

# 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](#) 

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Created by

Evija Daukste

Creation Date

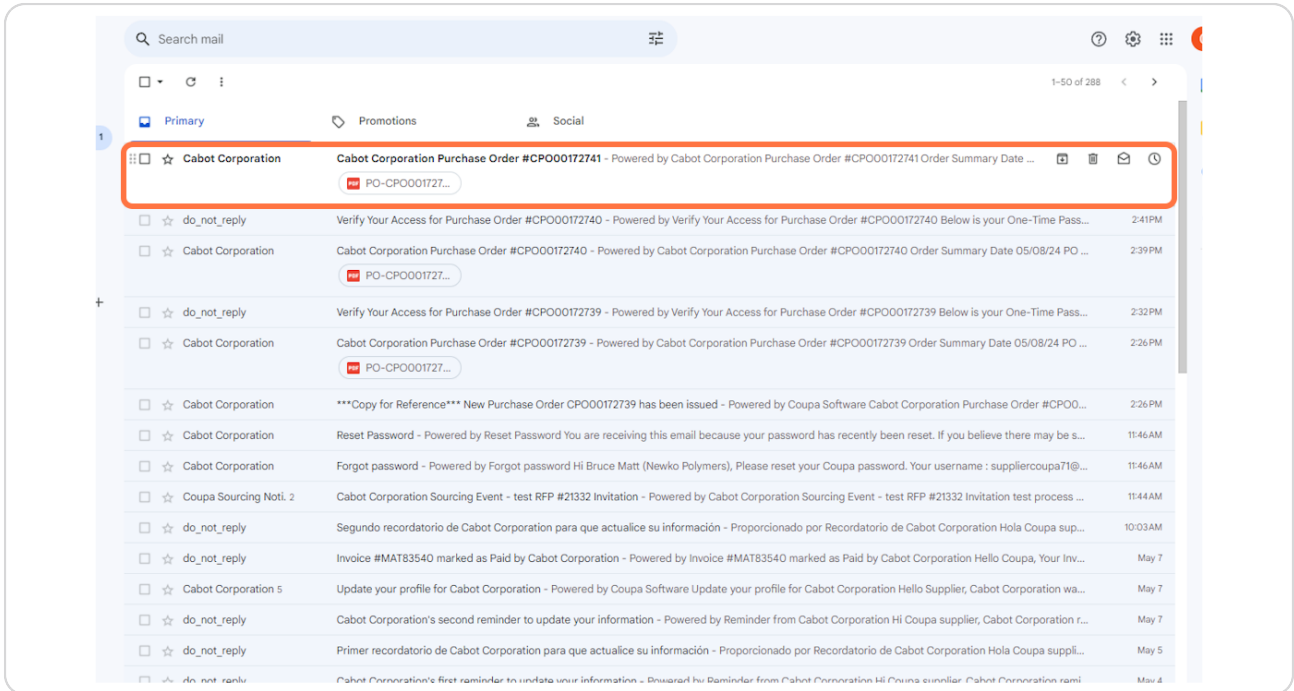
May 08, 2024

Last Updated

May 20, 2024

## STEP 1

### Open Email notification for a new PO

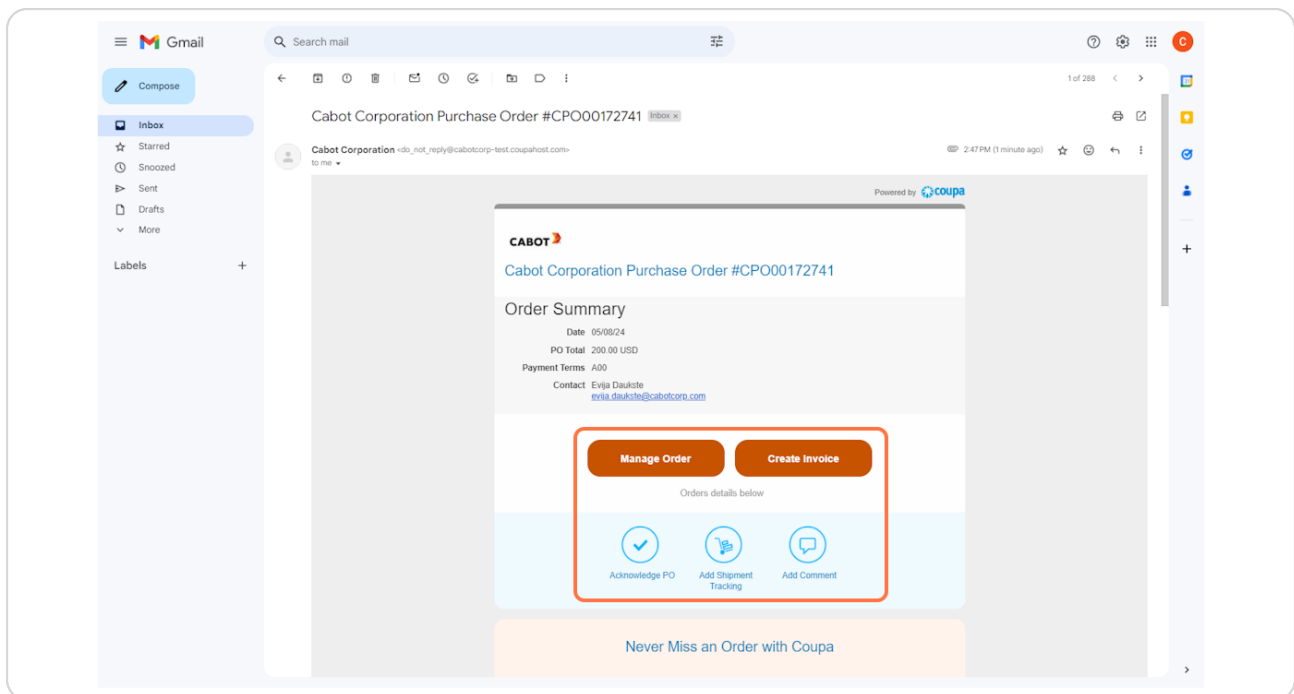


## STEP 2

### 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

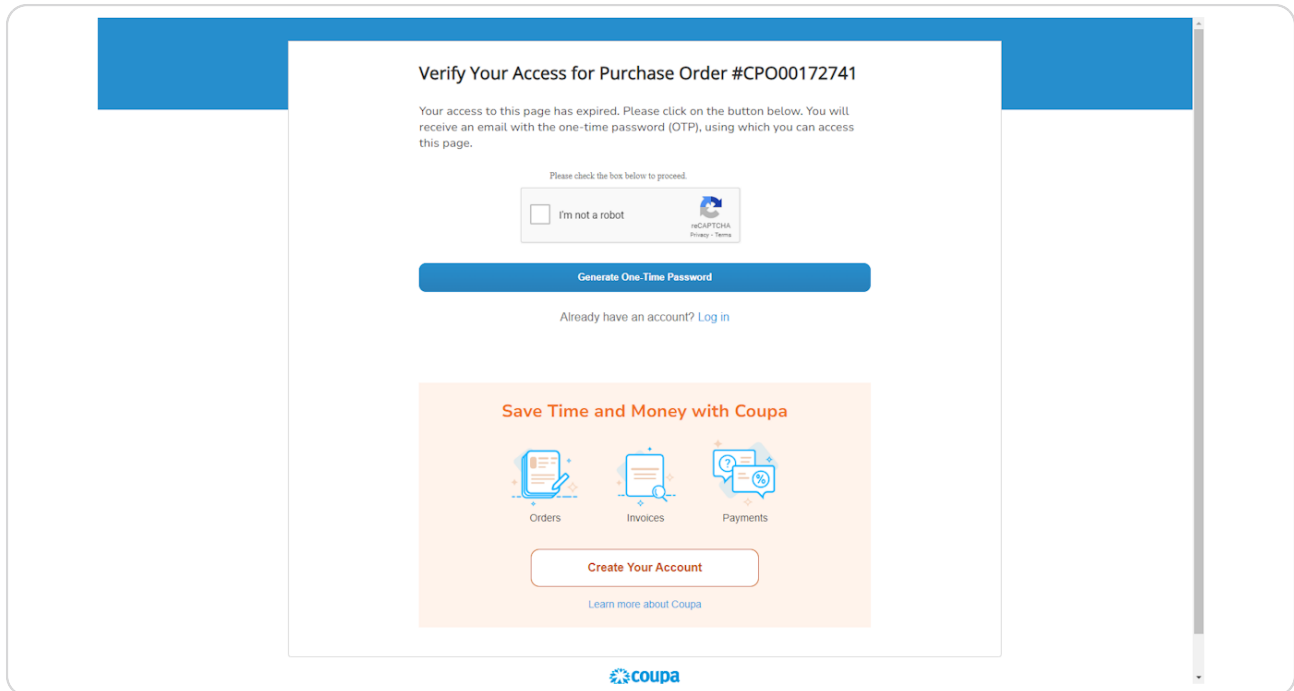
6 Steps

### 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.

### 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.

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Generate One-Time Password**

Already have an account? [Log in](#)


## STEP 5

### Complete reCAPTCHA verification process

### Verify Your Access

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.

