One-Time Password for SAN in PO emails

Introduction

With Coupa Upgrade R39 suppliers using Supplier Actionable Notifications (SAN) on their PO emails will be required to use a One Time Password (OTP).

The password is generated by Coupa automatically and supplier does not need to set up a system password. This change aims to improve SAN security, providing both ours and suppliers data security.

 $\cdot\,$ Suppliers that use Coupa Supplier Portal (CSP) can avoid the OTP, if they process the POs directly from their CSP profile.

• Suppliers will still be able to see the PO even without using the OTP. The PO information will be added as a PDF attachment to the email.

The OTP is valid for 24 hours after it is first issues and can be forwarded to others to use, even if someone else has already used to access the PO.

This setup will be active after May 24th, 2024

15 Steps <u>View most recent version</u>

Created by Evija Daukste Creation Date May 08, 2024 Last Updated May 20, 2024



Supplier Email

STEP 1

Open Email notification for a new PO

	Q Search mail	幸) (\$::
	□• C :	1-50 cf 288	< :	>
	Primary	🖏 Promotions 🗸 Social		
ſ	п 🕁 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172741 - Powered by Cabot Corporation Purchase Order #CPO00172741 Order Summary Date 🗈 🗃	፼ (Q
	🗌 🚖 do_not_reply	Verify Your Access for Purchase Order #CPO00172740 - Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Pass	2:41F	M
	🗌 🚖 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172740 - Powered by Cabot Corporation Purchase Order #CPO00172740 Order Summary Date 05/08/24 PO	2:39 F	M
	🗌 🚖 do_not_reply	Verify Your Access for Purchase Order #CPO00172739 - Powered by Verify Your Access for Purchase Order #CPO00172739 Below is your One-Time Pass	2:32 F	M
	🗌 🚖 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172739 - Powered by Cabot Corporation Purchase Order #CPO00172739 Order Summary Date 05/08/24 PO	2:26 F	M
	🔲 🕁 Cabot Corporation	***Copy for Reference*** New Purchase Order CPO00172739 has been issued - Powered by Coupa Software Cabot Corporation Purchase Order #CPO0	2:26 P	M
	🗌 👌 Cabot Corporation	Reset Password - Powered by Reset Password You are receiving this email because your password has recently been reset. If you believe there may be s	11:46.A	M
	🗌 👌 Cabot Corporation	Forgot password - Powered by Forgot password Hi Bruce Matt (Newko Polymers), Please reset your Coupa password. Your username : suppliercoupa71@	11:46 A	м
	🗌 👌 Coupa Sourcing Noti. 2	Cabot Corporation Sourcing Event - test RFP #21332 Invitation - Powered by Cabot Corporation Sourcing Event - test RFP #21332 Invitation test process	11:44A	м
	🗌 🚖 do_not_reply	Segundo recordatorio de Cabot Corporation para que actualice su información - Proporcionado por Recordatorio de Cabot Corporation Hola Coupa sup	10:03A	M
	🗌 🏠 do_not_reply	Invoice #MAT83540 marked as Paid by Cabot Corporation - Powered by Invoice #MAT83540 marked as Paid by Cabot Corporation Hello Coupa, Your Inv	Мау	7
	🗌 🚖 Cabot Corporation 5	Update your profile for Cabot Corporation - Powered by Coupa Software Update your profile for Cabot Corporation Hello Supplier, Cabot Corporation wa	May	7
	🗌 🏠 do_not_reply	Cabot Corporation's second reminder to update your information - Powered by Reminder from Cabot Corporation Hi Coupa supplier, Cabot Corporation r	Мау	7
	🗌 🚖 do_not_reply	Primer recordatorio de Cabot Corporation para que actualice su información - Proporcionado por Recordatorio de Cabot Corporation Hola Coupa suppli	Мау	15
	- A do not reply	Cabet Corporation's first ramindar to undate your information - Dowarad by Damindar from Cabet Corporation Hi Course supplier. Cabet Corporation rami	Max	. 4

Click on any of the action buttons provided in the email

In your email notification you will see 5 action buttons:

1. **Manage order** - option to view a full order information online. It is not required to have a Coupa profile to use this function.

2. **Create Invoice** - option to create an invoice for this order online. It is not mandatory to have a Coupa profile to use this function.

3. **Acknowledge PO** - option to acknowledge the PO and let Cabot know that you have received it and are able to deliver.

4. **Add comment** - option to add a comment on the PO online, that Cabot Purchasing team can view.

5. Add Shipment Tracking - option to add shipping information provided by the carrier.

				0 0	👝
= M Gmail	Q Search mail	1		() iii	
Compose	← ■ 0 ■ ≦ 0 04		1	of 288 < >	
Inbox	Cabot Corporation Purchase	Order #CPO00172741 Inbox ×		8 C	
☆ Starred	Cabot Corporation <do_not_reply@cabotcorp-t< td=""><td>est.coupahost.com></td><td>I 2:47 PM (1 minute ago) ☆</td><td>÷ (</td><td>ø</td></do_not_reply@cabotcorp-t<>	est.coupahost.com>	I 2:47 PM (1 minute ago) ☆	÷ (ø
Sent		p	owered by 🎲 COUPA		1
Drafts					-
i shala i		САВОТ 3			+
Labels +		Cabot Corporation Purchase Order #CPO00172741			
		Order Summary Date 05/09/24 PO Total 2000 00/50 Payment Terms A00 Contact Eviji Daukste evia daukste@contactoro.com			
		Manage Order Create Invoice Orders details below			
		Acknowledge PO Add Shipment Add Comment			
		Never Miss an Order with Coupa			>

Coupa OTP Verification Page

6 Steps

New Tab opens for access verification

Once you have clicked on any of the action buttons provided in the email, a new tab will open in your browser and prompt you to verify your access.

