

For Suppliers

CSP Registration Manual

(Initial Registration and Setup)

LY Corporation
Procurement and Accounting Division

June 2026

LINEヤフー

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Agenda

1. About This Document (P3-4)
2. Overview of Coupa (P5-10)
3. CSP Registration Procedure (P11-41)
4. Contact Information (P42-43)

1. About This Document

Background and Purpose

Background

- From Monday, June 8, 2026, LY Corporation (hereafter "LY") plans to gradually switch to processes using the purchasing system Coupa.

For the series of purchasing processes with LY, from quotation to order to invoice, we intend to gradually switch to communication through Coupa as the standard process.

Purpose of This Document

- This document is a manual for suppliers when registering with CSP (Coupa Supplier Portal), which is required to issue invoices on Coupa.

*The screenshots in this document may differ from the actual screens.

2. Overview of Coupa and CSP

Overview of Coupa

What is Coupa?

Coupa is a cloud service provided by Coupa, Inc.* that can manage purchasing processes from quotation to order to invoice.

*Coupa corporate website: <https://coupa.co.jp/>

Usage / Fees

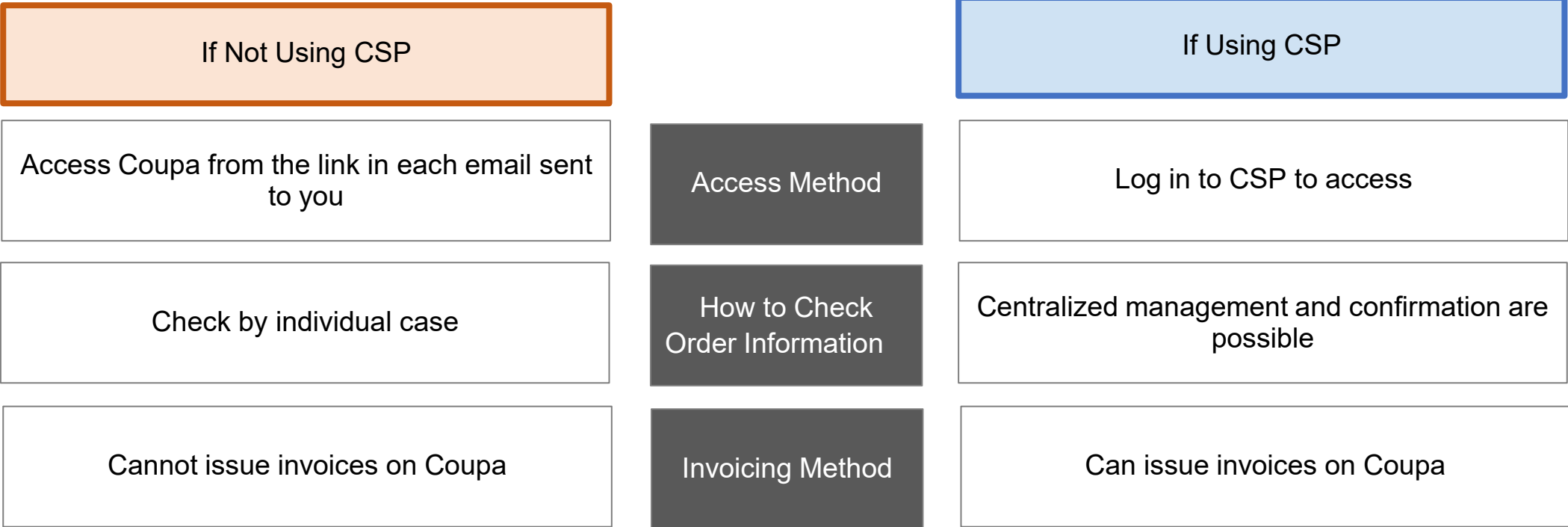
It can be used from a web browser without installation.
No license fees or other costs are incurred for using Coupa.

Registration

Coupa can be used without account registration, but issuing invoices on Coupa requires prior registration with CSP.
(See the next section for CSP. CSP registration is also free of charge.)

Overview of CSP

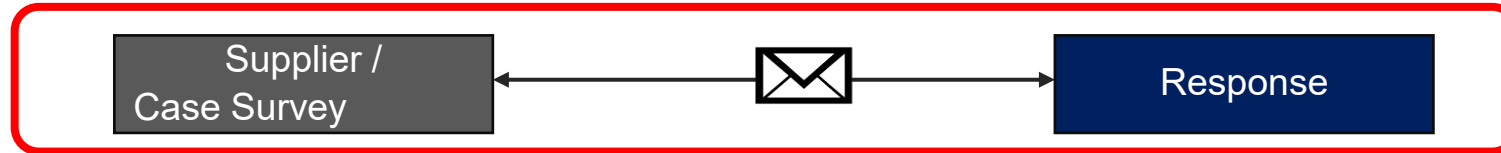
CSP (Coupa Supplier Portal) is the Coupa portal site used by suppliers. Use requires an invitation from LY and registration by the supplier. To request registration, please contact us using the inquiry form described later.