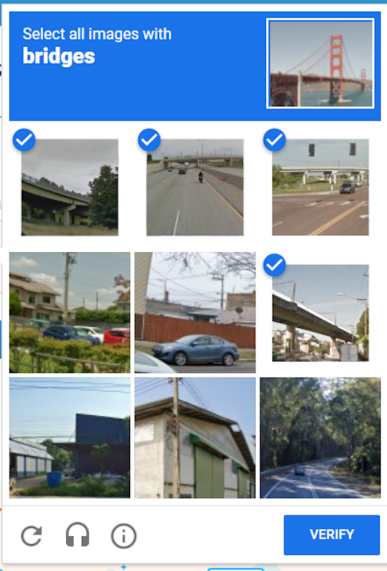
Please check the box below to proceed.

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Generate One-Time Password**

Already have an account? [Log in](#)

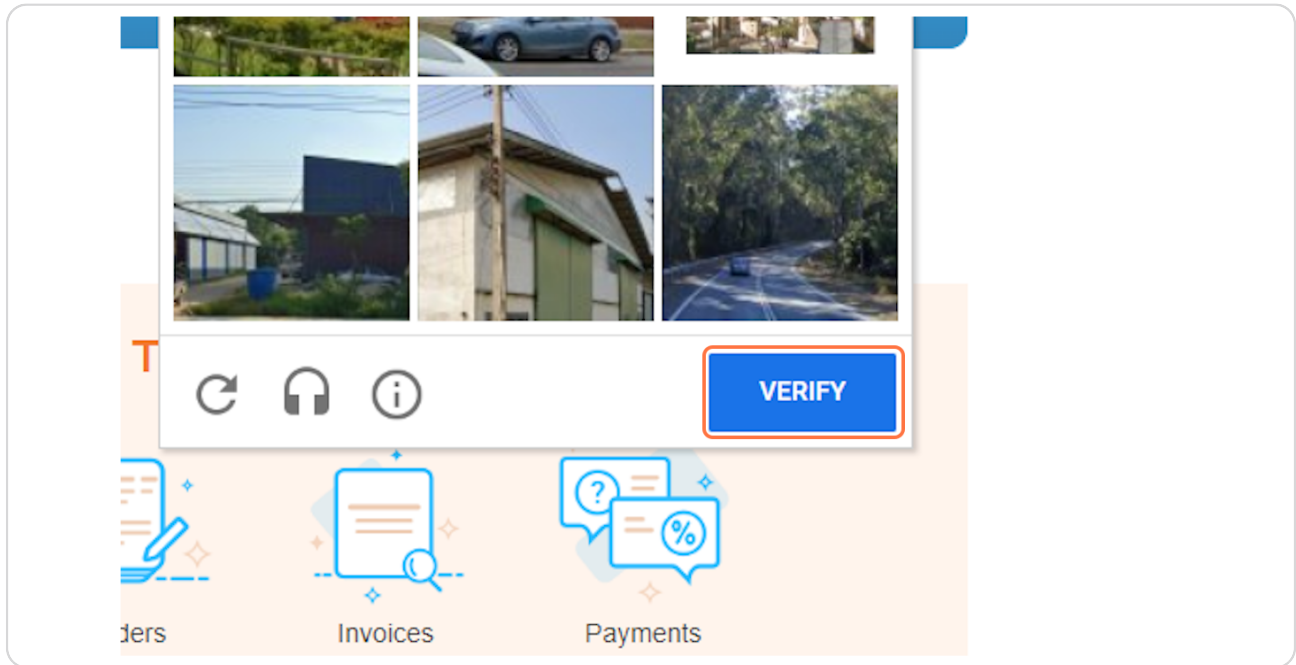
Select all images with **bridges**



Save T

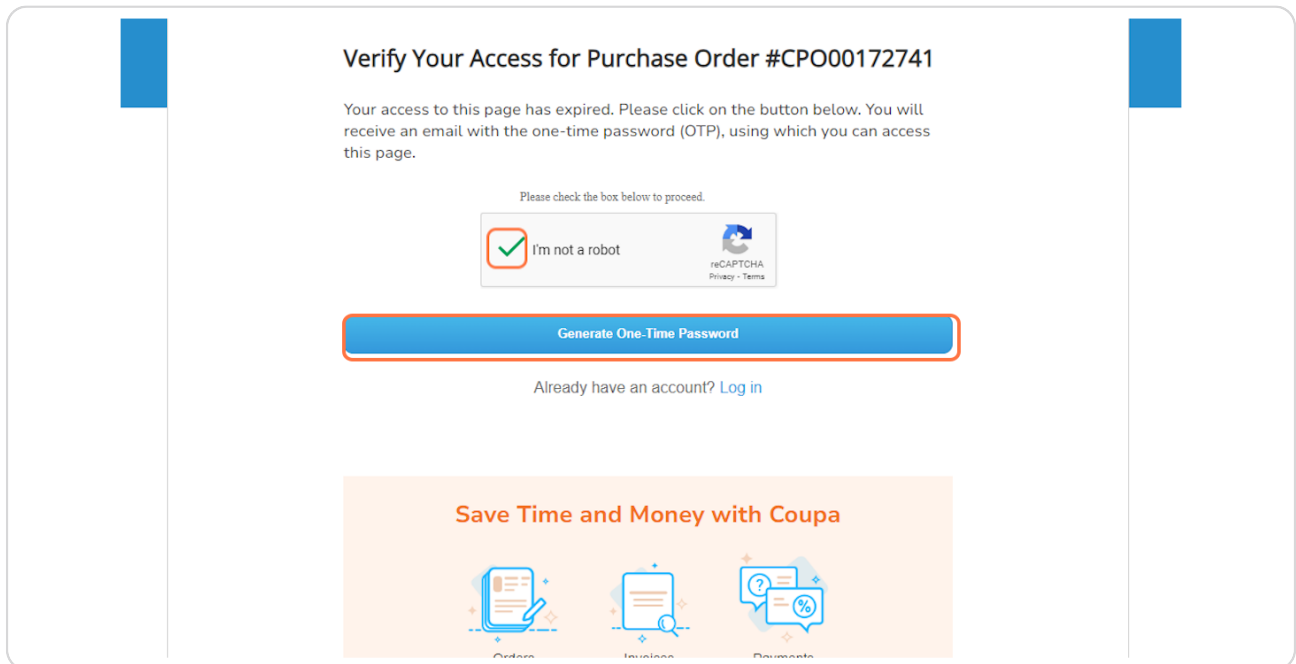
