



Multi Factor Authentication in Coupa Supplier Portal

Supplier Instructions

GFSS Procurement – April 2026

The background features a complex, abstract digital pattern in shades of blue. It consists of numerous glowing, wavy lines and clusters of small, bright blue dots, creating a sense of depth and movement, reminiscent of data flow or network connections. The overall effect is futuristic and high-tech.

How to enable the Multi Factor Authentication in CSP



Multi Factor Authentication in Coupa Supplier Portal

To enable the multi factor authentication in CSP, log in to your Supplier account:

<https://supplier.coupahost.com>

Go to your Name > Account Settings > Security & Multi Factor Authentication tab
Select your preferred option:

- **For Payment Changes (Required for Changing Legal Entity or Remit-To):** Multi-factor authentication is required when creating or editing legal entities, payment method and bank account information

- **For Both Account Access (Login) and Payment Changes:** Multi-factor authentication is required when logging in to the CSP. You will not need to reauthenticate when working with financial data because authentication occurs during login



Multi Factor Authentication in Coupa Supplier Portal

Confirm your selection and click on Save anyway

The screenshot shows the 'My Account' page with the 'Security & Multi-Factor Authentication' section active. The left sidebar contains links for 'Settings', 'Notification Preferences', 'Security & Multi-Factor Authentication', and 'App Connections'. The main content area is titled 'Multi-Factor Authentication' and features three radio button options: 'Disabled', 'For Payment Changes (Required for changing Legal Entity or Remit-to)', and 'For Both Account Access and Payment Changes'. The 'For Both Account Access and Payment Changes' option is selected. Below these options, there are sections for 'Via Authn' and 'Use an Authn' with a 'Default' radio button. A confirmation dialog box is overlaid on the page, titled 'Please confirm', with the message: 'You have selected to enable Multi-Factor Authentication on Coupa Supplier Portal. Are you sure you'd like to continue?'. The dialog has two buttons: 'Cancel' and 'Save anyway'.



Multi Factor Authentication in Coupa Supplier Portal

Select your preferred method. Authenticator App or Text Message.

Via Authenticator App: Free Google Authenticator app available in your mobile phone app stores. This app will generate 6-digit codes.

Via Text Message: Receive a code sent by text message to your phone.

VIA Pass Key: Set the pass key function in Microsoft

Multi Factor Authentication

- Disabled
- For Payment Changes (Required for changing Legal Entity or Remit-To)
- For Both Account Access (Login) and Payment Changes

Via Authenticator App

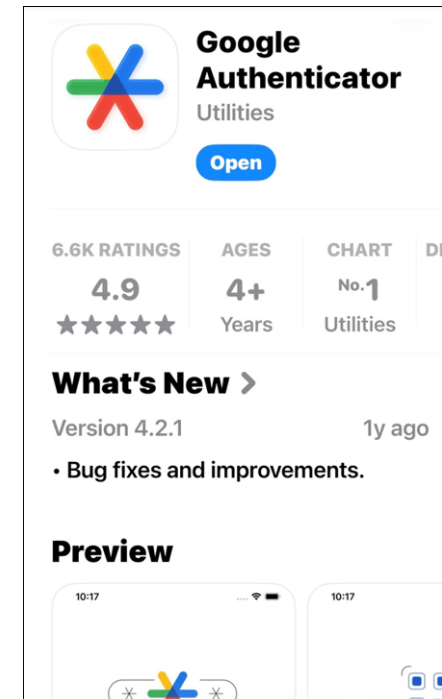
Use an Authenticator App available from your mobile phone app store.
 Default