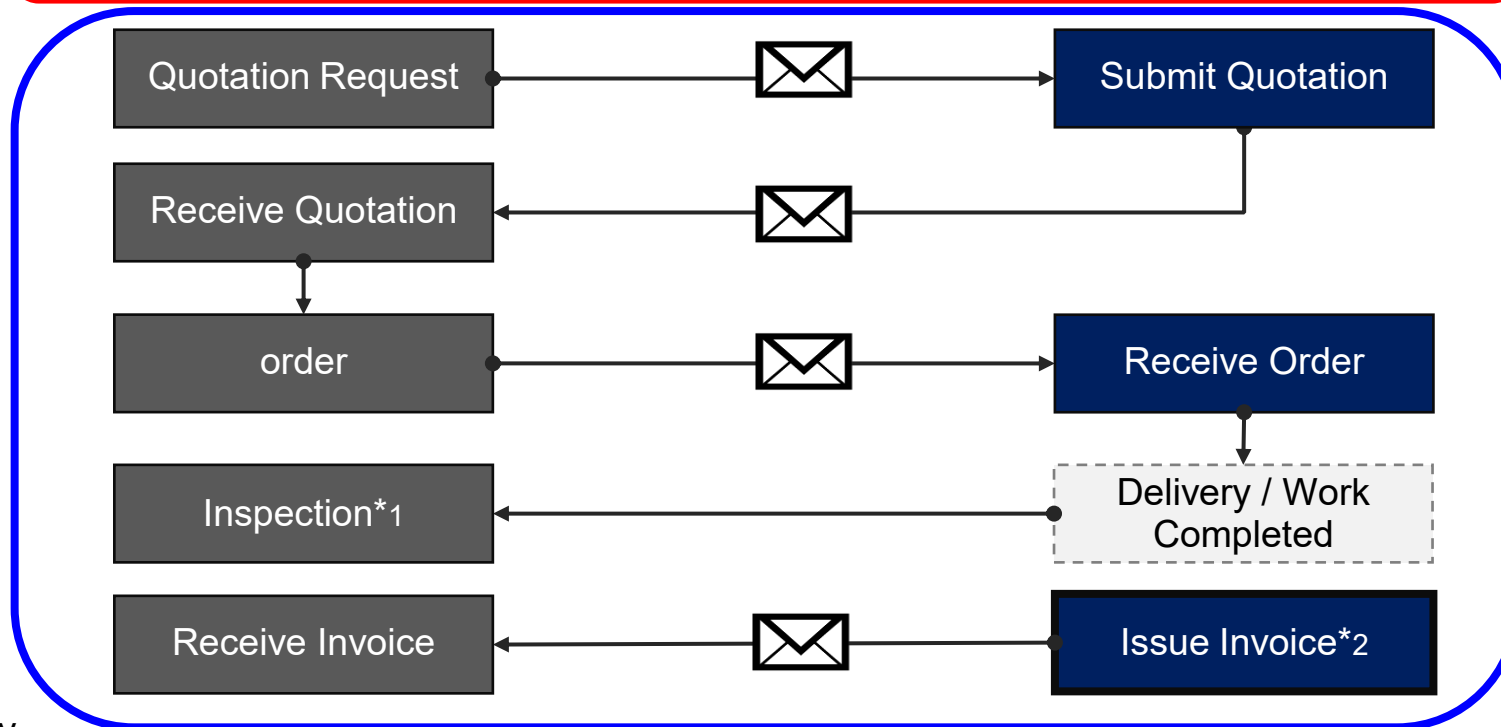
Scope of Coupa Use

You will check and enter information in Coupa starting from email notifications.

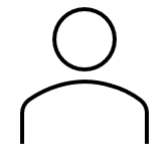
Currently handled in Coupa



New scope to be handled in Coupa



LY Corporation



Supplier

*1 If submission of an inspection certificate is required, please request it together with your company format.

*2 CSP registration is required to issue invoices (described later).

Projects Subject to Invoicing via CSP

In principle, we ask that invoices received by LY be issued via CSP.

	Cases handled by the Purchasing / Procurement Department*	Cases other than those at left
Supplier / Case Survey	Already handled in Coupa	Already handled in Coupa
Quotation	In Scope (Switch to Coupa)	Out of Scope
order	In Scope (Switch to Coupa)	Out of Scope
Invoice	In Scope (Switch to Coupa: CSP registration required)	In Scope (Switch to Coupa: CSP registration required)

*This includes goods, hardware, outsourced services, cloud services, etc.; many items procured by LY are in scope.

Timing of Switch to Coupa

Because the switch to Coupa will be gradual from Monday, June 8, cases already in progress will continue using the current method. Therefore, cases using different methods will run in parallel.

	May	June	July	August
Quotation Request (LY to Your Company)	No Change	Monday, June 8 (planned), gradual switch (switching from new cases created within LY after release)		
Quotation Response (Your Company to LY)	No Change			
Order (LY to Your Company)	No Change			
Invoice (Your Company to LY)	No Change	Monday, June 8 (planned), gradual switch (we will contact suppliers who should register for CSP in phases)		

3. CSP Registration

P12: Overall Overview

P13-21: CSP to initial registration

P22-23: CSP screen overview

P24-25: Various notification receive settings

P26-28: Login password change

P29-33: User information edit / add registration

P34-41: CSP account merge

Overall Overview

This section explains the following CSP registration operations.

CSP to initial registration

1

When LINE Yahoo registers a supplier in Coupa, the supplier will receive an invitation email to Coupa. This section explains the procedure for completing the initial Coupa registration using the link in the email.

CSP screen overview

2

This section gives an overview of CSP.

Various notification receive settings

3

Various notifications from Coupa can be received via "Online (CSP)," "Email," or "SMS." This section explains how to configure the notification receipt settings.

Login password change

4

This section explains how to change your CSP login password.

User information edit / add registration

5

Multiple users can be registered for each company. This section explains the procedures for editing user information and adding new users using an administrator account.

CSP account merge

6

When multiple accounts exist for the same legal entity, the accounts can also be merged. This section explains the account merge procedure.



Detailed Explanation

This section explains initial registration with CSP.

<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
<p>When LINE Yahoo registers a supplier in Coupa, the supplier will receive an invitation email to Coupa. This section explains the procedure for completing the initial Coupa registration using the link in the email.</p>	<p>This section gives an overview of CSP.</p>	<p>Various notifications from Coupa can be received via “Online (CSP),” “Email,” or “SMS.” This section explains how to configure the notification receipt settings.</p>	<p>This section explains how to change your CSP login password.</p>	<p>Multiple users can be registered for each company. This section explains the procedures for editing user information and adding new users using an administrator account.</p>	<p>When multiple accounts exist for the same legal entity, the accounts can also be merged. This section explains the account merge procedure.</p>

Initial
Registration

CSP Screen

Notification
Settings

Change
Password

User
Information
Management

CSP Account
Merge

CSP initial registration(1/8)