## STEP 6

Click on **VERIFY**



## STEP 7

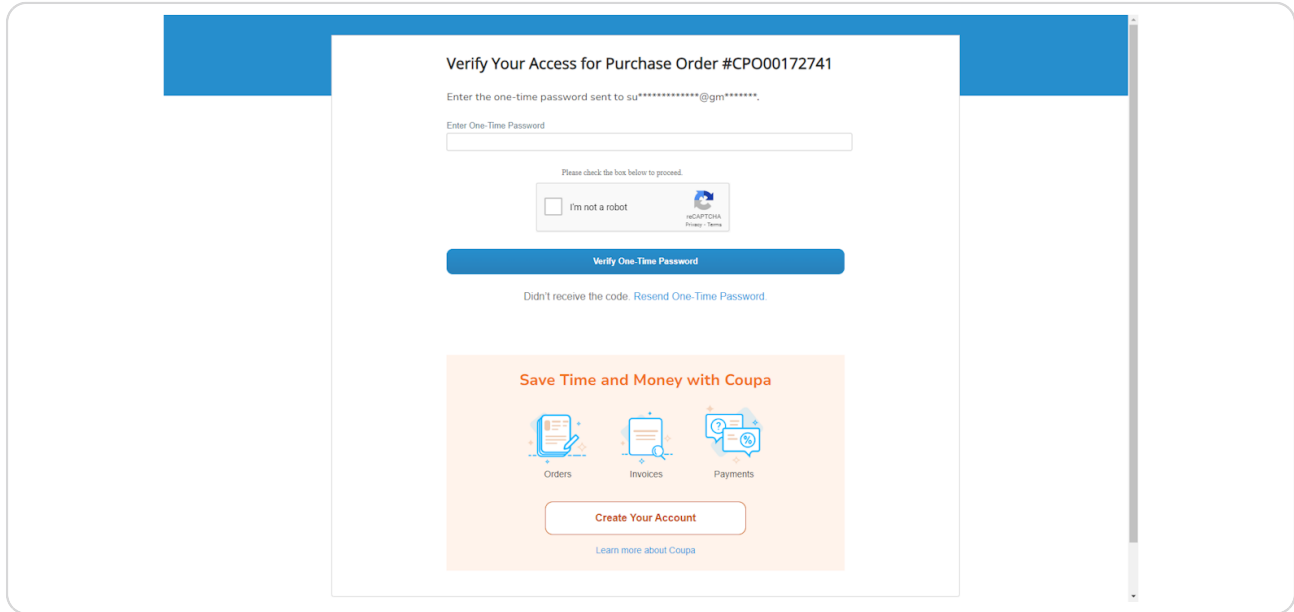
Click on **Generate One-Time Password**



## STEP 8

### Your OTP is Generated

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

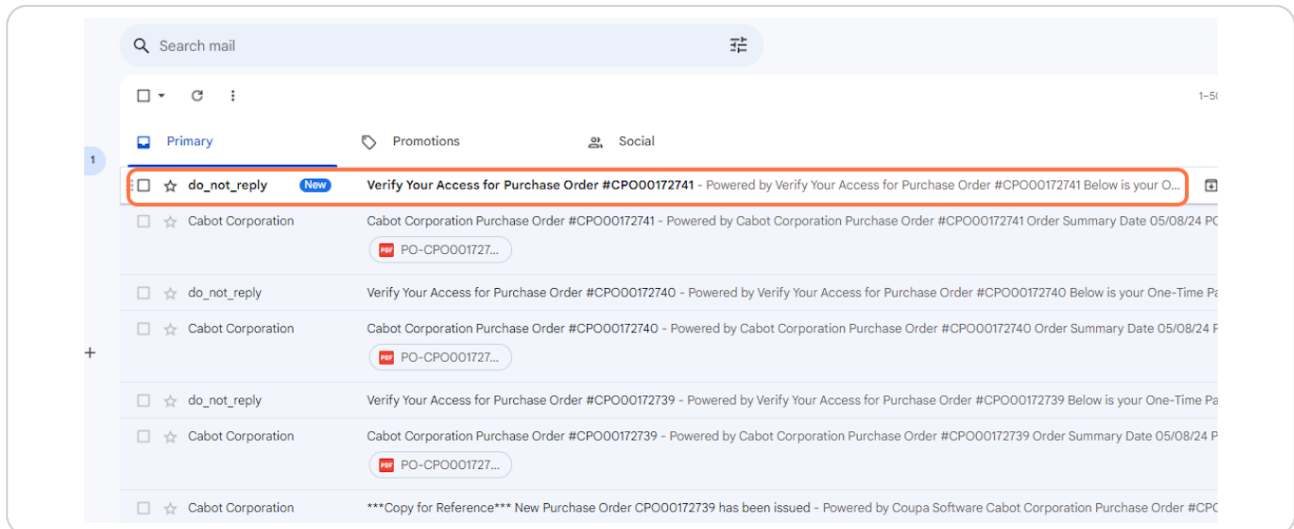


## # Supplier Email

2 Steps

