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.

- 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 View most recent version

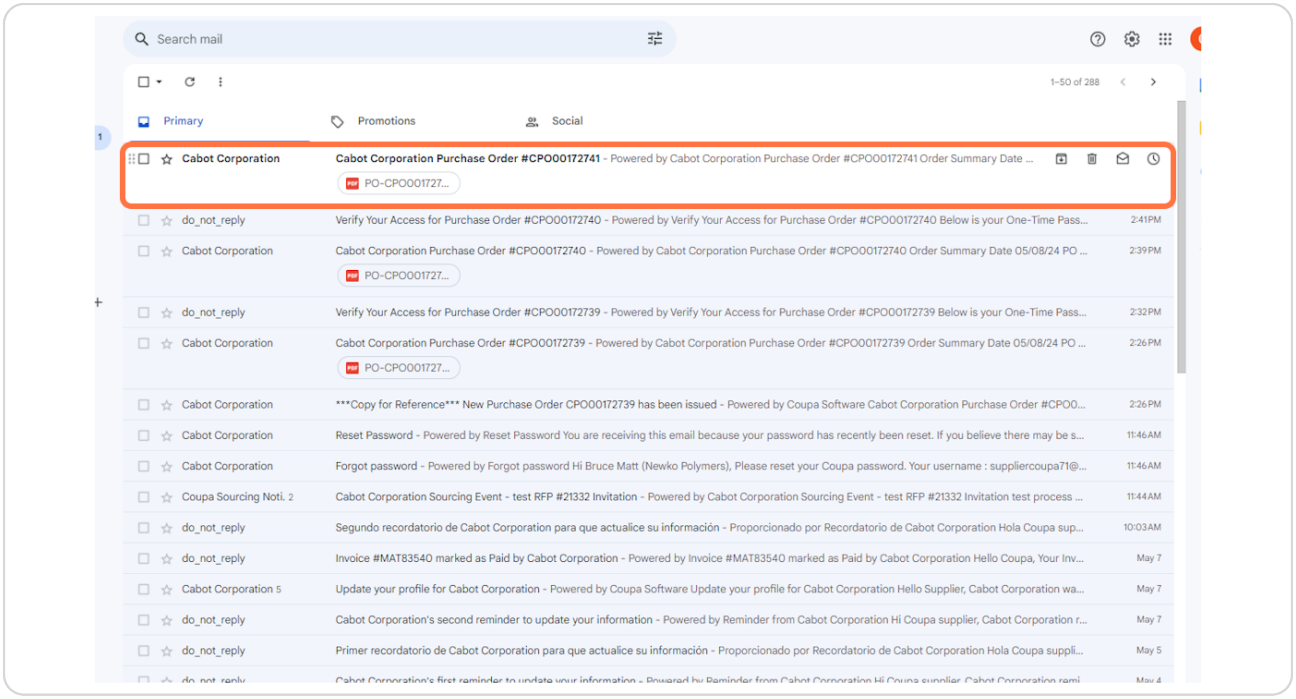
Created by	Creation Date	Last Updated
Evija Daukste	May 08, 2024	May 20, 2024

