

## Logging into the Coupa Supplier Portal

The steps below will outline how log into the Coupa Supplier Portal.

- 1. Log into your Coupa Supplier Portal <u>http://supplier.coupahost.com/.</u>
- 2. Enter your **Email** and **Password**. Select **Login**

<b>©coupa</b> supplier portal			Secure
	Login		
	Email Password		
	Forgot your password? Login New to Coupa? CREATE AN ACCOUNT	4	

Coupa Supplier Portal administrators who manage the CSP users, are notified through a banner on the home page to check user permissions.

Non-admin users can view permissions and request additional permissions form the administrator.

Velcome to Coupa Supp	vlier Portal		
🗸 Create	Invoices & Get Status Updates	✓ Update Profile & Payment Info	
✓ View 8	Respond to Purchase Orders	✓ Create Time Sheets & ASNs Against Orders	
✓ Host 8	k Manage Catalogs	✓ Get Real-Time SMS & Email Notifications	
	<b>୍ଲି:coupa</b> s	supplier portal	
Skip	•		Next

Once you are signed in, Coupa will offer a tour of the site.



When you log in for the first time, you are prompted to enable two-factor authentication.

## Log In with Two-Factor Authentication

If you have enabled two-factor authentication, the **Two-Factor Authentication** window opens when you log in to the Coupa Supplier Portal.

If you enabled the Two-Factor Authenticator App, open Google Authenticator on your device, choose your Coupa Supplier Portal account, and obtain the validation code.

If you enabled two-factor authentication for SMS, check your text messages for the verification code.

Type the two-factor authentication code in the appropriate field, choose **Remember this computer for 30 days** (if you're not using a shared or public computer) and click **Log In.** 

After 30 days you will be required to log in again.

The code is good for 60 seconds. If you don't type the authentication code on the CSP sign-in page and click Log In within 60 seconds, you must obtain a new code and try again

If you are locked out and don't have your six-digit backup validation code, contact your customer (<u>GWS U.S.</u>, <u>Canada, and APAC</u> or <u>Corporate U.S.</u>) You will be asked to complete a <u>declaration</u> form and provide the email you used to log in to the Coupa Supplier Portal.