## STEP 9

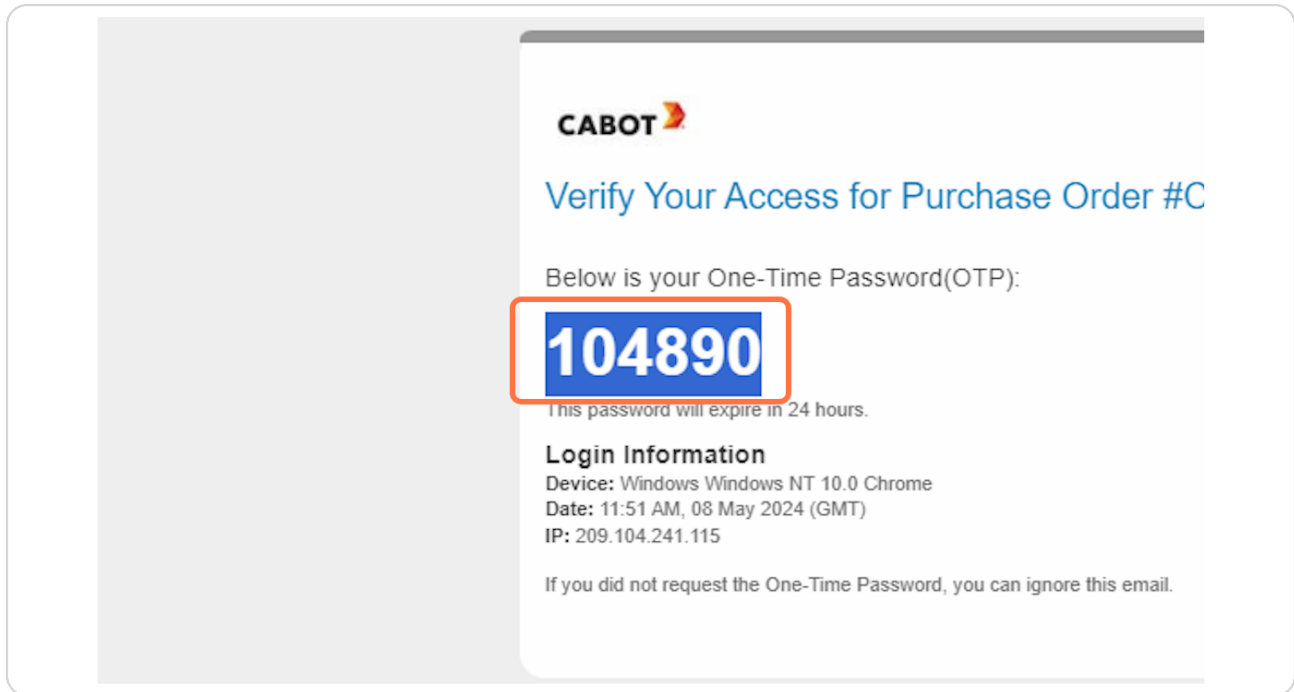
### Open the access verification email



## 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


**Verify Your Access for Purchase Order #CPO00172741**

Enter the one-time password sent to su\*\*\*\*\*@gm\*\*\*\*\*.

Enter One-Time Password

Please check the box below to proceed.