Via Text Message

Use a code sent via text message to your phone number.
 Default

Via Passkey

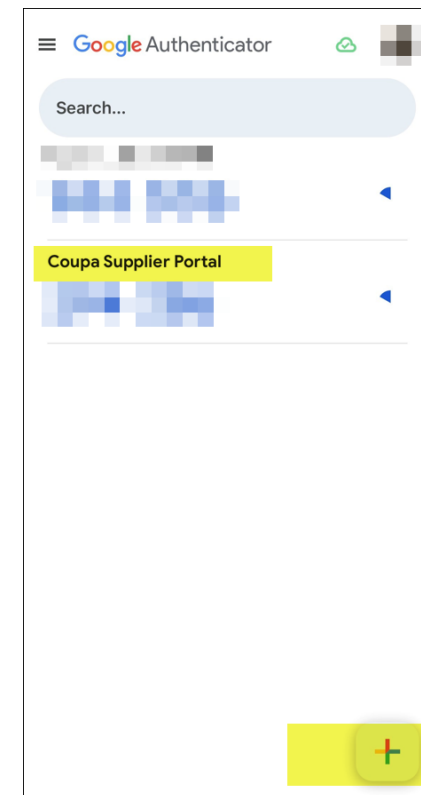
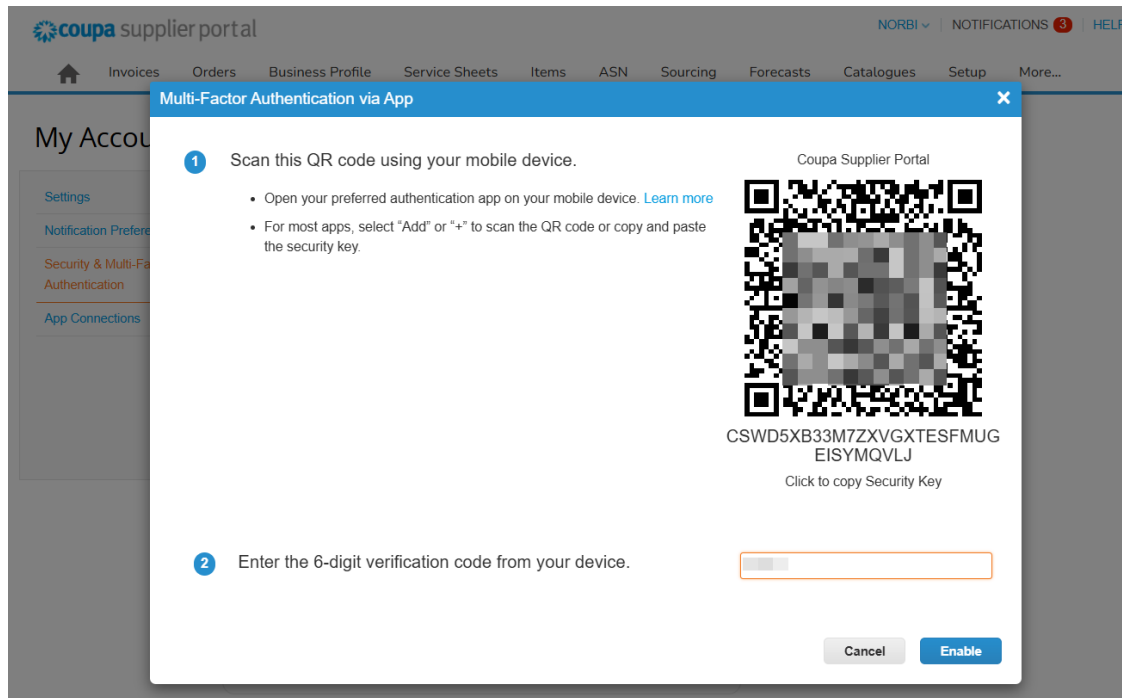
Use a passkey stored in your browser or on your device.
 Default





Multi Factor Authentication in Coupa Supplier Portal

Via Authenticator App: open the app on your mobile, click on the Plus button in the right bottom corner and select Scan a QR Code. Scan the QR code showing in your CSP. Your app will show Coupa Supplier Portal and a 6-digit code that will refresh every 30 seconds.





Multi Factor Authentication in Coupa Supplier Portal

Coupa will generate 6 back up codes that will show on the next page. Download them. The format will be Coupa codes-YYYY-MM-DD

These codes are the **ONLY** way to restore access if you lose access to your authenticating device or app.

NOTE: Each code can be used only once.

The screenshot displays the Coupa Supplier Portal interface. The main content area shows the 'Multi-Factor Authentication' settings page. A modal dialog box titled 'Save Your Backup Codes' is open, displaying a message: 'These codes were generated on October 30, 2025'. Below this, it states: 'Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app. You can use each recovery code only once. Keep these somewhere safe but accessible.' A grid of six blurred backup codes is visible. A green 'Download' button is located at the bottom right of the dialog. In the foreground, a file download window is open, showing the file name 'coupa_codes-2025-10-30' and the save type 'Microsoft Excel Comma Separated Values File'. A 'Save' button is visible in the bottom right corner of the file window.