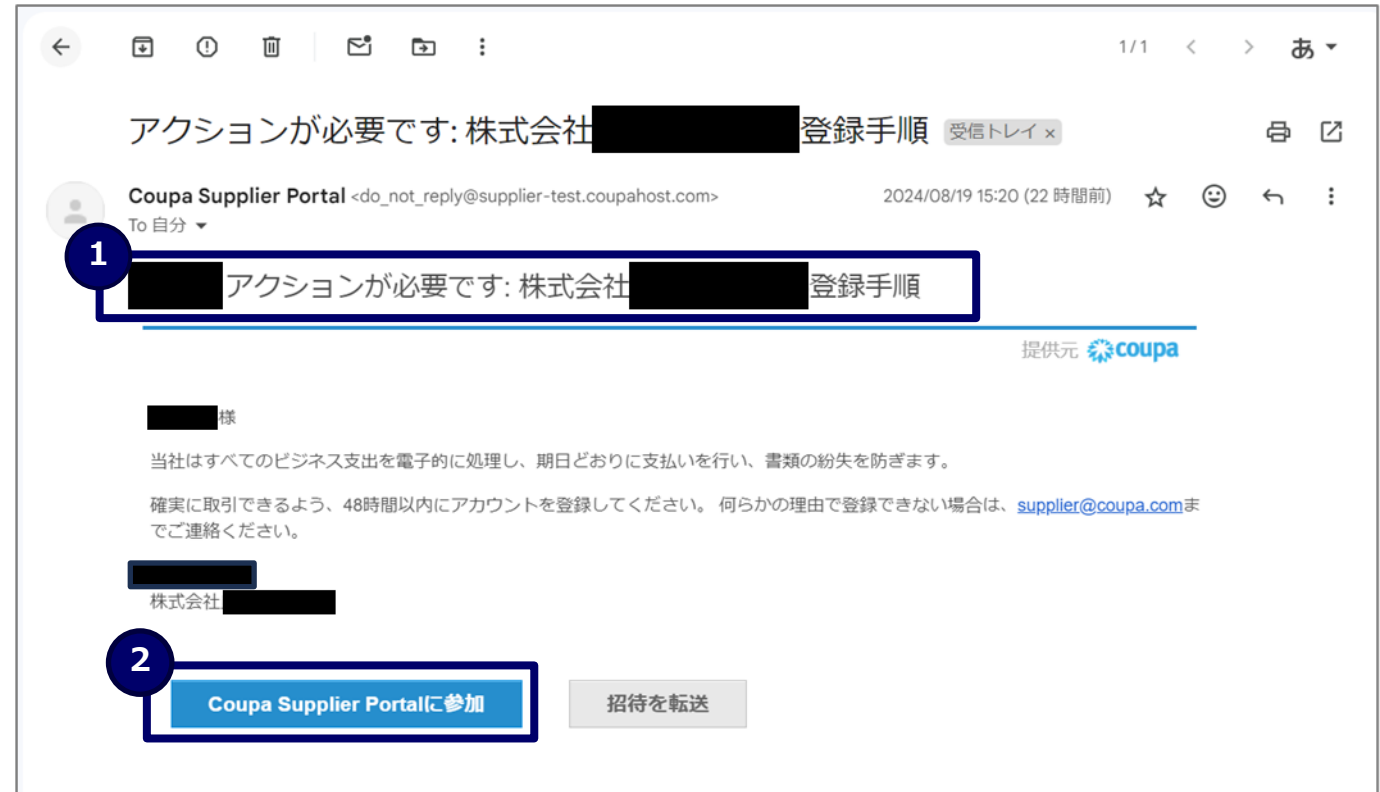
Access the initial setup screen from the CSP registration invitation email.

1 You will receive an invitation email to CSP. Complete the initial setup using the link in the email.
Invitation email sender
domain: @supplier.coupahost.com
Subject: Action Required: Registration Instructions for LINE Yahoo Corporation

2 Click “Join Coupa Supplier Portal.” A web browser will open and take you to the Coupa account registration screen.

Note :
The link in the email is valid for 48 hours. If you are unable to complete registration within 48 hours, please contact us.

Although there is a “Forward this registration request” button, the initial registration should be completed by the person who received this email. If you need to change the registrant to another person, please contact us.



Initial
Registration

CSP Screen

Notification
Settings

Change
Password

User
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CSP Account
Merge

CSP initial registration(2/8)

Configure the data privacy settings on the web browser screen that opens.

3

If you wish to make your company profile visible to the entire Coupa Community*, select "Make all business profile details public."

Note :

Coupa Community is a community that connects Coupa user companies around the world (buyer companies like our company) with suppliers for knowledge sharing, networking, and other activities. LINE Yahoo is not involved in its operation.

Onboarding for [REDACTED] (Coupa Supplier Portal)
Coupa Supplier Portalに進む前に、ビジネスプロフィールに必要な情報を入力してください

1 アカウント詳細
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

代表住所 **3**

国/地域
日本

市区町村
市区町村

Japan
法人番号 ①

13桁の数字のみを入力してください(例: 9999999999999)

希望言語
日本語

データプライバシー

顧客ががよりスムーズに取引できるように、ビジネス情報を公開しましょう。

ビジネス用プロフィールを公開しない。

ビジネス用プロフィールの詳細をすべて公開する

保存

保存して次へ

CSP initial registration(4/8)

Select a method to secure your account.

5

Select a method to secure your account, and then follow the on-screen instructions to complete the setup.

Note :
Multi-factor authentication (MFA) using passkeys is recommended.



CSP initial registration(5/8)

Enter the required information on the account creation screen.

6

Enter the supplier's address and postal code.

7

Although this is an optional field, please enter the "Corporate Number" whenever possible.

8

Click "Save and Continue."

Note :
Fields marked with "*" are required.

Onboarding for [REDACTED] (Coupa Supplier Portal)

Coupa Supplier Portalに進む前に、ビジネスプロフィールに必要な情報を入力してください

1 アカウント詳細
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

6 代表住所 ☑️ ✚

* 国/地域: 日本
* 住所1: 赤坂タワー1000
住所2: 赤坂999 (+)

* 市区町村: 港区
* 都道府県: 東京都
* 郵便番号: 999-9999

7 Japan

法人番号 ⓘ 請求元コード ⓘ

13桁の数字のみを入力してください(例: 9999999999999)

希望言語: 日本語

8 保存して次へ

CSP initial registration(6/8)

Enter the required information on the payment information screen. (For Bank Transfer)

※If you are not automatically redirected to the payment information screen, please refer to "Initial CSP Registration (8/8)."