Supplier Email

2 Steps

STEP 1

Open Email notification for a new PO

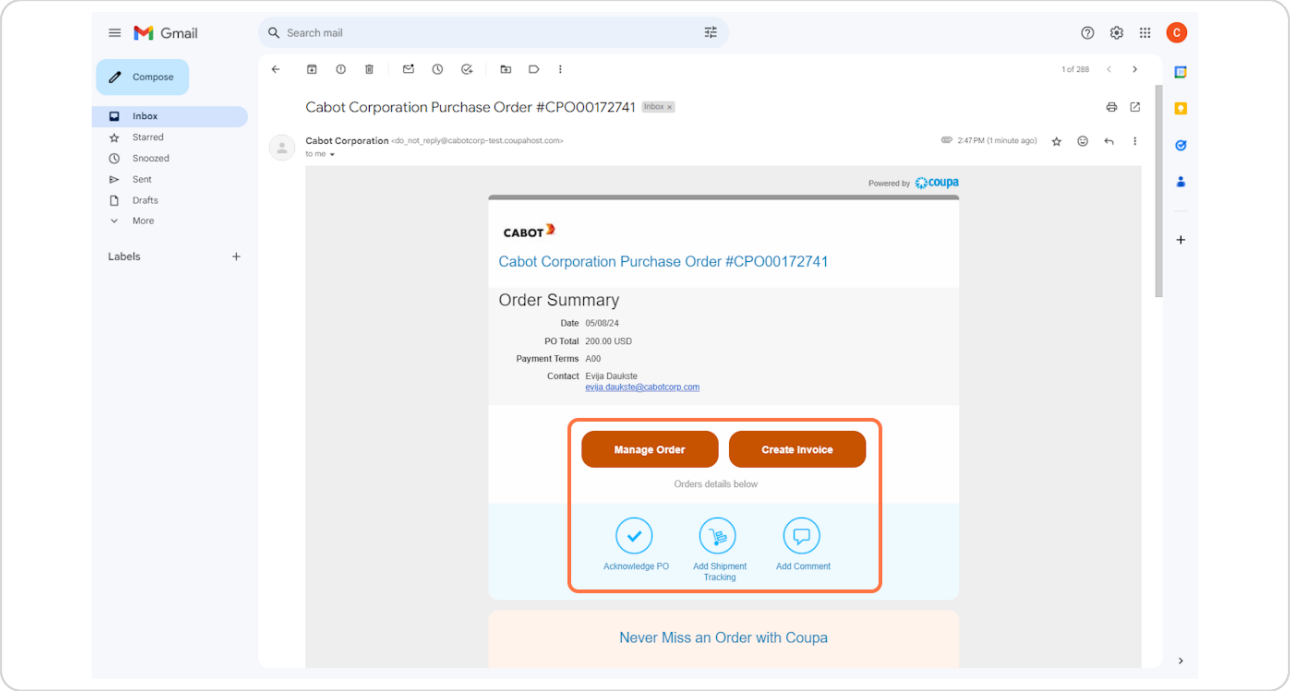


STEP 2

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.



Coupa OTP Verification Page

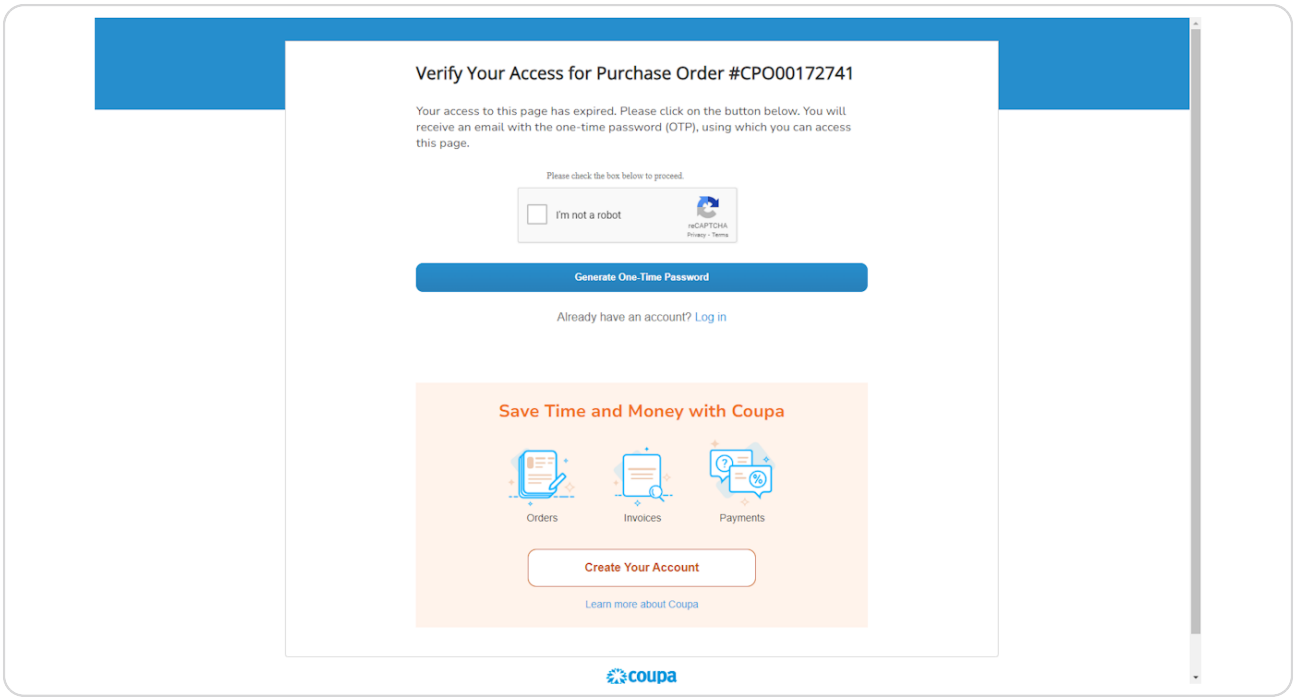
6 Steps

STEP 3

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.

