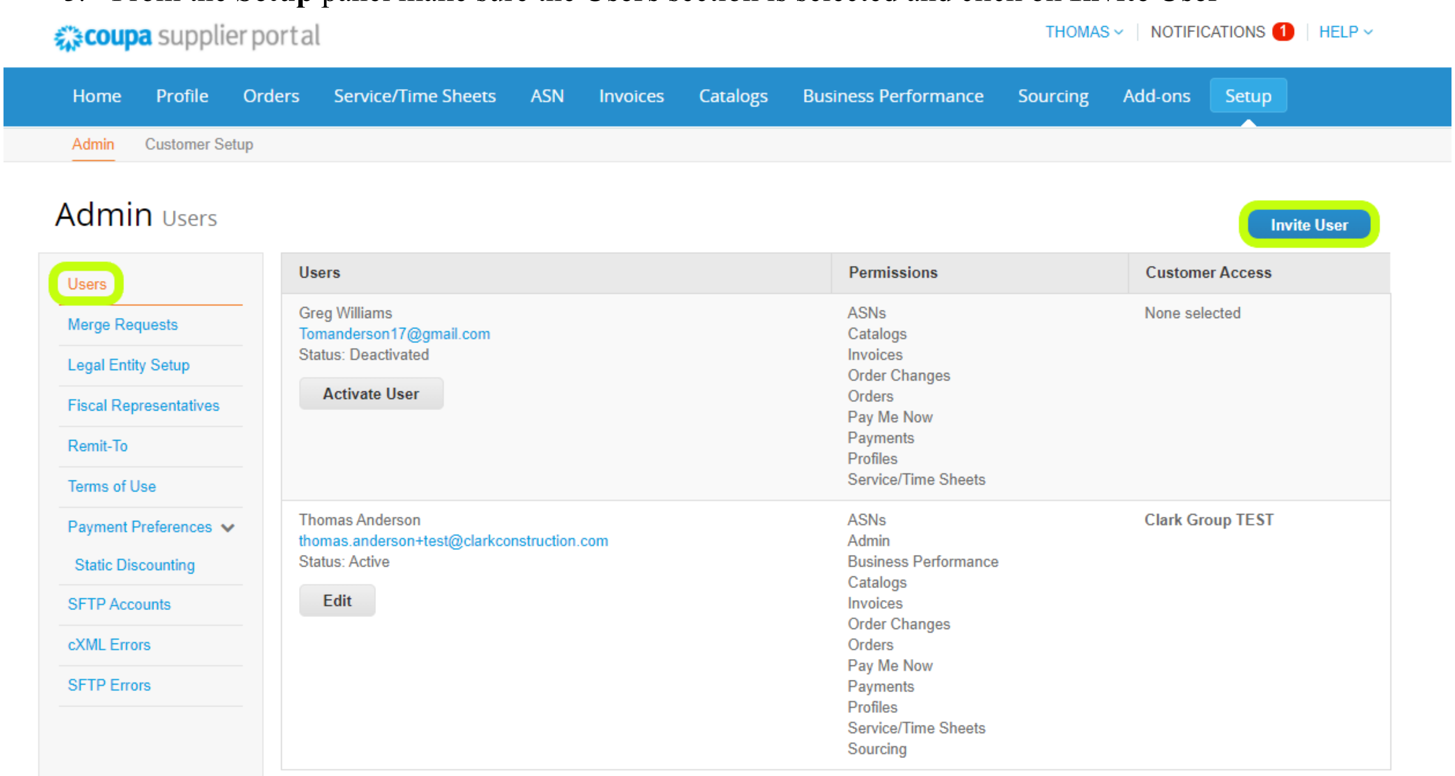
1. Log into the **Coupa Supplier Portal**: https://supplier.coupahost.com/orders