Multi Factor Authentication in Coupa Supplier Portal

Coupa allows you to view the recovery codes later as well.

Click on Show Recovery Codes and enter the 6-digit code from your authenticator app.

You will also be required to enter your password. The same password you use to log into the CSP.

The screenshot displays the Coupa Supplier Portal interface. The main page is titled "My Account Security & Multi-Factor Authentication". A "Multi-Factor Authentication" dialog box is open, prompting the user to "Enter the 6-digit verification code from your authenticator app." The dialog box has a "2" in a yellow circle next to the code input field and a "3" in a yellow circle next to the "OK" button. A "Recovery Codes" dialog box is also open, prompting the user to enter their "Password". The "Show Recovery Codes" button is highlighted with a yellow box and a "1" in a yellow circle. The background page shows options for "By Text Message" and "By Alternative Email", and a "Multi-Factor Authentication" section with radio buttons for "For Payment Changes" and "For Both Account Access (Login) and Payment Changes".



Multi Factor Authentication in Coupa Supplier Portal

Your recovery codes will show, and you can download them again. You will also receive an email confirming the set up with the option to review the security settings on the portal.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'Invoices', 'Orders', 'Business Profile', and 'Catalogues'. The user's name 'NORBI' is visible in the top right. The main content area is titled 'My Account Security & Multi-Factor Authentication'. On the left, there is a sidebar with 'Settings', 'Notification Preferences', 'Security & Multi-Factor Authentication', and 'App Connections'. The 'Security & Multi-Factor Authentication' section is active, showing options for 'Via Authenticator' and 'Via Backup Codes'. The 'Via Authenticator' option is selected, and the 'Default' radio button is chosen. A 'Download' button is visible at the bottom right of the settings area. A modal window titled 'Recovery Codes' is open in the center, displaying the following text: 'These codes were generated on October 30, 2025', 'Emergency recovery codes are the only way to restore access if you lose access to your authenticating device or app.', 'You can use each recovery code only once.', and 'Keep these somewhere safe but accessible.' Below the text, there are two blurred images representing the recovery codes. A 'Download' button is located at the bottom right of the modal.

Multi-Factor Authentication Enabled

Hi Norbi,

You have successfully enabled Multi-Factor Authentication on your Coupa Supplier Portal account for payment account settings and login attempts.

The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.

Follow these next steps:

1. Download or print your backup codes in case you lose your phone or delete the app. Create backup codes by clicking Review Settings below.
2. Be prepared to enter the new verification code when prompted any time you're viewing or modifying your financial account settings or log in.

[Review Security Settings](#)

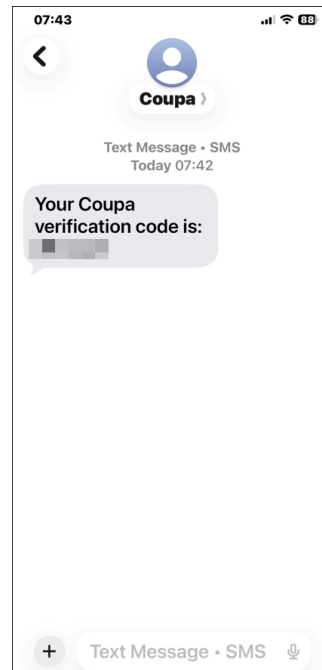


Multi Factor Authentication in Coupa Supplier Portal

Via Text Message

If you want to receive verification codes via text message (SMS):

1. Enter your phone number
2. Complete the CAPTCHA task
3. Click on Send Code button
4. Enter the 6-digit code sent to your mobile as text
5. Click on Enable



Multi-Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply). Phone Number +421 908 123 456

