



Coupa
Merge Multiple Supplier
Accounts

As of September 2019



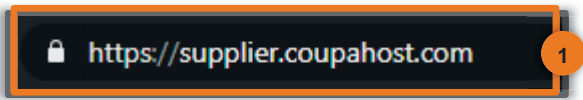
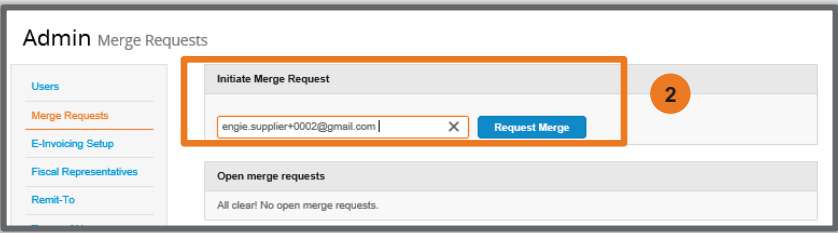
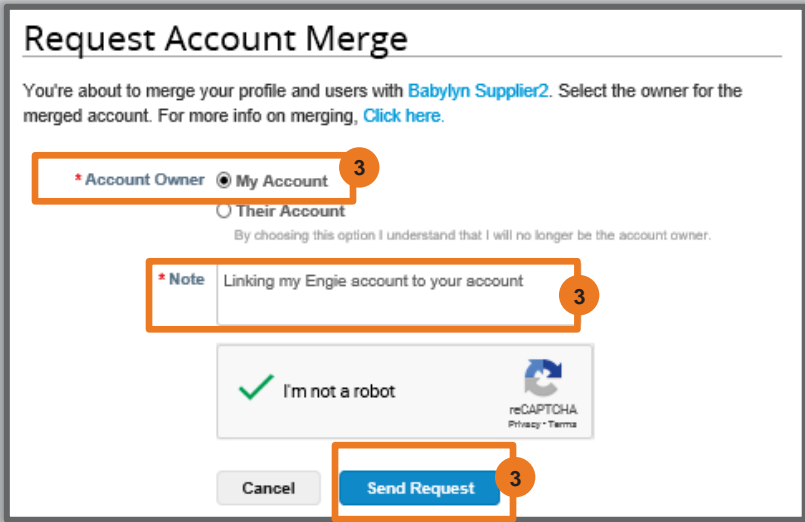
Overview

If a supplier inadvertently created multiple CSP accounts, they can merge those accounts into a single account.

Objective

Supplier request merging of accounts in CSP

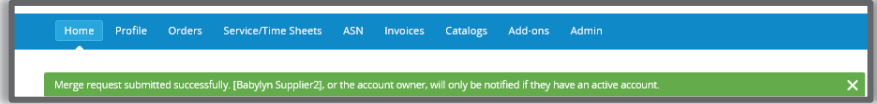
Steps for requesting to merge multiple CSP accounts:

<p>Launch Coupa Supplier Portal</p> <p>1 Enter the following link in the browser: https://supplier.coupahost.com</p>	
<p>2 Go to Admin then click Merge Request. Enter the email address of the account you would like to merge with and click the Request Merge button.</p>	
<p>3 Select My Account under Account Owner, then enter a Note and click Send Request.</p>	

Merging request in CSP is successfully done

The confirmation message stating that the **Merge Request submitted successfully. [Supplier Name] or the account owner will be notified if they have an active account** is displayed.

The next step is for the original supplier account to accept the merge request.

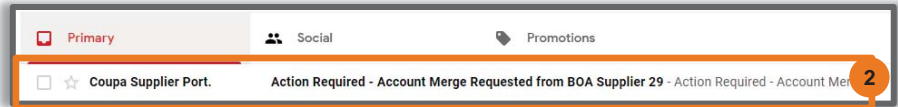


Accept Merge Request

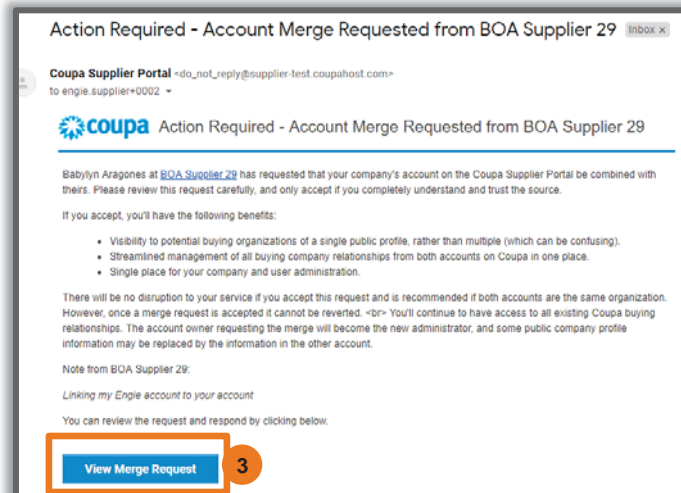
- 1 Open email client, I,e, Outlook, GMAIL etc.



- 2 Search for the email request to merge CSP accounts



- 3 Open the email and Click View Merge Request



4 Open the email and Click Accept

Company Account Merge

Babylyn Aragones of BOA Supplier 29 has requested to merge with your Coupa Supplier Portal account.

If you accept this request the administrator of BOA Supplier 29 will become the account owner for the merged company profile and all current users will retain access to their customer accounts. The following users will have access to the merged account:

babylyn aragones (engie.supplier+0002@gmail.com)

Note From Requester: Linking my Engie account to your account

Provide note for the Requester

I recognize the email address above as a coworker at my company, and I agree to merge

Cancel Reject Accept 4

Accepting merge request in CSP is complete

The confirmation message stating that the **Company account is merged successfully** is displayed.

An Approved Merge Request Email Notification will be received.

Company account merged successfully

Account Merge Request Accepted by Babylyn Supplier2 Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com> 12:01 AM (14...)

to engie.supplier+00009

Account Merge Request Accepted by Babylyn Supplier2