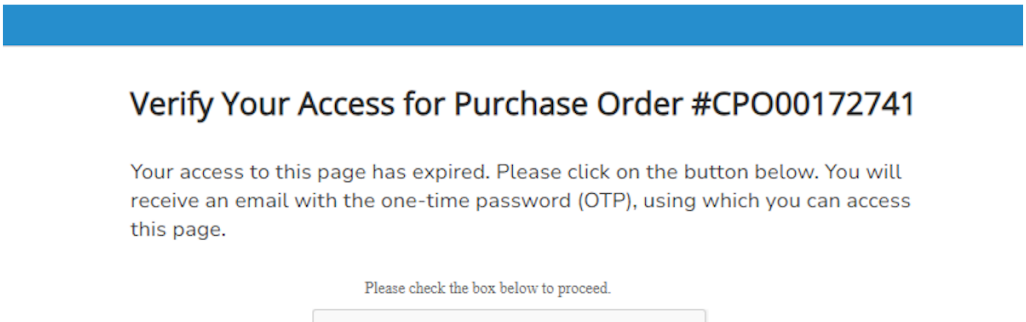
*If you already have a CSP account, you can Log in and skip the OTP process



STEP 4

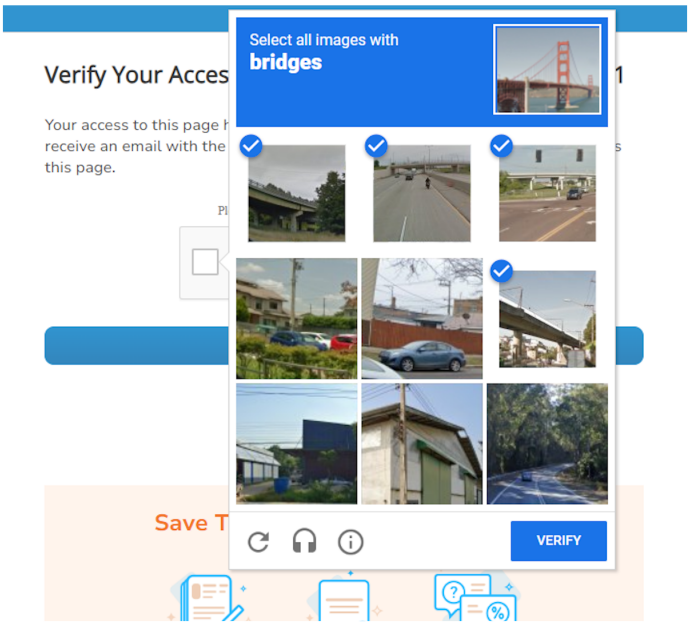
Click on I'm not a robot

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