9 If you wish to receive payments via bank transfer, please enter the required information.

10 If you do not accept payments via bank transfer, please select the checkbox. Note: Since this setup is mandatory for your first invoice submission through the CSP, we highly recommend completing it in advance.

11 Click "Save & Continue".

Note :
Fields marked with an asterisk (*) are required.

9 (Account Details) (Payment Methods)

アカウント詳細
Provide the main address associated with your business.

Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

銀行振込
銀行振込の支払を受け取るには、次の情報を入力してください。

アカウントのニックネーム *
受取人の正式名称 *

銀行支店の国/地域 *
日本

銀行口座の通貨 *
JPY

銀行名 *
口座番号 *
5~19桁

銀行コード *
1~20文字

SWIFT/BICコード *
8文字または11文字

支店コード *

Coupa Software(Accenture Demo環境)から銀行振込の支払を受け付けない

11 保存して次へ

CSP initial registration(7/8)

Enter the required information on the payment information screen. (For Virtual Card)

※If you are not automatically redirected to the payment information screen, please refer to "Initial CSP Registration (8/8)."

12 If you wish to receive payments via virtual card, please enter the required information.

13 If you do not accept payments via virtual card, please select the checkbox.

14 Click "Save & Continue".

Note :
A virtual card refers to a credit card that does not issue a physical card.

Onboarding for [redacted] (Coupa Supplier Portal)
Coupa Supplier Portalに進む前に、ビジネスプロフィールに必要な情報を入力してください

代表住所が正常に保存されました

1 アカウント詳細
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

12 バーチャルカード ⓘ
バーチャルカードの支払を受け取るには、次の情報を入力してください。

アカウントのニックネーム ⓘ メールアドレス ⓘ

クレジットカードを自動的に処理する

13 Coupa Software [redacted] からバーチャルカードの支払を受け付けない

14 保存して次へ

CSP initial registration(8/8)

(Only if you are not automatically redirected)
Navigate to the payment information screen.

15

Click the "Business Profile" tab.

16

Click "Payment Methods".

17

Click "Add Payment Method", select your payment method, and then follow the on-screen instructions to complete the setup.



Note :

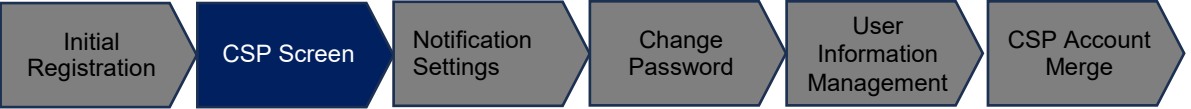
Fields marked with an asterisk (*) are required.



Detailed Explanation

Check the CSP screen.

<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
<p>When LINE Yahoo registers a supplier in Coupa, the supplier will receive an invitation email to Coupa. This section explains the procedure for completing the initial Coupa registration using the link in the email.</p>	<p>This section gives an overview of CSP.</p>	<p>Various notifications from Coupa can be received via “Online (CSP),” “Email,” or “SMS.” This section explains how to configure the notification receipt settings.</p>	<p>This section explains how to change your CSP login password.</p>	<p>Multiple users can be registered for each company. This section explains the procedures for editing user information and adding new users using an administrator account.</p>	<p>When multiple accounts exist for the same legal entity, the accounts can also be merged. This section explains the account merge procedure.</p>



CSP Screen Overview

- 1 Account**
 You can change the password for the registered account and configure notification settings. (Details are explained in “3. Configuring How to Receive Various Notifications” and “4. Changing the Login Password.”)
- 2 Notifications**
 You will be notified of the status of information requests and other updates. Click “View All Notifications” to view a list of notifications.
- 3 Settings**
 You can configure various settings, such as adding users and merging accounts. (Details are explained in “5. Editing and Adding User Information” and “6. Merging Multiple CSP Accounts.”)

Note :
 If you will not perform “invoice registration,” which is part of P2P (Procure to Pay) operations in Coupa, these settings are not required.

[Home] Displays the main screen.

[Purchase Orders] Click this to view purchase orders.

[Profile] Supplier company information.

[Profile] Supplier company information.

The Coupa help screen is displayed.

You will receive notifications about Coupa version updates and other information.

1 Account settings and notification settings menu.

2 Notification bell icon.

3 Settings icon.



Detailed Explanation

Configure how to receive notifications from Coupa.

<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
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Notification Preferences

Configure your notification preferences on the Account Settings screen.

- 1 Click the icon at the top of the CSP page.
- 2 Click "Notification Preferences".
- 3 Check the boxes for your preferred notification methods for each item. Note that even if no boxes are checked, you will still receive notifications within the CSP.
- 4 Click "Save".

Note :

- You can select both "Email" and "SMS".
- To receive SMS notifications, you must configure your phone number.
- If you do not perform invoice registration (P2P business) on Coupa, these settings are not required.



1 アップグレード

マイアカウント 通知設定

注意：顧客の通知がまだ有効になっていない場合は、SMSを受信する番号を設定する必要があります。

モバイル(SMS) +1 [確認]

3 アカウントへのアクセス

参加申請	<input checked="" type="checkbox"/> Eメール	<input type="checkbox"/> SMS
アカウント統合申請	<input checked="" type="checkbox"/> Eメール	<input type="checkbox"/> SMS

お知らせ

キャンセル **4** 保存

2 アカウント設定
通知設定
セキュリティとMFA
ログアウト

1 マ登

A phone number must be registered in order to receive notifications by SMS.

• Email
Coupa notifications will be sent to your registered email address.

• SMS
Coupa notifications will be sent by SMS.



Detailed Explanation

Change the CSP login password.

<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
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Change Login Password(1/2)

Set your login password on the Account Settings screen.

