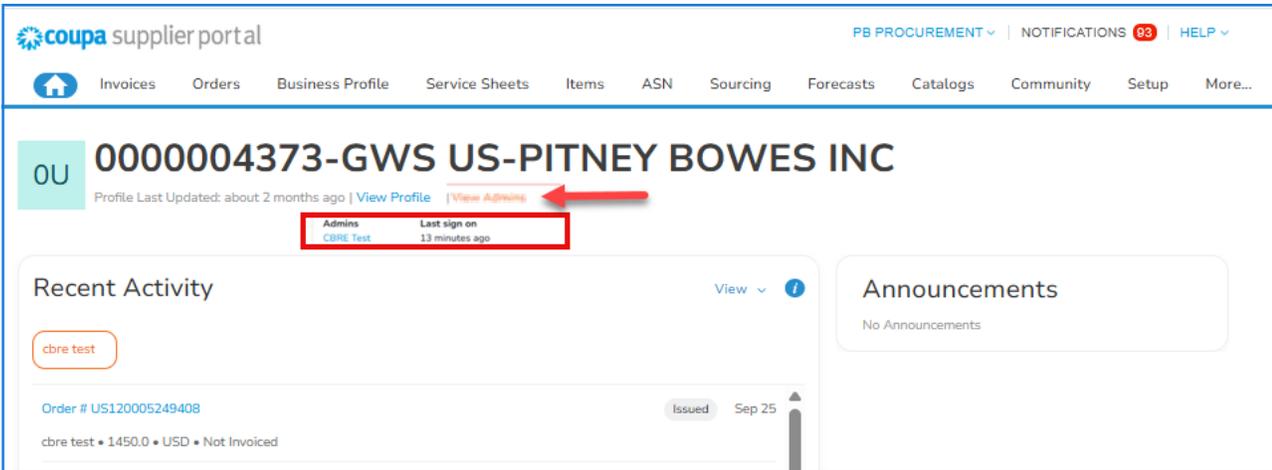


Requesting Admin Status

When a supplier account's admin has been inactive for 90 days, a user can request admin status. A notification of the request is sent to all admins on the account. The admin is allowed two weeks to reply. If no reply is given, the user's request for admin status is granted. The following outlines the steps for requesting admin status.

NOTE: The user must have interacted with the admin previously for the request to admin status to be granted.

1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the Home page, select **View Admins**.



The screenshot shows the Coupa Supplier Portal interface for the account '0000004373-GWS US-PITNEY BOWES INC'. The 'View Admins' link is highlighted with a red box and a red arrow. Below the account name, there is a table with columns 'Admins' and 'Last sign on'. The 'Admins' column contains the name 'CBRE Test' and the 'Last sign on' column contains '13 minutes ago'. The 'Recent Activity' section shows a 'cbre test' activity. The 'Announcements' section shows 'No Announcements'. The 'Order # US120005249408' is displayed with a status of 'Issued' and a date of 'Sep 25'. The 'cbre test' activity is associated with an amount of '1450.0 USD' and is marked as 'Not Invoiced'.

3. Review the activity of all the admins on the account.
NOTE: All admins must be inactive or their last sign on must be 90 days ago or longer.
4. Select **Request Admin Access** underneath admin activity. This option is only available when admins are inactive or last signed on more than 3 months ago.

For additional support, please contact the [Procurement Buyer Support Team](#).