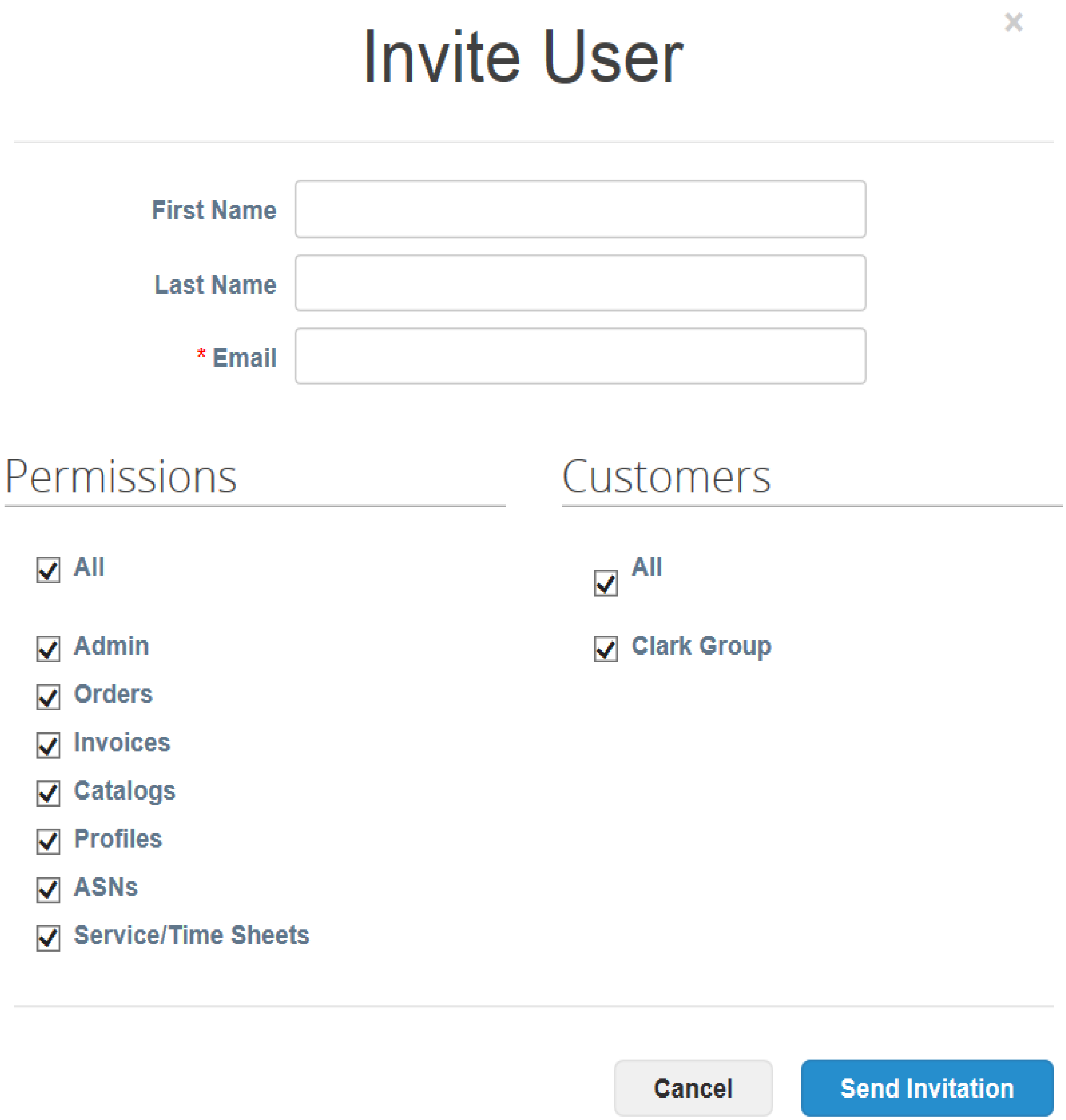
2. Click on the **Setup** tab



3. From the **Setup** panel make sure the **Users** section is selected and click on **Invite User**



4. An **Invite User** box prompting you to fill in information will pop up, fill in the required fields and checkoff the proper permissions for the user you would like to add



5. Select **Send Invitation** and the user should receive an e-mail inviting them to link to the portal