- 1 Click the icon at the top of the CSP page.
- 2 Click "Account Settings".
- 3 Click "Change Password".

Note :
Please contact LY Corporation when changing your email address.



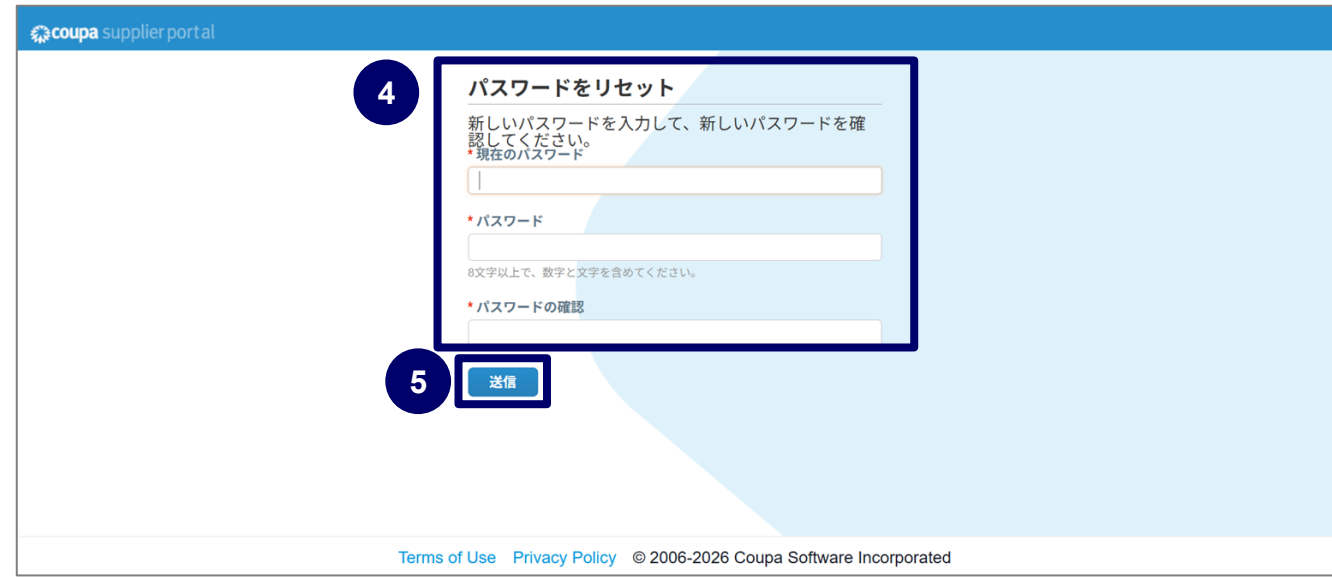


Change Login Password(2/2)

4 Enter the “Current Password,” the new “Password,” and “Password Confirmation” (re-enter the new password).

5 Click “Submit.”

Note :
Set a password using at least 8 characters, including both numbers and letters.





Detailed Explanation

This section explains how to edit and add user information.

<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
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Editing User Information

- 1 Click "Setup".
- 2 Click "Admin".
- 3 Click "Edit" for the user whose information you want to edit. A pop-up window will be displayed.
- 4 Edit the "First Name" and "Last Name" fields.
- 5 If there are any Coupa functions for which access should not be granted to the user, clear the corresponding checkboxes. (See the figure on the right.)

Note :
The "Terms and Conditions" issued by our company are strictly limited to your transactions with LY Corporation.

6 Verify that the checkbox for "LY Corporation" is selected under Customers. If you use the CSP for transactions with other companies, please check the box for the specific customer that the user is responsible for.
* If different users are responsible for different customers, please select the assigned customers in this section. This will grant access to the information in 5 regarding the selected customers.

7 Once editing is complete, click "Save".

- Admin: This is an administrative function for performing operations within the "Setup" tab (the current procedure).
- Orders: This feature allows you to view and respond to purchase order information.
- Invoices: This feature allows you to view and create invoice information.
- Profile: This feature allows you to view and update your company information.
- Order Changes: This feature allows you to view and manage changes to purchase order information.
- Order Lines: This feature allows you to view and confirm purchase order details.

Deactivating/Deleting User Information

1

Click "Deactivate User". Note: This option is not available if there is only one user registered.

2

Deactivated users can be deleted. To delete a user, click "Delete".

3

Click "Delete User" to complete the deletion.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'アップグレード' (Upgrade) and '設定' (Settings). The main content area is titled '管理者 ユーザー' (Admin User) and displays a table of users. The table has columns for 'ユーザー名' (Username), 'メールアドレス' (Email Address), 'ステータス' (Status), '権限' (Permissions), '顧客アクセス' (Customer Access), and '目的' (Purpose). A user with the status 'アクティブ' (Active) is highlighted. A modal window titled 'ユーザーアクセスを編集 bbbb aaa' (Edit User Access bbbb aaa) is open, showing user information and a list of permissions. The permissions list includes 'すべて' (All), '管理者' (Admin), '見込' (Forecast), '請求書' (Invoice), 'カタログ' (Catalog), 'プロフィール' (Profile), 'ASN', 'サービスシート' (Service Sheet), '支払' (Payment), '見込変更' (Forecast Change), '早期支払' (Early Payment), 'translation missing: ja.no key', '調達' (Procurement), '非公開、公開' (Non-public, Public), '非表示、再公開、公開' (Hidden, Re-publish, Publish), 'コミュニティ' (Community), '見込明細確認' (Forecast Detail Confirmation), '予算プランナー' (Budget Planner), '作業員' (Worker), '表示' (Display), '管理' (Management), '作業員の割り当て' (Worker Assignment), '表示' (Display), '管理' (Management), '在庫' (Inventory), '品質アナリスト' (Quality Analyst), 'サプライヤーダッシュボード' (Supplier Dashboard), '契約' (Contract), '表示' (Display), '管理' (Management), '支払方法管理者' (Payment Method Manager), and 'Nav7アクセス' (Nav7 Access). The 'すべて' (All) option is selected. A 'ユーザーを非アクティブ化' (Deactivate User) button is highlighted with a red box and a '1' in a blue circle. Below the table, a 'Delete User Confirmation' dialog box is shown, asking 'このユーザーを削除してもよろしいですか?' (Are you sure you want to delete this user?). The 'ユーザーを削除' (Delete User) button is highlighted with a red box and a '3' in a blue circle. A '2' in a blue circle is also present near the 'Delete' button in the table.