I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

**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

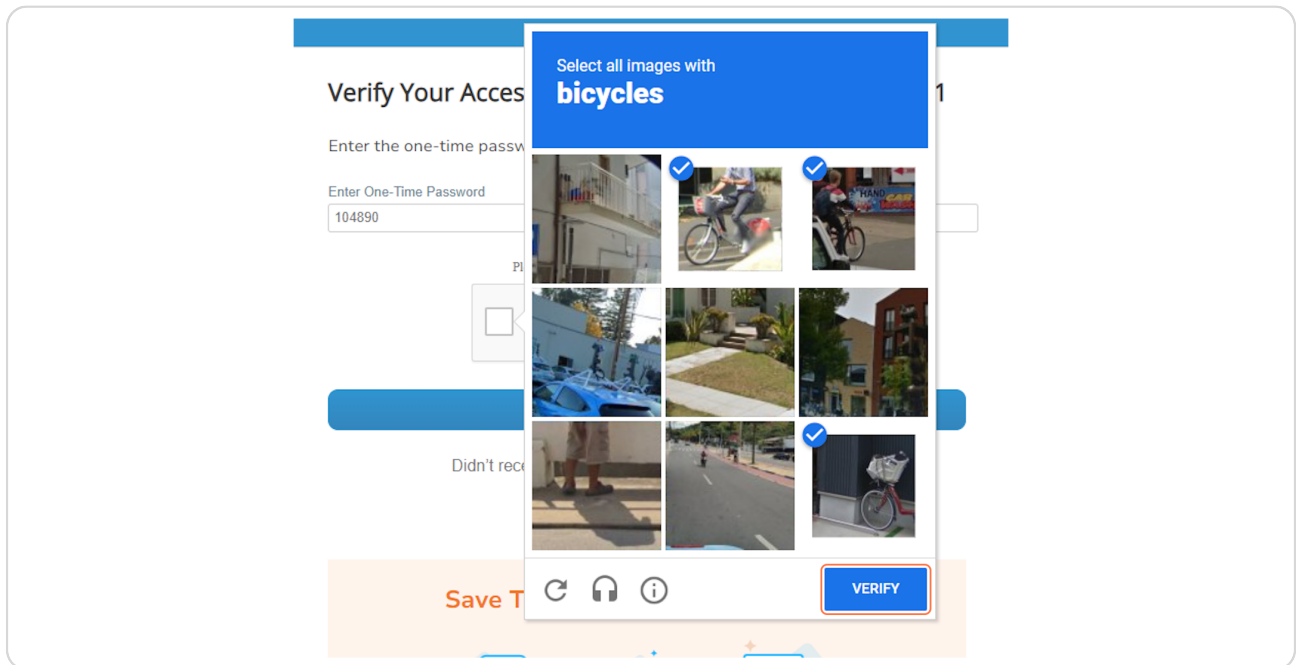
  
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Verify One-Time Password**

Didn't receive the code. [Resend One-Time Password.](#)

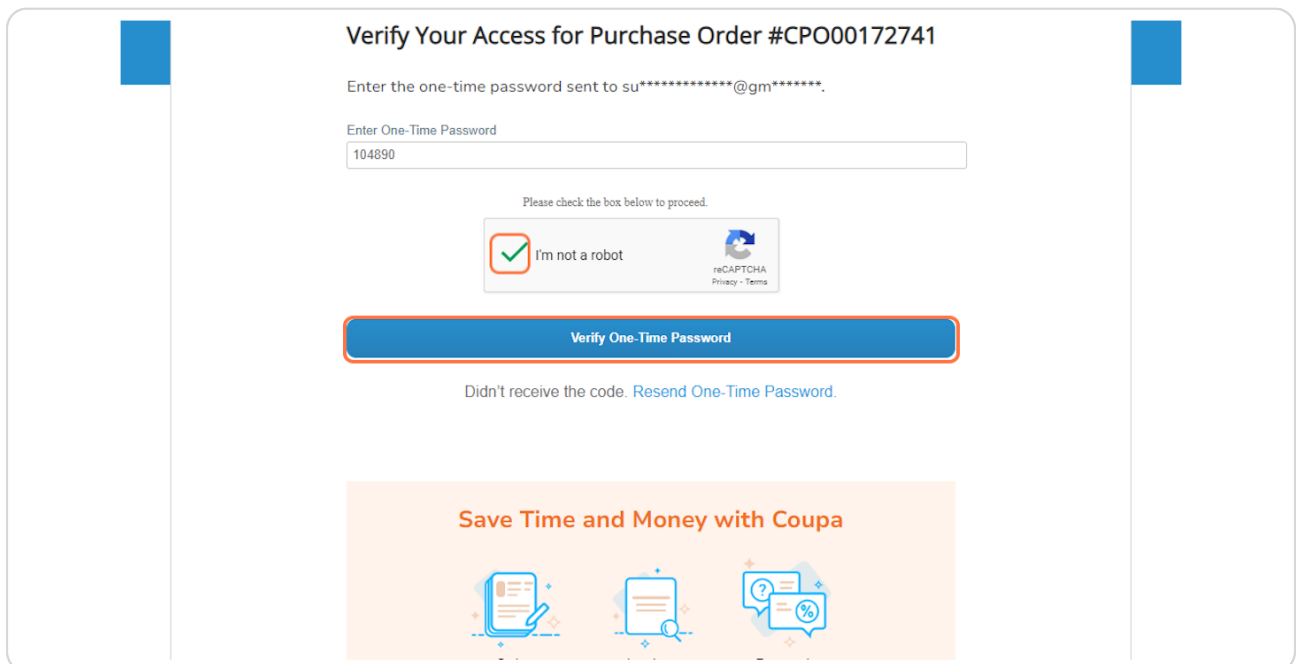
### STEP 13

## 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

Purchase Order #CPO001/2/41

Order acknowledged

### General Info

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   
Assigned to

### Shipping

Ship-To Address 6201 Alton Way  
Mattoon, IL 61938  
United States  
Location Code: 5123  
Attn: Evija Daukste  
PURCHASING EMAIL None  
Terms None

### Shipment Tracking

No shipment tracking.

### Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Price	Total	Invoiced
		test	200.00	200.00	0.00

Need By	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number
05/30/24	None	None	None	None

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