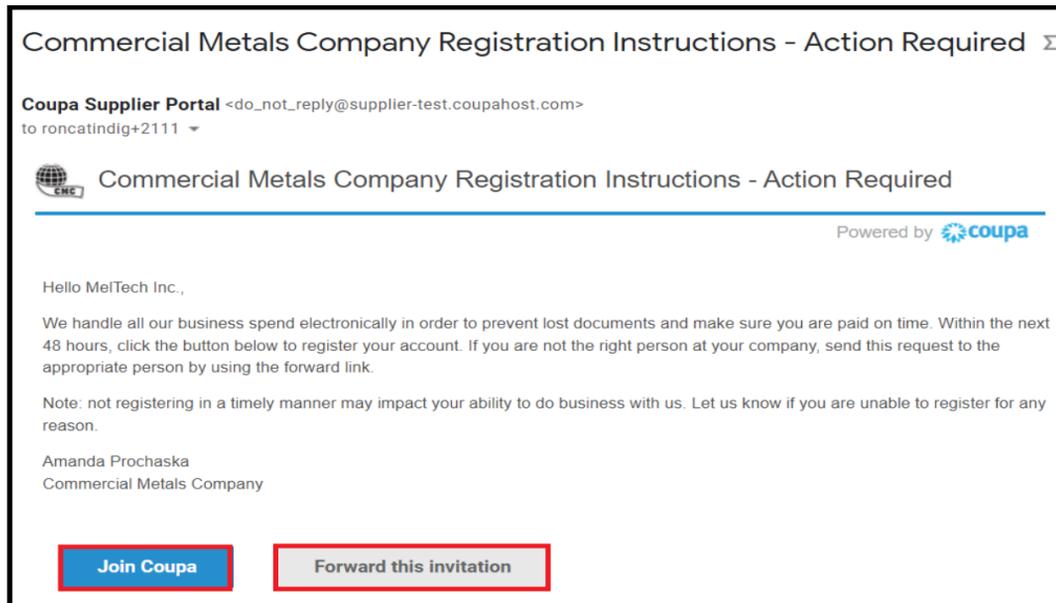


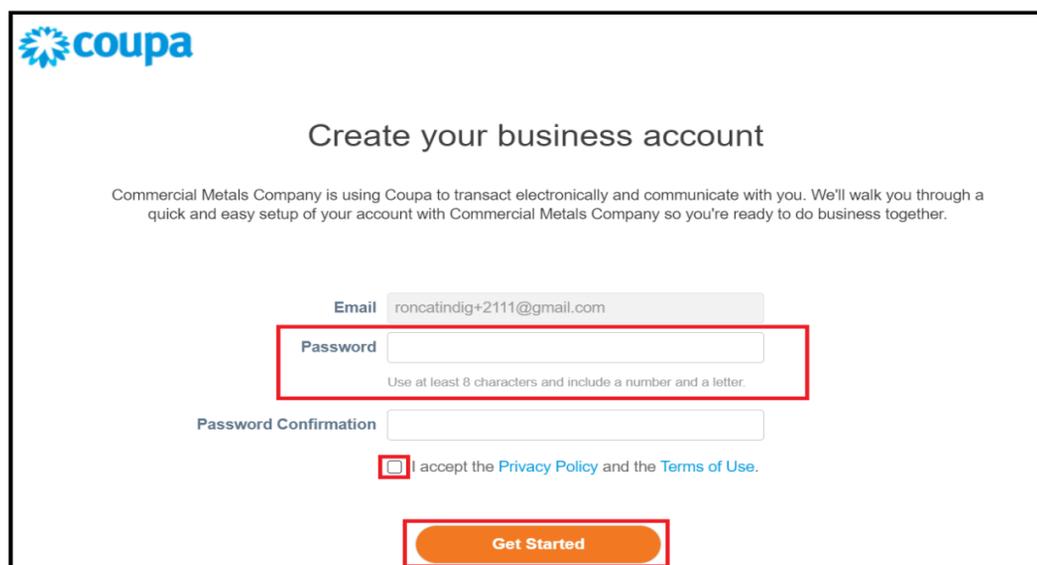
# Quick Reference Guide – Accepting a CSP Invite

## How to Accept a CSP Invite

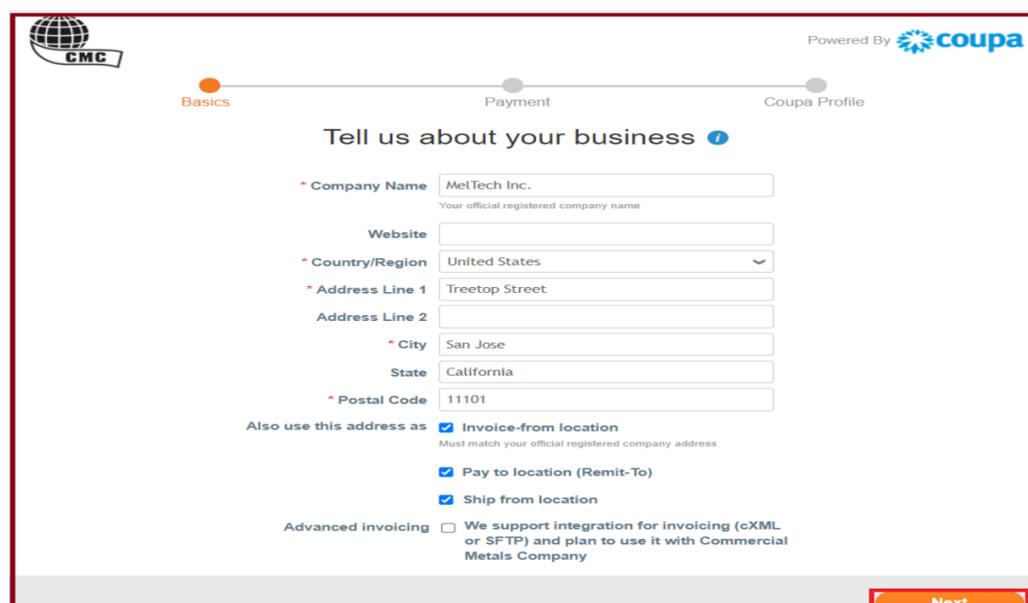
1. Click on Join Coupa. This can also be forwarded to other members of the company.