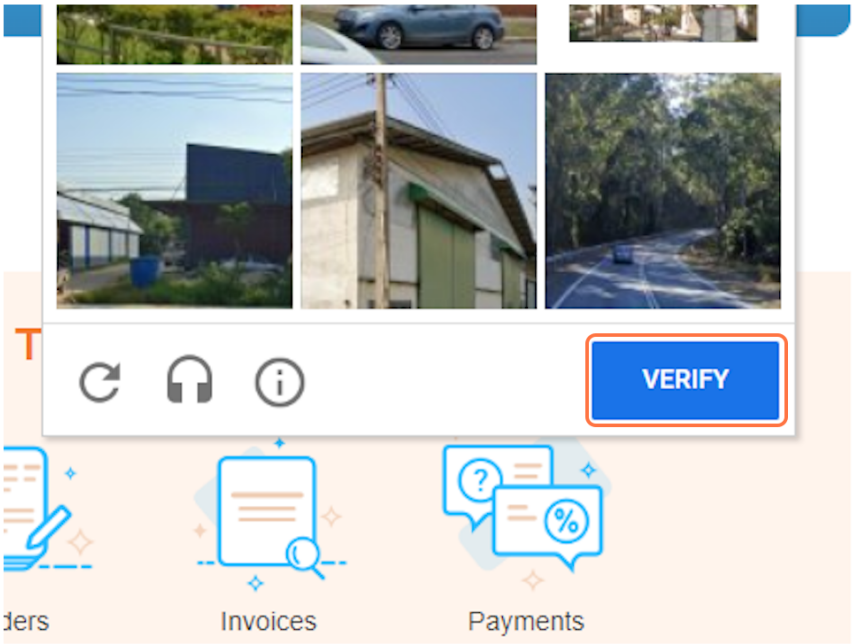
STEP 5

Complete reCAPTCHA verification process



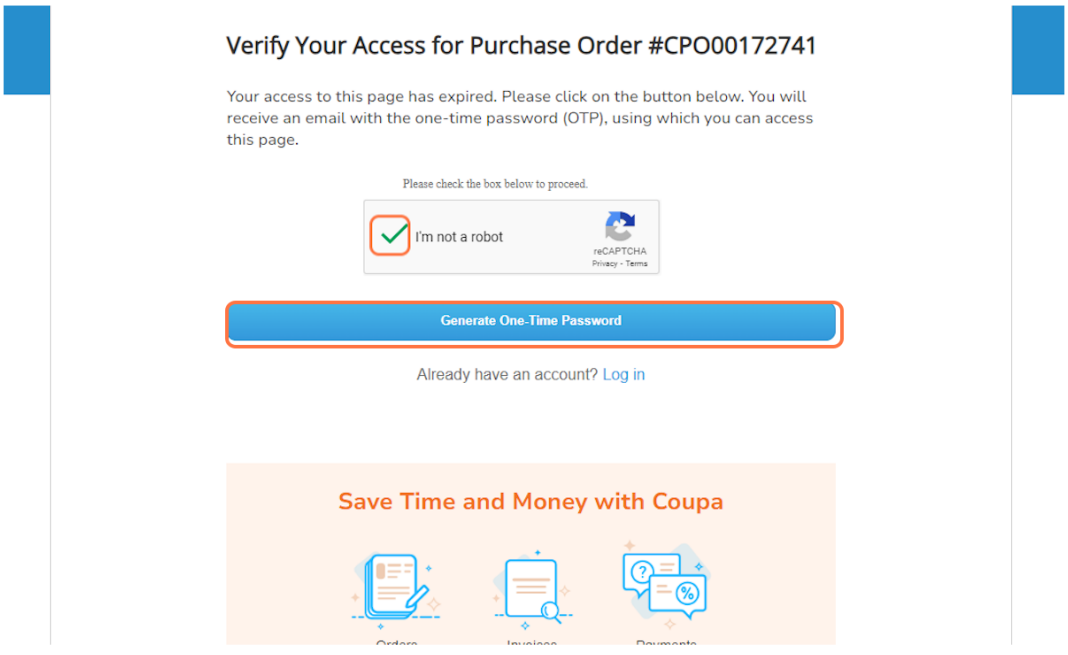
STEP 6

Click on VERIFY



STEP 7

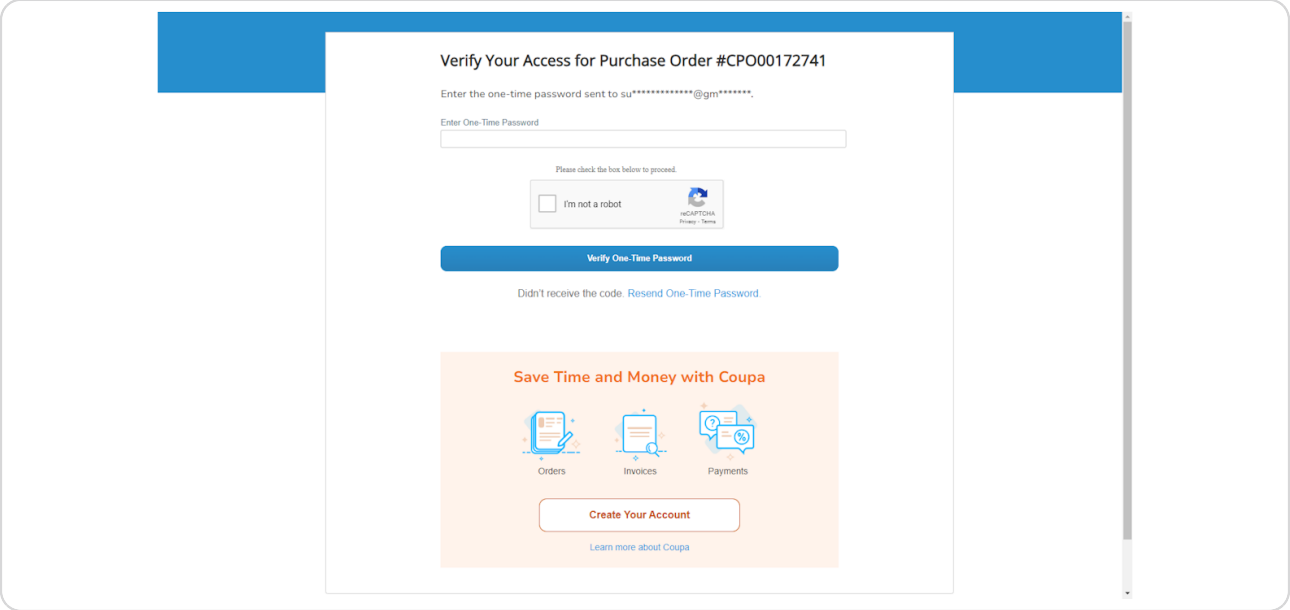