Adding User Information

- 1 Click "Invite User". A pop-up window will appear.
- 2 Enter the "First Name", "Last Name", and "Email" for the additional user.
- 3 If there are any Coupa functions you do not wish to grant the additional user access to, please uncheck them.
- 4 Verify that the checkbox for "LY Corporation" is selected under Customers. If you use the CSP for transactions with other companies, please check the box for the specific customer that the additional user is responsible for. *Note: If different users are responsible for different customers, please select the assigned customers in this section. This will grant access to the information in 3 regarding the selected customers.*

5 Once entry is complete, click "Send Invitation".

Note :

- The scope of the "Terms and Conditions" sent by our company applies exclusively to transactions with LY Corporation.

2

3

4

5

Admin: Authorized to perform operations within the "Setup" tab (the current procedure). You cannot remove your own administrative privileges.

Orders: This feature allows you to view and respond to purchase order information.

Invoices: This feature allows you to view and create invoice information.

Profile: This feature allows you to view and update your company information.

ASNs: This feature allows you to send advanced shipping notices.

Order Changes: This feature allows you to view and manage changes to purchase order information.

Order Lines: This feature allows you to view and confirm purchase order details.

Initial
Registration

CSP Screen

Notification
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Registering Additional Users on the CSP

1

Receiving the Coupa Invitation Email

Once an additional user is registered, a Coupa invitation email will be sent to the added email address. Please join Coupa via the link in the email and complete the initial setup in the same manner as described in "1 Initial Registration for the CSP (Coupa Supplier Portal)".

- Email Subject:
Action Required: Join Coupa Supplier Portal

2

Navigating to the Coupa Initial Setup Screen

Click "Join Coupa Supplier Portal". Your web browser will launch, and you will be directed to the Coupa account registration screen.

Note :

When completing the initial account registration, additional users do not need to register company information. You only need to set up your password.

1

アクションが必要です: Coupa Supplier Portalにご参加ください External 受信トレイ x



Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
To [redacted]



アクションが必要です: Coupa Supplier Portalにご参加ください

bbbb aaa 様

同僚の方からの、Coupaアカウントへの招待状が届いています。登録すると、発注書の表示と管理、請求書の作成と管理、これらの取引に関するリアルタイムのSMSアラートの受信などが可能になります。

以下のリンクを使用して詳細を確認し、登録ボタンを使用してください。

2

Coupa Supplier Portalに参加

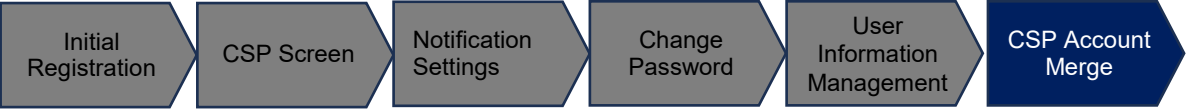


ビジネス支出管理



Detailed Explanation

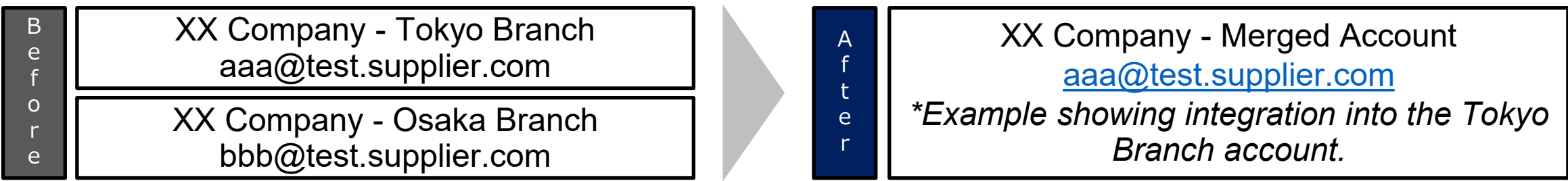
<p>CSP to initial registration</p> <p>1</p>	<p>CSP screen overview</p> <p>2</p>	<p>Various notification receive settings</p> <p>3</p>	<p>Login password change</p> <p>4</p>	<p>User information edit / add registration</p> <p>5</p>	<p>CSP account merge</p> <p>6</p>
<p>When LINE Yahoo registers a supplier in Coupa, the supplier will receive an invitation email to Coupa. This section explains the procedure for completing the initial Coupa registration using the link in the email.</p>	<p>This section gives an overview of CSP.</p>	<p>Various notifications from Coupa can be received via "Online (CSP)," "Email," or "SMS." This section explains how to configure the notification receipt settings.</p>	<p>This section explains how to change your CSP login password.</p>	<p>Multiple users can be registered for each company. This section explains the procedures for editing user information and adding new users using an administrator account.</p>	<p>When multiple accounts exist for the same legal entity, the accounts can also be merged. This section explains the account merge procedure.</p>



Merging Multiple CSP Accounts (1/7)

If your company has multiple accounts for different offices or branches, you can merge these accounts into one. By merging accounts, Coupa notifications—which were previously sent to the registered email addresses of each individual branch—can be consolidated into a single mailbox, as shown below.

Account Merged Overview



After the merger, notifications originally sent to the Osaka Branch can be viewed and managed through the merged account (aaa@test.supplier.com).



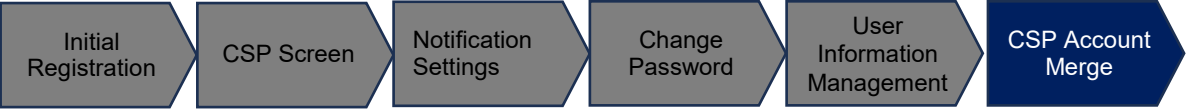
Merging CSP Accounts (2/7)

Submit a request to merge your CSP accounts.