2. Setup your password to get started.



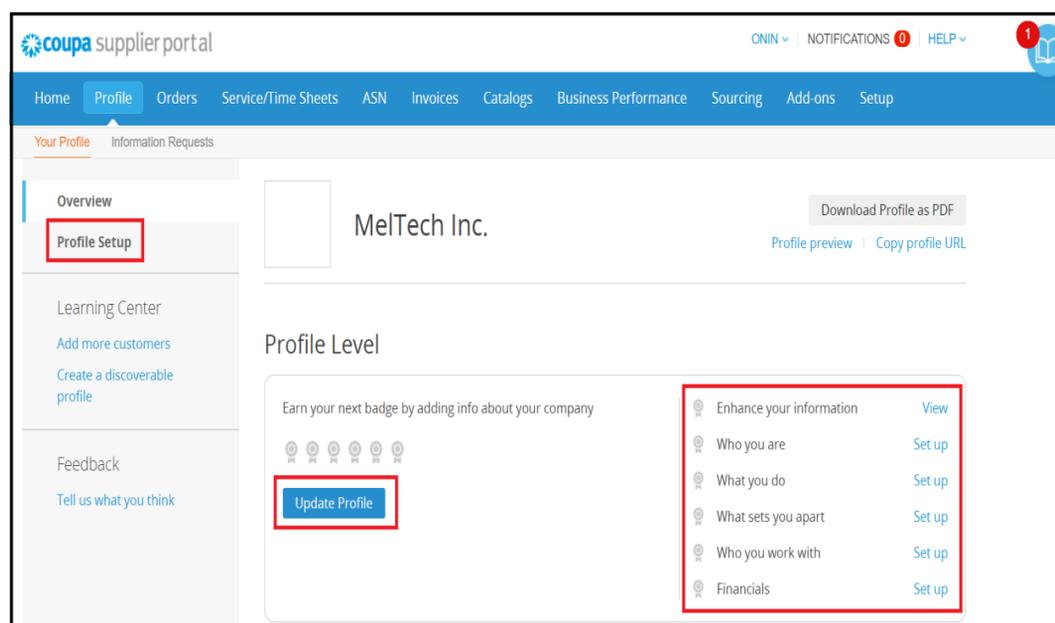
3. Fill out the relevant information of your company. Click Next.



# Quick Reference Guide – Accepting a CSP Invite

## How to Accept a CSP Invite

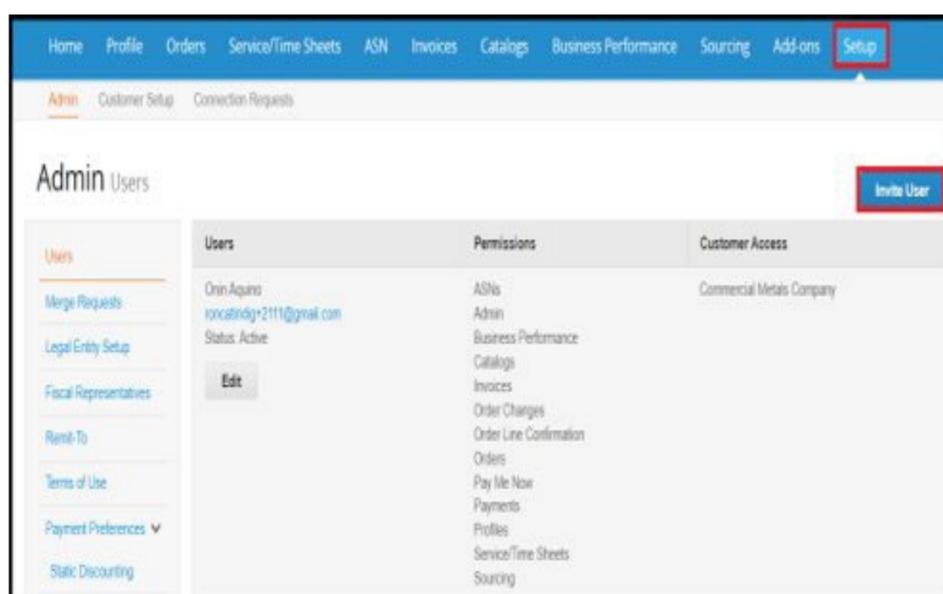
4. Complete your profile.



## Quick Reference Guide – Accepting a CSP Invite

### How to Add a CSP User

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



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

### Invite User

First Name

Last Name

\* Email

**Permissions** ⓘ

All

Admin

Orders

Restricted Access to Orders

All

Invoices

Catalogs

Profiles

ASNs

Service/Time Sheets

Restricted Access to Service/Time Sheets

All

Payments

Order Changes

Pay Me Now

Business Performance

Sourcing

Order Line Confirmation

**Customers**

All

Commercial Metals Company