Click on Generate One-Time Password



STEP 8

Your OTP is Generated

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

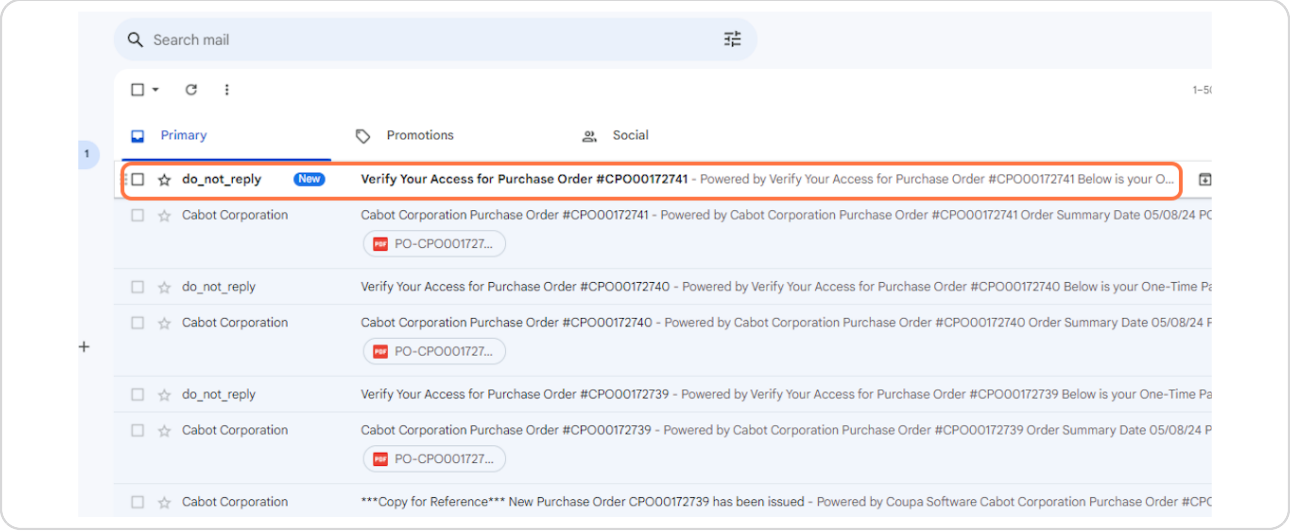


Supplier Email

2 Steps

STEP 9