2 Confirm Recaptcha I'm not a robot reCAPTCHA Privacy - Terms

3 Send Code

3 Enter the 6-digit verification code sent to your phone. 4 123456

Cancel 5 Enable



Multi Factor Authentication in Coupa Supplier Portal

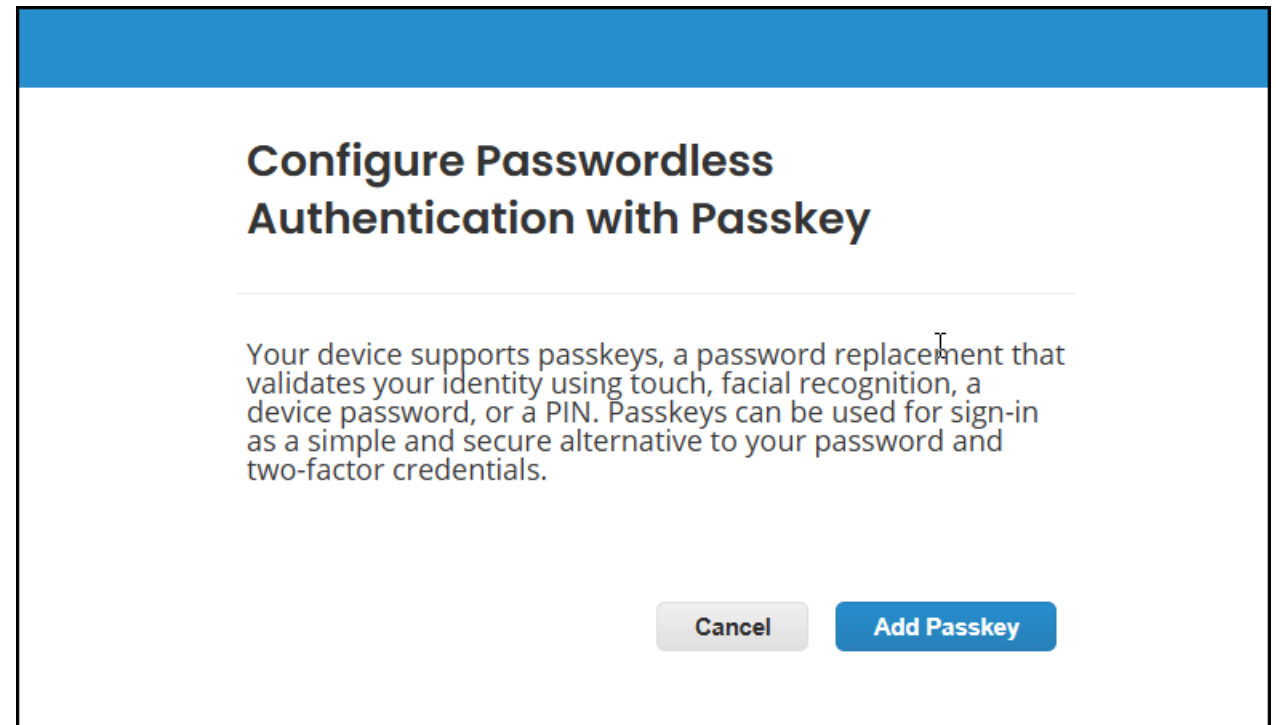
Via Pass Key

A passkey is a secure, password-less authentication method that allows users to sign in to apps and websites using device-based biometrics (fingerprint, face scan) or a PIN, instead of a traditional password.

It's built on WebAuthn (WebAuthentication) technology, using public-key cryptography to prevent phishing, as no secrets are shared with the server

The passkey is generated by your device and stays only on your device.

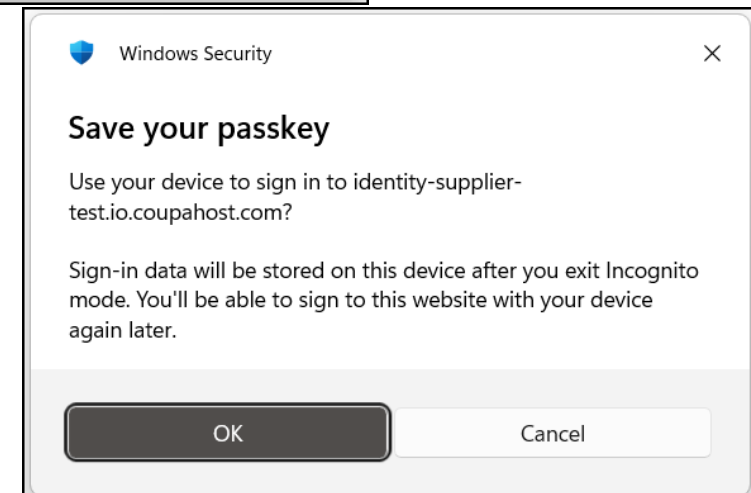
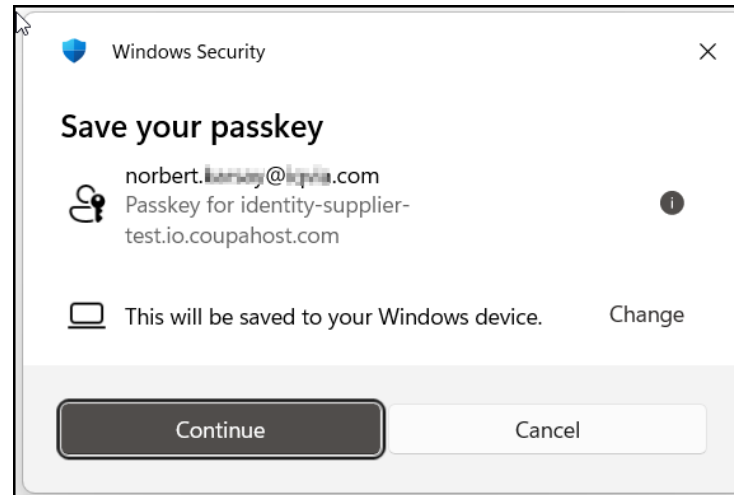
To set up this option, click on **Add Passkey**





