

SETTING UP YOUR 2 FACTOR AUTHENTICATION (2FA) IN THE COUPA SUPPLIER PORTAL (CSP)

(Increase the zoom to view the screenshots clearly.)

My Account Settings

Notification Preferences

Security & Two-Factor

Authentication

Settings

| | Legitar Intervation Support Information Support Information Support Information Support Information Support Information Support S | w per has note: y please finalise the 2 factor author def a code if you need to update or your account. " ou click on this link and use our gu s on boarding form." | Profile (are tear | your name located at the top right hand side of your CSP. Then select the option "Account Settings". |
|-------|---|--|--|---|
| 森coup | <mark>a</mark> suppli | erporta | Step 2 In the "My Account" settings page select the "Security & Two-Factor | |

User Details

* First Name

Continue to the next step ...



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Step 3

You can continue the process from this screen if you have or want to use an authentication app.

Just follow the steps provided to complete the process and enable the 2FA.

If you prefer to receive a code via text message, select cancel, and move to Step 4.

| | | nme sneets | ASN | Invoices | Catalogues | Business Pert | | |
|--------------------------|--|---------------------------|-----------|----------|------------|---------------|--|--|
| My Account | Security & Two- | Factor Authe | enticatio | מר | | | | |
| ny / lecount | Two-Fact | Two-Factor Authentication | | | | | | |
| Settings | | | | | | | | |
| Notification Preferences | ⊖ Disabled | | | | | | | |
| Security & Two-Factor | Enable only for Payment Changes (Required for changing Legal Entity or Remit-To | | | | | | | |
| Autrenucation | 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 Using SMS, a code will be sent to your mobile phone number. Er verification code when prompted and select OK. SMS rates apply | | | | | | | |
| | | | | | | | | |

Step 4

If you prefer to receive your 2FA code via text, select the tick box in the "Via SMS" box.

Once selected you will need to enter your mobile phone number and select "Next".

You will then receive a code to enter to finalise this option.

You can print or download the backup codes and store in a safe place if required.

Continue to the next step ...



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| Hom Profile | Orders Service | /Time Sheets | ASN | Invoices | Catalogues | Business Perf | |
|---|--|---------------------------|-------------------------------------|---|-----------------------------------|-------------------------------|--|
| My Account s | ecurity & Two- | Factor Authe | enticatio | on | | | |
| Settings | Two-Factor Authentication | | | | | | |
| Notification Preferences | Enable only for | r Payment Chang | jes (Requir | ed for changing | Legal Entity or R | emit-To) | |
| Security & Two-Factor Authentication | O 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 Enab | led | | | | | |
| | Enabled | Using SMS, verification c | a code wil ode when 83 Change | l be sent to yo prompted and e Phone Numl | ur mobile phone select OK. SMS | number. Enter rates apply. | |
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Step 5

If you are on-boarding as a new supplier to IRT, you will need to navigate back to the IRT supplier on-boarding form.

To do this, select the "Profile Tab".

| Home | Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Perfo | From the profile tab, select t |
|-----------|---|--------------------------------|
| Your Prof | ile Information Requests Coupa Verified | information Requests opti |
| IRT - | TEST | You will now be back at the |
| | Ve have auto-filled some information from your Public Profile. | boarding form where you ca |
| | | boarding requirements. |
| | Supplier Information | |
| | Test 2FA Pty Ltd Part 3 | |
| | SUPPLIER ONBOARDING FORM | |
| | | |