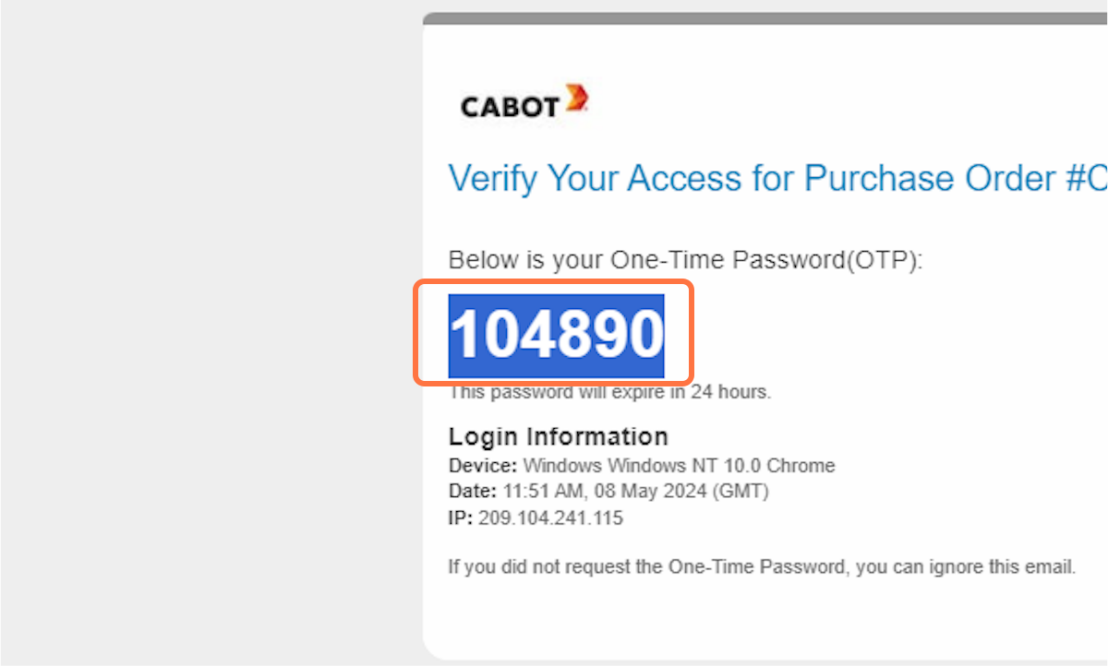
Open the access verification email



STEP 10

Copy your password

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

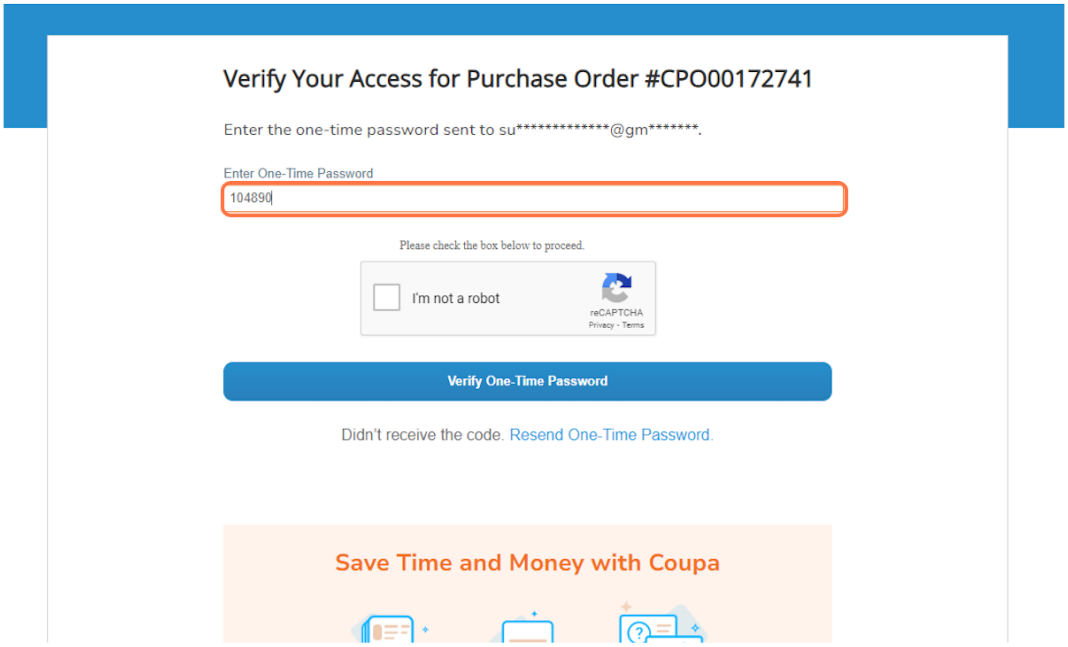


Coupa OTP Verification Page

