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## TWO-FACTOR AUTHENTICATION IN COUPA SUPPLIER PORTAL

### Coupa Supplier Portal (CSP) – User Guide

Version 1.0 (August 2023)

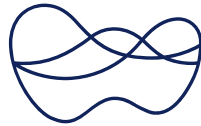
#### 1. General Information

To ensure that your data is secure, Coupa has implemented **two-factor authentication (2FA)** for all sensitive data.

To increase the security of your payment settings in Coupa, two-factor authentication is mandatory for sensitive payment accounts and/or sensitive account updates, such as changes to your legal entity, remittance and bank account information.

Log in to your CSP account and select "**Account Settings**" from the drop-down menu of your username:

The screenshot displays the Coupa Supplier Portal interface. At the top, the browser address bar shows the URL 'supplier-test.coupa.com/invoices'. The page header includes the 'coupa supplier portal' logo and the user name 'SARAH' with a dropdown arrow, alongside 'NOTIFICATIONS 04' and 'HELP'. The main navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogue, and Sourcing. A dropdown menu is open under the 'SARAH' user name, showing options for 'Account Settings', 'Notification Preferences', and 'Log Out'. Below the navigation bar, there are sub-links for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. The main content area shows a 'Select Customer' dropdown menu with 'Wintershall Dea' selected. Below this, the 'Invoices' section is visible, starting with 'Instructions From Customer' and a welcome message: 'Welcome to the Coupa Supplier Portal! Please find here an overview of the latest Invoices issued by your company. Please visit: https://wintershalldea.com/en/supply-chain to get detailed information and select Coupa/Invoicing under "Topics". In case of any questions about the Coupa Supplier Portal please contact SupplierSupport@wintershalldea.com. Create Invoices'.



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## 2. Set up the Two-Factor Authentication

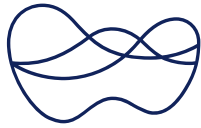
From "My Account", on the left hand side click on "Security & Two-Factor Authentication".

The screenshot shows the 'coupa supplier portal' interface. The user is logged in as SARAH. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Add-ons, and Setup. The 'My Account Settings' page is displayed, with 'Security & Two-Factor Authentication' selected in the left sidebar. The 'User Details' section contains the following fields: First Name (Sarah), Last Name (Kappler), Email (cps.wd+2@accenture.com), Department (dropdown), and Role (dropdown). A 'Save' button is located at the bottom right of the form.

A pop-up window is displayed informing you in which way the "two-factor authentication" can be performed. Either by app via Google Authenticator or by SMS to a mobile phone.

The pop-up window titled 'Two Factor Authentication App' contains the following text: 'Keep unauthorised users out of your account by using both your password and your phone. Set up your two-factor authentication codes with these 3 easy steps. You will only be asked to enter validation codes once every 30 days, or when you try to log in from a different computer.' The steps are: 1. Use your favourite Authenticator App available from your mobile phone app store: examples are 'Google Authenticator' and 'Authy'. 2. Scan this QR code using authenticator app. 3. Enter the 6-digit validation code – open your mobile device's Authenticator app to get this. If you lost your phone or deleted the app, use a backup code to get logged in. Below the steps is a 'Two Factor Code' input field with a 'Code' placeholder. To the right of the text are buttons for 'Download on the App Store' and 'GET IT ON Google Play'. At the bottom right are 'Cancel' and 'Enable' buttons.

For each option you want to use as an authentication method, check the box next to Enable and Coupa will walk you through the steps to enable it. First decide when you want two factor authentication to apply, and then check the box to run the app or SMS.



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My Account Security & Two-Factor Authentication

Settings

Notification Preferences

Security & Two-Factor Authentication

### Two-Factor Authentication

Disabled

Enable only for Payment Changes (Required for changing Legal Entity or Remit-To)

Enable for Both Account Access (Login) and Payment Changes

Via Authenticator App Disabled

Enable Using an Authenticator App available from your mobile phone app store

Via SMS Disabled

Enable Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.

For **SMS authentication**, a phone number verification pop up will be displayed.

Verify your mobile phone

To enable two factor authentication via SMS, a code will be sent to your mobile phone number. Enter the verification code when prompted and select OK

Mobile Phone +1 201-555-5555

Cancel Next

A verification Code will be sent on the phone number added.

Two-Factor Authentication

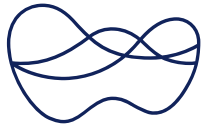
Enter the validation code that we sent to: +40786114243

\* Code

Cancel Resend Code OK

Enter the Code and click on **"OK"**.

Backup Codes will be provided for you to save, select **Print** or **Download**. Recovery codes will be downloaded and the 2FA will be active.



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### Save Your Backup Codes

Backup codes are the only way to restore access if you lose access to your authenticating phone or app.

Keep these somewhere safe but accessible

XxlXBQ	wWM3Xg
AfgffA	ViaBow
agBQsA	4kY4cA

You can only use each backup code once.

These codes were generated on May 25, 2023

[Download](#) [Print](#)

A confirmation email will be sent once successfully enabled.

### Two-Factor Authentication

Enable only for Payment Changes (Required for changing Legal Entity or Remit-To)

Enable for Both Account Access (Login) and Payment Changes

Via Authenticator App **Disabled**

Enable Using an Authenticator App available from your mobile phone app store

Via SMS **Enabled**

Enabled Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.

+40736114243 [Change Phone Number](#)

[Show Recovery Codes](#) [Regenerate Recovery Codes](#)