- 1 Click "Setup".
- 2 Click "Admin".
- 3 Click "Merge Accounts".
- 4 Enter the email address of the account you wish to merge.
- 5 Check the "I'm not a robot" box.
- 6 Click "Request Merge".



Note :
 Coupa accounts may be divided by location or branch, even within the same legal entity. If multiple accounts exist, various notifications will be sent out separately. To receive communications from LY through a single, unified account, you must follow these procedures to merge your multiple accounts.



Merging CSP Accounts (3/7)

- 7 Check one of the checkboxes under "Account Owner".
**Note: After the merger, this determines which account—this current account or the target account (the email address entered on the previous page)—will become the primary Account Owner.*
- 8 Enter a message to the owner of the account you wish to merge with.
- 9 Check the "I'm not a robot" box.
- 10 Click "Submit".

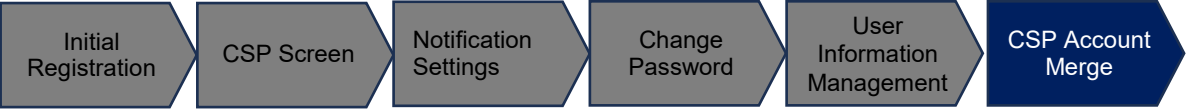
The company name associated with the email address entered on the previous page will be displayed. Please verify that this is the correct account to merge with.

7 *アカウントオーナー 私のアカウント
 相手先会社のアカウント
このオプションを選択することで、自分がアカウント所有者でなくなることを理解したものとみなされます。

8 *受信者へのメモ

9 私はロボットではありません reCAPTCHA

10 申請を送信



Merging CSP Accounts (4/7)

Accept the merge request from the account that has been requested for integration.

How to Accept an Account Merge Request

This operation must be performed within the target account (the account with the email address entered on the previous page). Please contact the owner of the target account and request them to perform this step to complete the account merger.

1

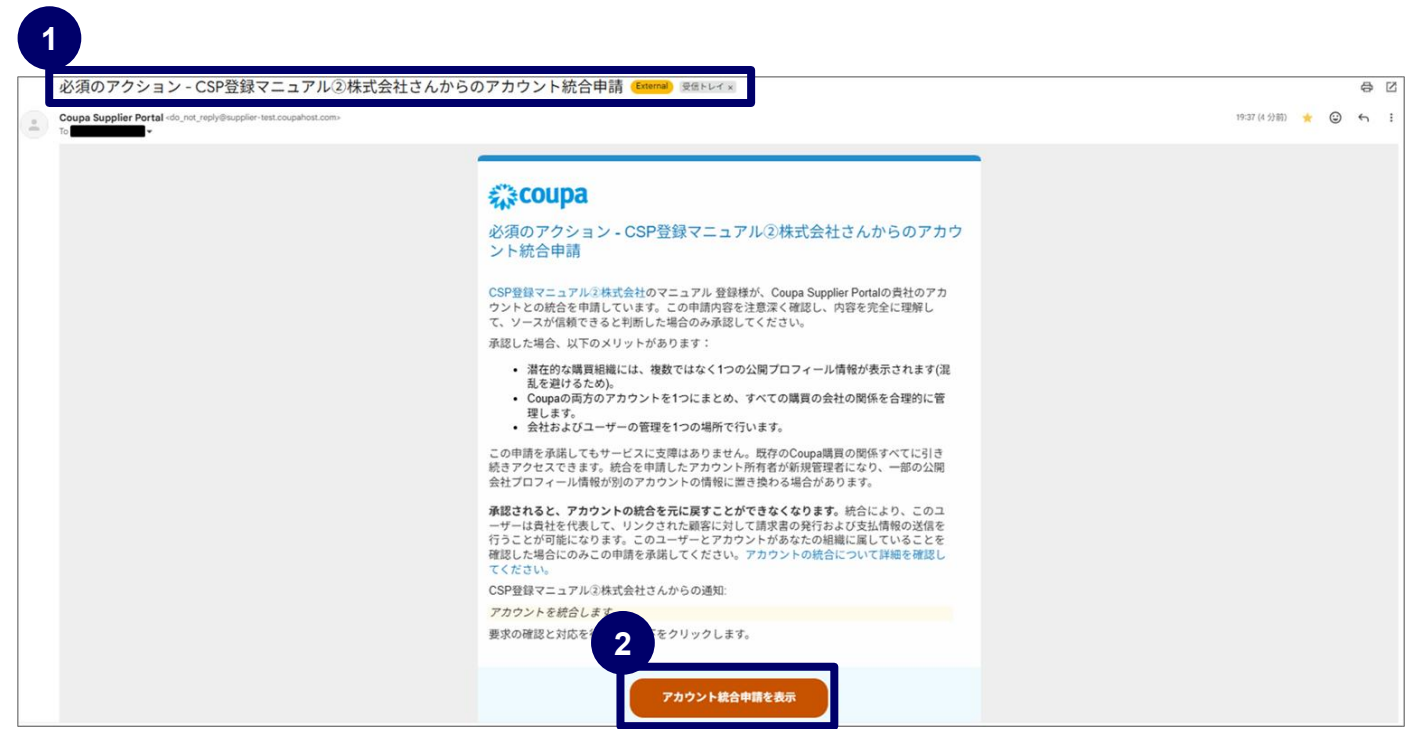
Receiving the Account Merge Request Email

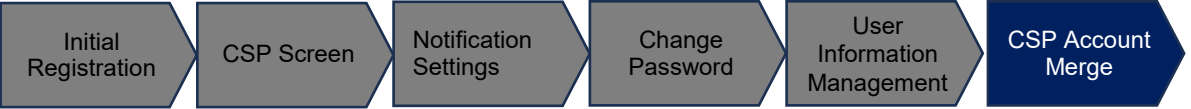
Once the account merge request is submitted, a notification email will be sent to the email address of the target account. Please click the link within the email to access Coupa and respond to the request.

