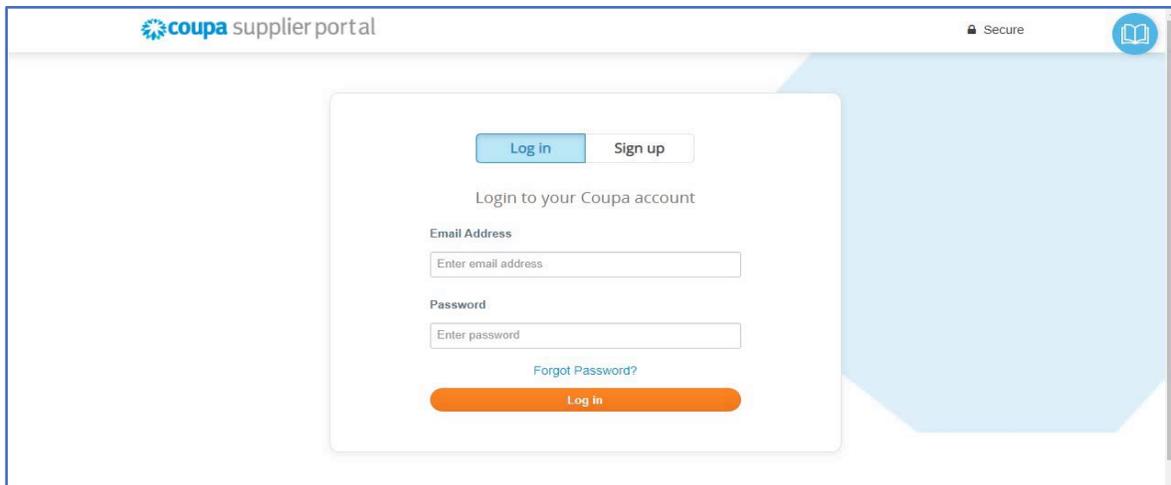


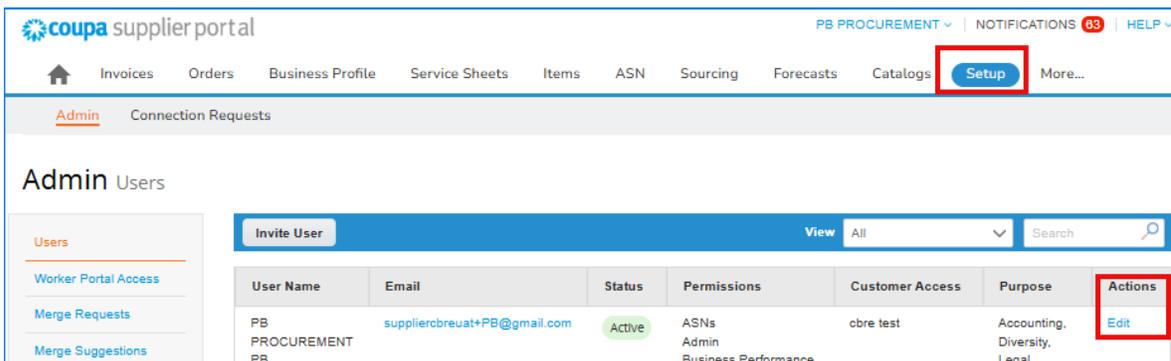
Managing Users Permissions

As an admin within the Coupa Supplier Portal (CSP), you can manage users' permissions. Follow the steps below to complete this task.

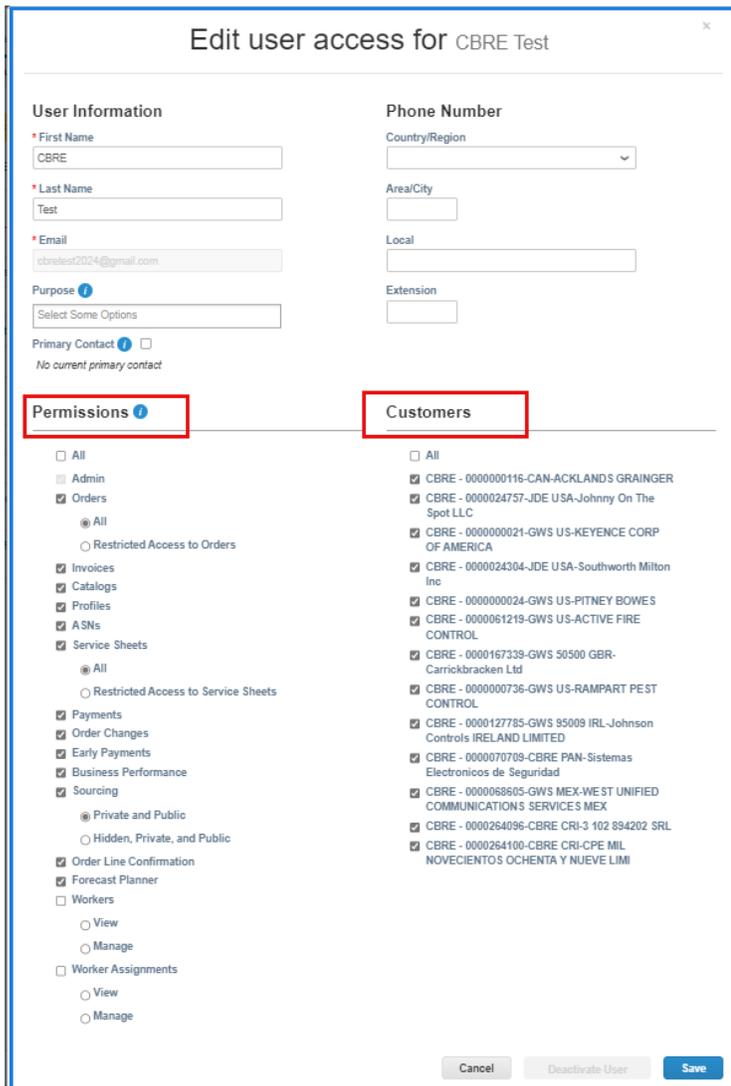
1. Log into the **Coupa Supplier Portal** at <http://supplier.coupahost.com/>.



2. From the **Home** page, go to the **Setup** tab located in the top tool bar. Select **Edit** for the User whose permissions you want to edit.



3. Select or deselect the **permissions** or **customers**. Click **Save** when completed.



For additional support, please reach out to our Procurement Buyer Support Team.

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