Multi Factor Authentication in Coupa Supplier Portal

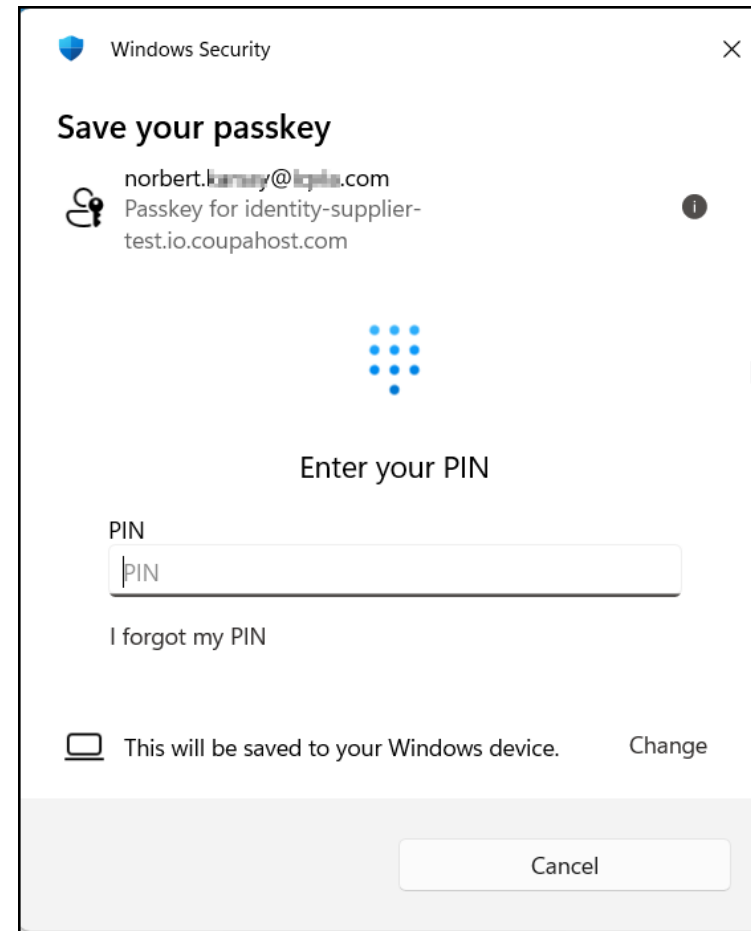
1. The operating system creates a unique key pair - a public key for the website and a private key securely stored on your device. Click on **Continue**.
2. Another confirmation window will show where you will need to confirm this passkey to be used for the Coupa Supplier Portal. Click **OK**.





Multi Factor Authentication in Coupa Supplier Portal

If you have set a PIN number to your computer, you will be prompted to enter the PIN number to confirm the passkey setup.