5 Steps

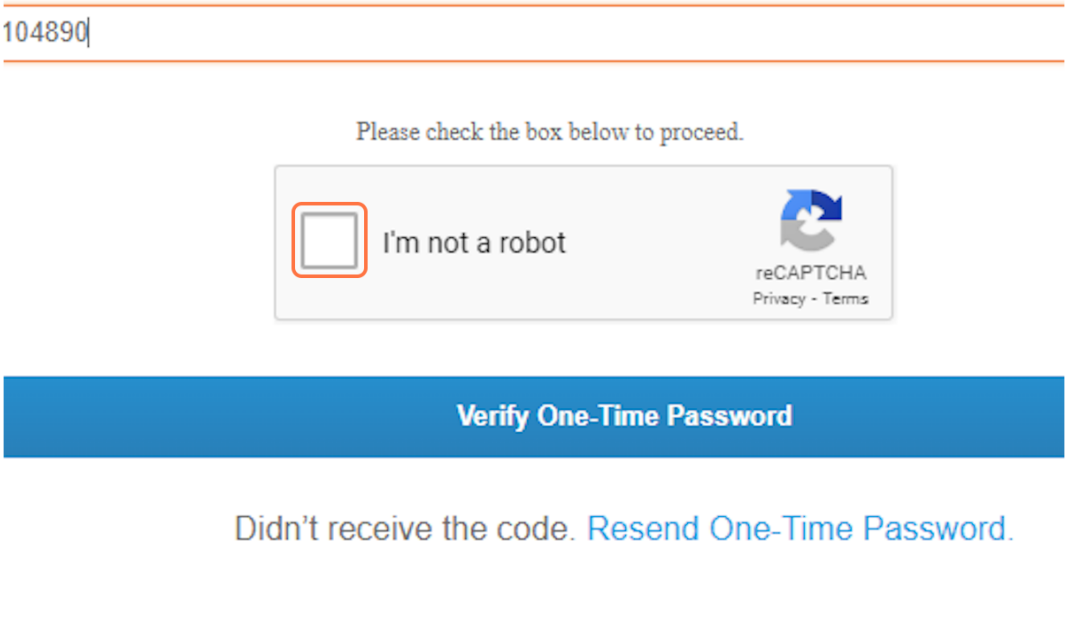
STEP 11

Paste your password in the designated section



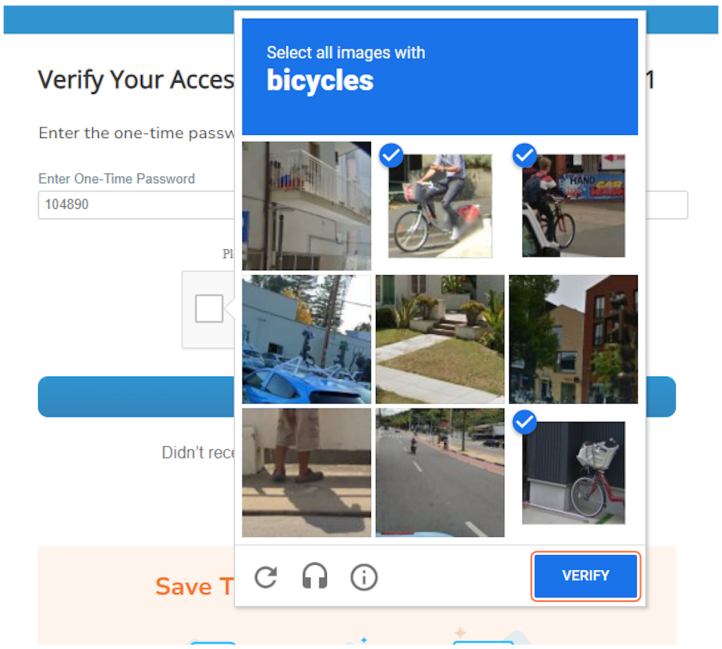
STEP 12

Click on I'm not a robot



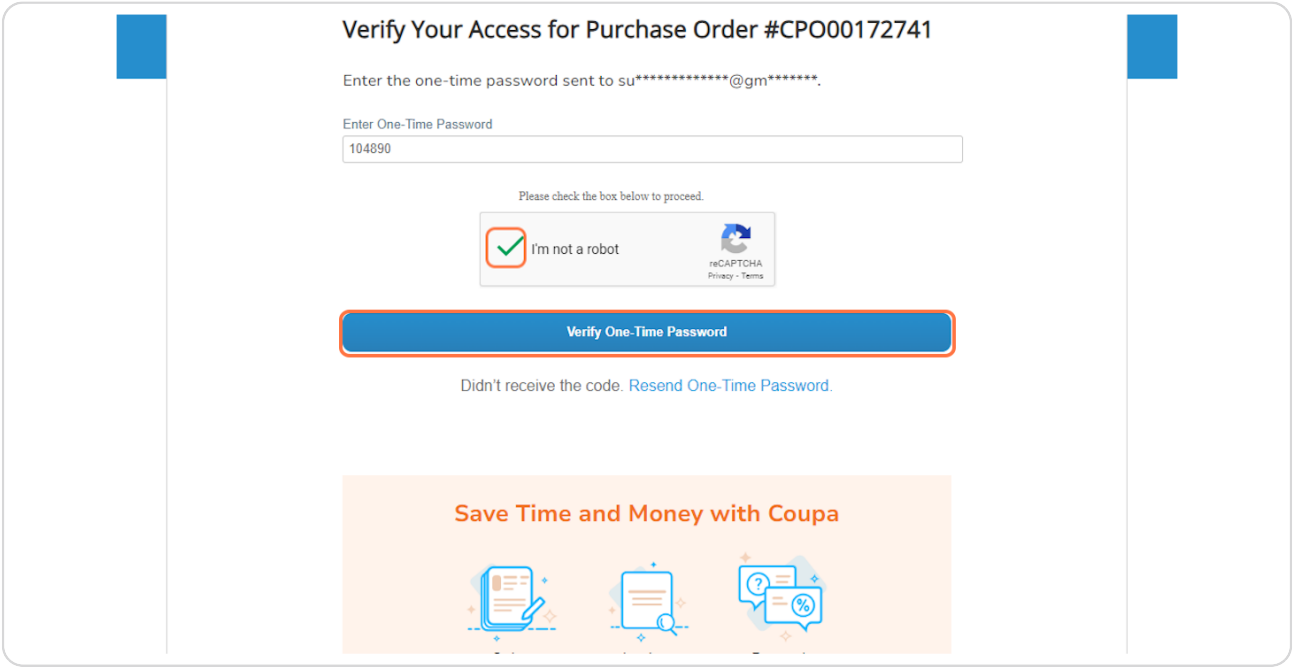