2

Accessing the Account Merge Request Screen

Click "View Merge Request".
Your web browser will launch, and you will be directed to the Coupa screen.





Merging CSP Accounts (5/7)

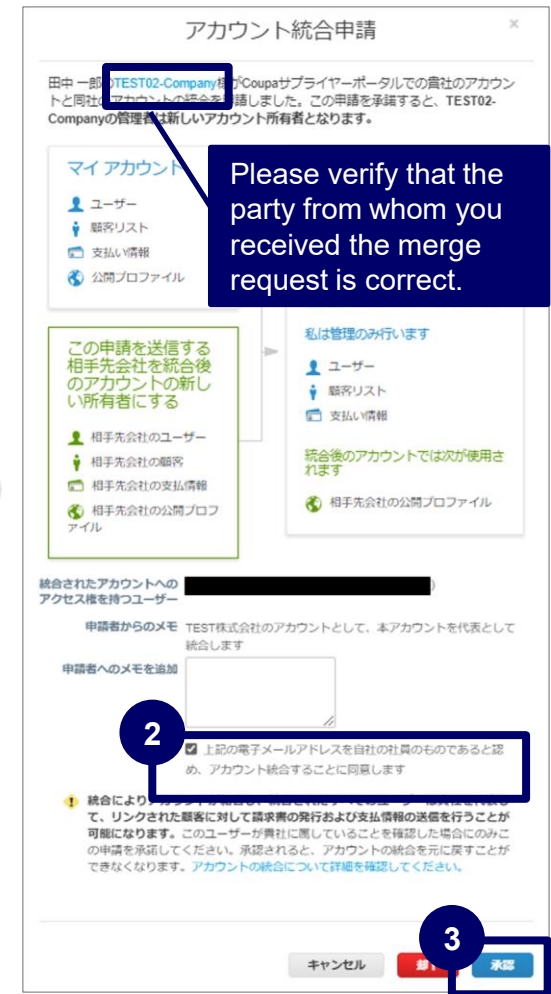
Accept the merge request from the account that has been requested for integration.

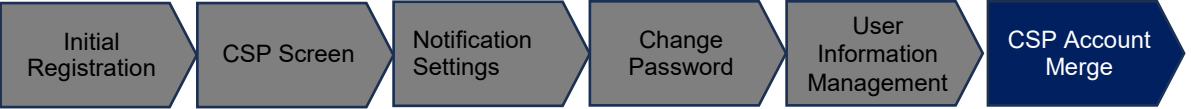
How to Accept an Account Merge Request

This operation must be performed within the target account (the account with the email address entered on the previous page). Please contact the owner of the target account and request them to perform this step to complete the account merger.

- 1 Navigate to "Setup" > "Admin" > "Merge Accounts" > "Pending Account Merge Requests", and then click "Respond".
- 2 Review the details of the merge request, and then check the "I agree to merge accounts" box.
- 3 Click "Approve".

Note :
The "Account Owner" refers to the primary account that will remain active and be used after the account merger.



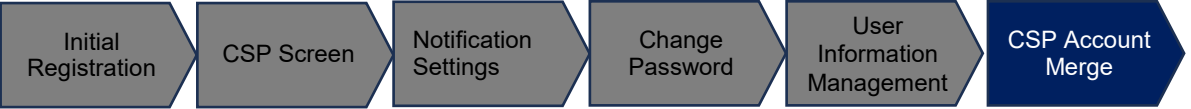


Merging CSP Accounts (6/7)

1 Receiving the Account Merge Approval Email
Once the account merge request is approved, a notification email will be sent to the email address of the requesting account. Please click the link within the email to access Coupa and review the merged information.

2 Accessing the Account Users Screen
Click **"Verify User Access"**. Your web browser will launch, and you will be directed to the Coupa screen.





Merging CSP Accounts (7/7)

How to Verify the Merged Account Information

This operation must be performed by the Account Owner after the account merger. Please contact the Account Owner and request them to perform this step to complete the account merger.

- 1 Click "Setup".
- 2 Click "Admin".
- 3 Verify that the accounts have been merged and the user has been added, and then click "Edit" for the merged user account.
- 4 To disable access to the pre-merge account, uncheck the checkbox for the pre-merge account item.
- 5 Click "Save".

ユーザー名	メールアドレス	ステータス	権限	顧客アクセス	目的	アクション
統合 太郎	[Redacted]	アクティブ	ASN Naviアクセス translation missing: ja.no key カタログ コミュニティ サプライヤーダッシュボード サービスシート プロフィール 予測プランナー 品質アナリスト 在庫 契約 支払 支払方法管理者	LINEヤフー株式会社 - CSP登録 マニユアル_統合 用	会計、多様性、法的、購買、リスク、販売、調達	編集

ユーザーアクセスを編集 太郎 統合

ユーザー情報

電話番号

名: 統合
姓: 太郎
メールアドレス: [Redacted]

権限

すべて
 管理者
 発注
 発注へのアクセスを制限
 請求書
 カタログ
 プロフィール
 ASN
 サービスシート
 サービスシートへのアクセスを制限
 支払
 発注変更
 早期支払
 translation missing: ja.no key
 調達
 非公開、公開
 非表示、非公開、公開
 コミュニティ
 発注明細確認
 予測プランナー
 作業員
 表示
 管理
 作業員の割り当て
 表示
 管理
 在庫
 品質アナリスト
 サプライヤーダッシュボード
 契約
 表示
 管理
 支払方法管理者
 Naviアクセス

キャンセル ユーザーを非アクティブ化 MFAを無効にする **保存**

7. Contact Information

Contact

■ FAQ

If you have any questions, please check the FAQ at the URL below.

<https://workers-hub.ent.box.com/folder/365284672716>

*The FAQ will be updated as needed based on inquiries received.

■ Inquiry Form

If the FAQ does not resolve your issue, please contact us using the URL below.

https://form-business.yahoo.co.jp/claris/enqueteForm?inquiry_type=coupasupplier

Change History

Version	Updated Date	Update Details	Supplement
1.0	2026/5/29	Newly Created	

EOP