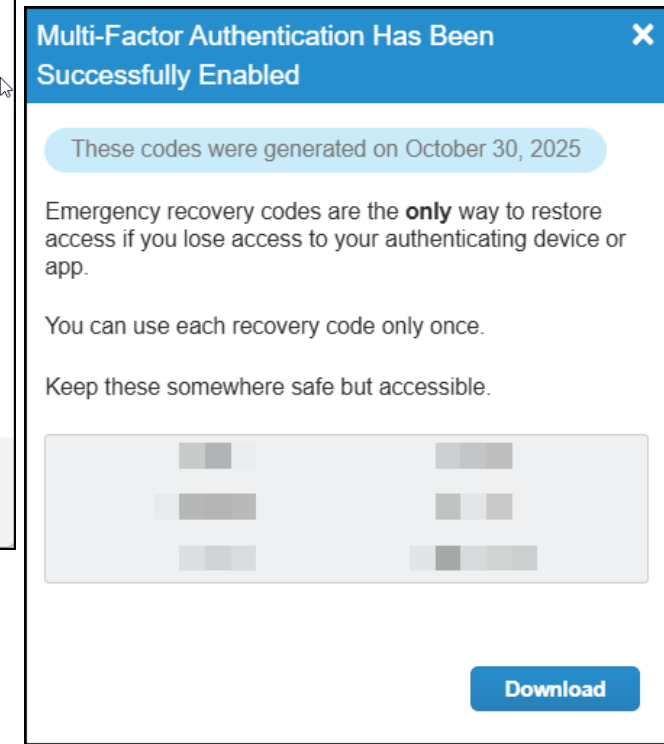
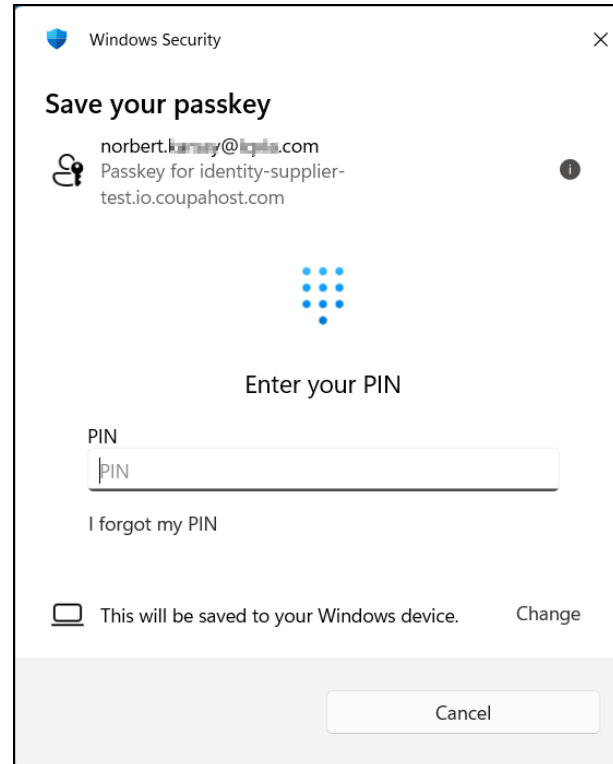




Multi Factor Authentication in Coupa Supplier Portal

If you have set a PIN number to your computer, you will be prompted to enter the PIN number to confirm the passkey setup.

If you have only the passkey option set up, the Coupa Supplier Portal will generate you Emergency Recovery Codes. You will need to download them at this point or save them.



The background features a complex, abstract digital pattern in shades of blue. It consists of numerous glowing, wavy lines and clusters of small, bright blue dots, creating a sense of depth and movement, reminiscent of data flow or network connections. The overall aesthetic is futuristic and high-tech.

How to disable the Multi Factor Authentication in CSP



Multi Factor Authentication in Coupa Supplier Portal

To disable the multifactor authentication in your Coupa Supplier account, log in to the CSP portal. Go to your Name > Account Settings > Security & Multi Factor Authentication tab

The screenshot shows the Coupa Supplier Portal interface. At the top left is the logo "coupa supplier portal". Below it is a navigation bar with links: Home, Invoices, Orders, Business Profile, Service Sheets, Items, ASN, Sourcing, Forecast, and More... A user profile dropdown menu is open, showing "NORBI" (1), "Account Settings" (2), "Notification Preferences", and "Log Out". To the right of the profile is a "NOTIFICATIONS" button with a red badge (3). Below the navigation bar, the page title is "My Account Security & Multi-Factor Authentication". On the left is a sidebar menu with "Settings", "Notification Preferences", "Security & Multi-Factor Authentication" (3), and "App Connections". The main content area is titled "Multi-Factor Authentication" and contains two radio button options: "For Payment Changes (Required for changing Legal Entity or Remit-to)" and "For Both Account Access (Login) and Payment Changes". Below these are two sections: "Via Authenticator App" and "By Text Message". The "Via Authenticator App" section has a checked checkbox and a "Change Authentication App" link. The "By Text Message" section has a checked checkbox and a "Change Phone Number" link.