STEP 13

Complete the reCAPTCHA process and click VERIFY



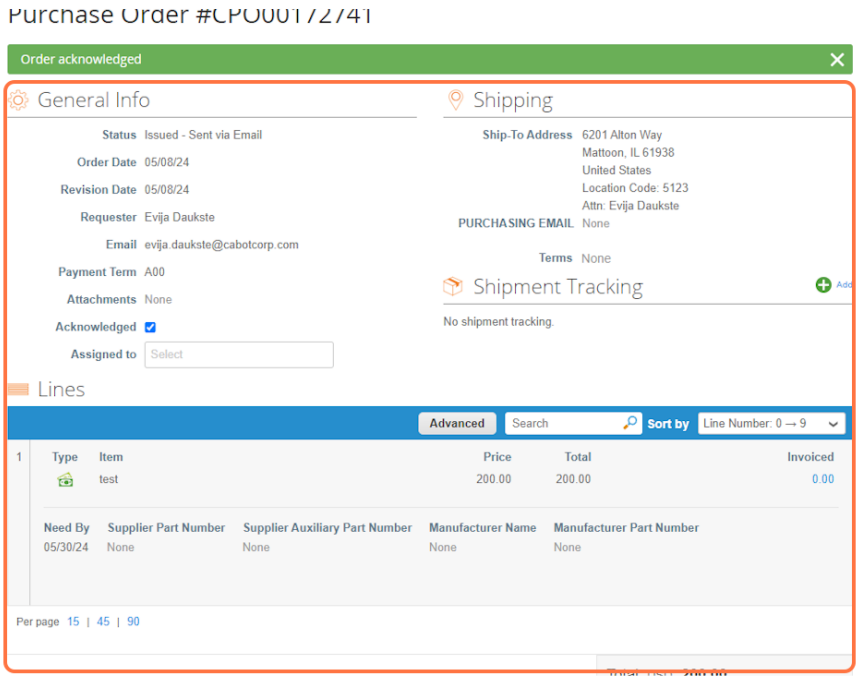
STEP 14

Click on Verify One-Time Password



STEP 15

You can now access the online version of your Purchase Order



CABOT