*If you already have a CSP account, you can Log in and skip the OTP process

Verify Your Access for Purchase Order #CPO00172741	
Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.	
Please clack the box below to proceed.	
Generate One-Time Pessword	
Already have an account? Log in	
Save Time and Money with Coupa	
Orders Invoices Payments	
Create Your Account Learn more about Coupa	
<i>€</i> iscoupa	

Click on I'm not a robot

Before you can generate your OTP, verify that you are not a robot by clicking the tick box.



STEP 5

Complete reCAPTCHA verification process

Verify Your Acces	
receive an email with the this page.	



Click on VERIFY



STEP 7

Click on Generate One-Time Password

Verify Your Access for Purchase Order #CPO00172741
Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.
Please check the box below to proceed.
Generate One-Time Password
Already have an account? Log in
Save Time and Money with Coupa



Your OTP is Generated

Your OTP is sent to your purchasing email. To retrieve the password, go back to your email.

Verify Your Access for Purchase Order #CPO00172741		
Enter the one-time password sent to su*******@gm*****		
Enter One-Time Password		
Please clack file hox below to proceed.		
Verify One-Time Password		
Didn't receive the code. Resend One-Time Password		
Save Time and Money with Coupa		
Orders Invoices Payments		
Create Your Account		
	A ter the one-time password sent to su************************************	A verify Your Access for Purchase Order #CP000172741 There are non-time password sent to sufference of genetic of the subsect password sent to sufference of genetic of the subsect password sent to sufference of the subsect password sent to sufference of the subsect password sent to sufference of the subsect password sent password sent to sufference of the subsect password sent

Supplier Email

2 Steps

STEP 9

Open the access verification email

	Q Search mail	3 <u>時</u>
	□- C :	1-51
1	Primary	S Promotions & Social
	🔲 🕁 do_not_reply 🛛 🛯 🕬	Verify Your Access for Purchase Order #CPO00172741 - Powered by Verify Your Access for Purchase Order #CPO00172741 Below is your O
	🔲 🙀 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172741 - Powered by Cabot Corporation Purchase Order #CPO00172741 Order Summary Date 05/08/24 PC
	□ ☆ do_not_reply	Verify Your Access for Purchase Order #CPO00172740 - Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purchase Order #CPO00172740 Below is your One-Time Powered by Verify Your Access for Purc
+	🔲 👷 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172740 - Powered by Cabot Corporation Purchase Order #CPO00172740 Order Summary Date 05/08/24 P
	□ ☆ do_not_reply	Verify Your Access for Purchase Order #CPO00172739 - Powered by Verify Your Access for Purchase Order #CPO00172739 Below is your One-Time Pa
	🔲 👷 Cabot Corporation	Cabot Corporation Purchase Order #CPO00172739 - Powered by Cabot Corporation Purchase Order #CPO00172739 Order Summary Date 05/08/24 P
	🗌 🕁 Cabot Corporation	***Copy for Reference*** New Purchase Order CPO00172739 has been issued - Powered by Coupa Software Cabot Corporation Purchase Order #CPC



Copy your password

Copy the 6 digit code and return to the Access verification Tab



Coupa OTP Verification Page

5 Steps

```
STEP 11
```

Paste your password in the designated section

Verify Your Access for Purchase Order #CPO00172741	
Enter the one-time password sent to su*******@gm******.	
Please check the box below to proceed. I'm not a robot	
Verify One-Time Password	
Didn't receive the code. Resend One-Time Password.	
Save Time and Money with Coupa	

STEP 12

Click on I'm not a robot

Please check the box below to	proceed.
I'm not a robot	reCAPTCHA Privacy - Terms
Verify One-Time	Password
Didn't receive the code. Rese	end One-Time Password.



Complete the reCAPTCHA process and click VERIFY



STEP 14

Click on Verify One-Time Password

Verify Your Access for Purchase Order #CPO00172741
Enter the one-time password sent to su*********@gm******.
Enter One-Time Password
104890
Please check the box below to proceed.
I'm not a robot
Verify One-Time Password
Didn't receive the code. Resend One-Time Password.
Save Time and Money with Coupa



🔅 General Info	🔗 Shipping
Status Issued - Sent via Email Order Date 05/08/24 Revision Date 05/08/24 Requester Evija Daukste Email evija daukste@cabotcorp.com Payment Term A00 Attachments None Acknowledged 2 Assigned to Select	Ship-To Address 6201 Alton Way Matoon, IL 61938 United States Location Code: 5123 Attr: Evija Daukste PURCHASING EMAIL None Terms None Shipment Tracking
1 Type Item test Need By Supplier Part Number Supplier Auxiliary Part Number 05/30/24 None None	Advanced Search Sort by Line Number: 0 → 9 ✓ Price Total Invoiced 200.00 200.00 0.00 Manufacturer Name Manufacturer Part Number None None

You can now access the online version of your Purchase Order



12 of 12