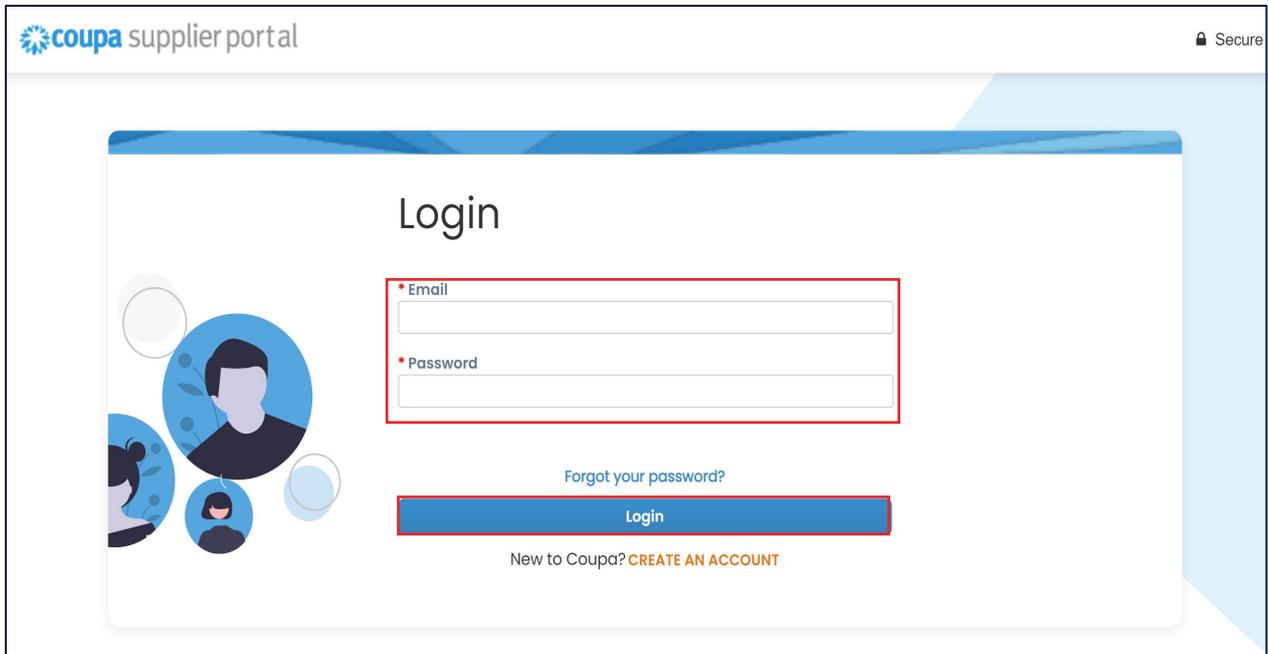


Logging into the Coupa Supplier Portal

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

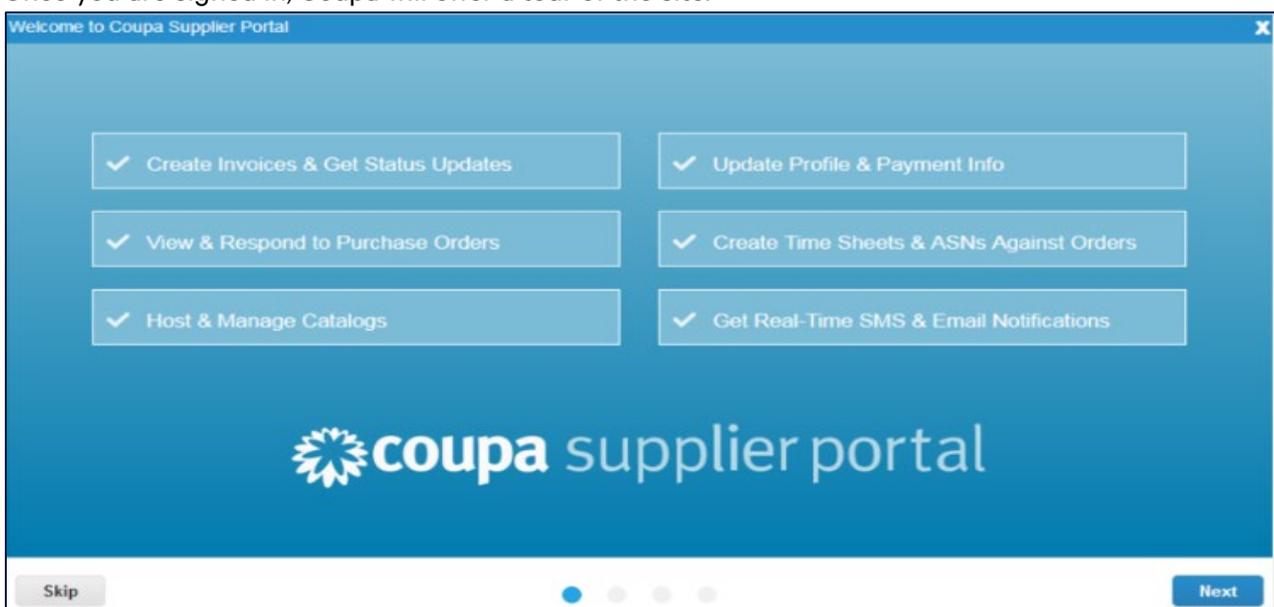
1. Log into your Coupa Supplier Portal <http://supplier.coupahost.com/>.
2. Enter your **Email** and **Password**. Select **Login**



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.

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 ([GWS U.S., Canada, and APAC](#) or [Corporate U.S.](#)) You will be asked to complete a [declaration](#) form and provide the email you used to log in to the Coupa Supplier Portal.