

Quick Reference Guide – Accepting a CSP Invite

How to Accept a CSP Invite

1. Click on Join Coupa. This can also be forwarded to other members of the company.



2. Setup your password to get started.

彩coupa	
Crea	ate your business account
Commercial Metals Company is using quick and easy setup of your ac	g Coupa to transact electronically and communicate with you. We'll walk you through a count with Commercial Metals Company so you're ready to do business together.
Email	roncatindig+2111@gmail.com
Password	
	Use at least 8 characters and include a number and a letter.
Password Confirmation	1
	Laccent the Privacy Policy and the Terms of Lise
	Get Started

3. Fill out the relevant information of your company. Click Next.

CMC		Powered By 🗱 COUPA
Basics	Payment C	oupa Profile
Tell us a	bout your business 🕖	
* Company Name	MelTech Inc.	
	Your official registered company name	
Website		
* Country/Region	United States 🗸	
* Address Line 1	Treetop Street	
Address Line 2		
* City	San Jose	
State	California	
* Postal Code	11101	
Also use this address as	Invoice-from location Must match your official registered company address	
	Pay to location (Remit-To)	
	Ship from location	
Advanced invoicing	 We support integration for invoicing (cXMI or SFTP) and plan to use it with Commerci Metals Company 	al
		Next

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For questions contact suppliersupport@cmc.com





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4. Complete your profile.



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How to Add a CSP User

- 1. Once logged in, click on Admin under Setup tab.
- 2. Click on Invite User.

Home Profile	Orders Service/Time Sheets	ASN	Invoices	Catalogs	Business Performance	Sourcing	Add-ons	Strap	
Admin Customer Set	p Connection Requests							1	
Admin Users								Invite User	
Users	Users			Permissions		Customer A	ocess		
Merge Requests	Onin Aguns roncatindig+2111@gmail.com			ASNs Admin	Connercial Metals Company				
Legal Entity Setup	Status Active		Business Performance Catalons						
Fiscal Representatives	Edit	Invices Order Charges							
Renit-To				Order Line Confirmation					
Terms of Use				Pay Me Nov					
Payment Pielerences ¥				Payments Profiles					
Static Discounting				Service/Time Sh Sourcing	reets				

3. Fill out the necessary details and enable the permissions. Then, click Send Invitation.

Invite User				
First Name				
* Email				
Permissions 🥡	Customers			
Z All	All			
✓ Admin✓ Orders	Commercial Metals Company			
⊖ Restricted Access to Orders				
All				
Invoices				
✓ Catalogs				
✓ Profiles				
ASNs				



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