Multi Factor Authentication in Coupa Supplier Portal

Select which authentication method you want to disable in case you have enabled all. You will be required to enter the 6-digit code from the Google Authenticator app, send an authentication code to your mobile phone via text or disable the passkey.

Multi-Factor Authentication

For Payment Changes (Required for changing Legal Entity or Remit-to)
 For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.
 Default
[Change Authentication App](#)

By Text Message

Use a code sent by text message to your phone number.
 Default
+421908803680 [Change Phone Number](#)

Via Passkey

Use a passkey stored in your browser or on your device.
 Default

coupa supplier portal

NORBI | NOTIFICATIONS 3 | HELP

Invoices Orders Business Profile Service Sheets Items ASN Sourcing Forecasts Catalogues Setup More...

My Account Security & Multi-Factor Authentication

Settings Notification Preferences Security & Multi-Factor Authentication App Connections

Multi-Factor Authentication

Enter the 6-digit verification code from your authenticator app. Click Send Code to send a verification code by text to +421908803680.

* Multi-Factor Authentication Code

Cancel Send Code to Mobile OK

Please confirm

You will no longer be able to use this passkey to log into this account or as a Multi-Factor Authentication option. This action will not remove the passkey from your browser, device or associated password management system.

Cancel OK



Multi Factor Authentication in Coupa Supplier Portal

To confirm the deactivation, you will be required to enter the password you're using to log into your Coupa Supplier Portal.

The screenshot displays the 'My Account' page with a sidebar containing 'Settings', 'Notification Preferences', 'Security & Multi-Factor Authentication', and 'App Connections'. The main content area is titled 'Multi-Factor Authentication' and includes two radio button options: 'For Payment Changes (Required for changing Legal Entity or Remit-to)' (selected) and 'For Both Account Access (Login) and Payment Changes'. Under the 'Via Authenticator App' section, there is a checked checkbox, the text 'Use an Authenticator App available from your mobile phone app store.', a 'Default' radio button, and a 'Change Authentication App' link. A modal dialog titled 'Disable Multi-Factor Authentication' is centered on the screen, featuring a blue header with a close button, a password input field labeled '* Password', and two buttons: 'Cancel' and 'Disable Multi-Factor Authentication'.



Multi Factor Authentication in Coupa Supplier Portal

Your Coupa page will show all authentication methods disabled and you will receive a Coupa notification about the action. You can enable the authentications again on the Portal or by clicking on the Review Security Settings link in the email notification.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes the Coupa logo and the text 'coupa supplier portal'. Below the navigation bar, there are several menu items: Invoices, Orders, Business Profile, Service Sheets, Items, ASN, Sourcing, and Forecasts. A user profile dropdown menu is open, showing 'NORBI' and 'NOTIF' with options for 'Account Settings', 'Notification Preferences', and 'Log Out'. The main content area is titled 'My Account Security & Multi-Factor Authentication'. On the left, there is a sidebar with links for 'Settings', 'Notification Preferences', 'Security & Multi-Factor Authentication' (which is highlighted), and 'App Connections'. The main content area has a section for 'Multi-Factor Authentication' with three radio button options: 'Disabled' (selected), 'For Payment Changes (Required for changing Legal Entity or Remit-to)', and 'For Both Account Access (Login) and Payment Changes'. Below this is a 'Recent Login Activity' section with a list of login events: '29/10/2025 (03:24 PM) - Chrome - Windows - 185.76.230.248', '30/09/2025 (10:14 AM) - Chrome - Windows - 185.76.230.248', and '30/09/2025 (09:47 AM) - Chrome - Windows - 185.76.230.248', followed by a 'View More' link. On the right side of the screenshot, there is a notification box with the following text: 'Multi-Factor Authentication Disabled (Login)', 'Hi Norbi,', 'You have successfully disabled Multi-Factor Authentication on your Coupa Supplier Portal account for logins. You will no longer be prompted to enter a verification code when logging into your CSP account.', 'You can re-enable this security feature by clicking "Review Security Settings" below.', and 'The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.' At the bottom of the notification box is a prominent orange button labeled 'Review Security Settings'.