



Supplier's Guide to SmartSourcing Platform



Multi Factor Authentication (MFA)
utilisation in the Coupa Supplier
Portal

Objectives

This document is a guide to explain the step by step to configure the Multi Factor Authentication (MFA) process for secure access to WFP associated information in the Coupa Supplier Portal (CSP)

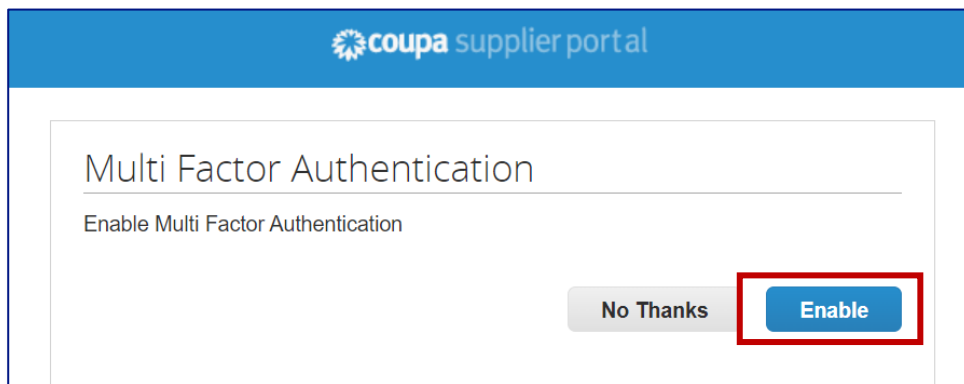
Use this guide if you have already created a CSP account, otherwise please refer to the *Supplier's Guide to SmartSourcing Platform Coupa Supplier Portal (CSP) Version*

Content

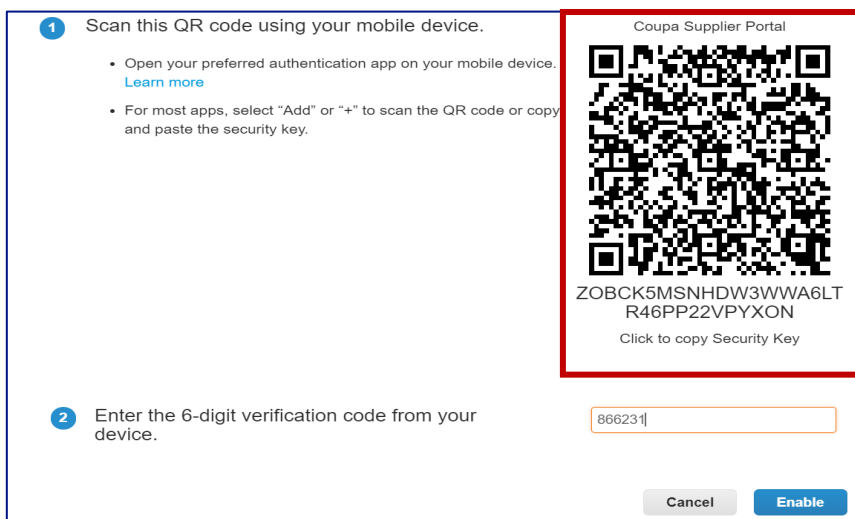
1. [How do I connect using Multi Factor Authentication](#)

1. How do I connect using Multi Factor Authentication (MFA)

- When you connect to CSP for the first time to access WFP content a pop-up window appears for you to “Enable Multi Factor Authentication”.
- Two options are displayed, “Enable” or “No, Thanks”.

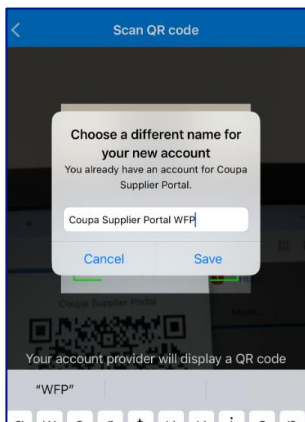


- If you click on “No Thanks” then you will not be able to access the content that was shared with you through CSP
- When you click on “Enable”, a new pop-up window will appear with a QR code you need to scan using your “Preferred authentication app” that should be downloaded and installed on your mobile phone

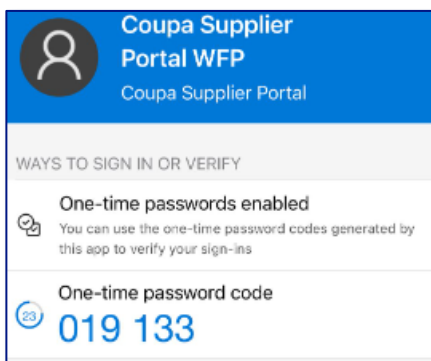


NOTE(S):
Having a phone with an installed Authentication App and internet services is **MANDATORY** to activate MFA on CSP

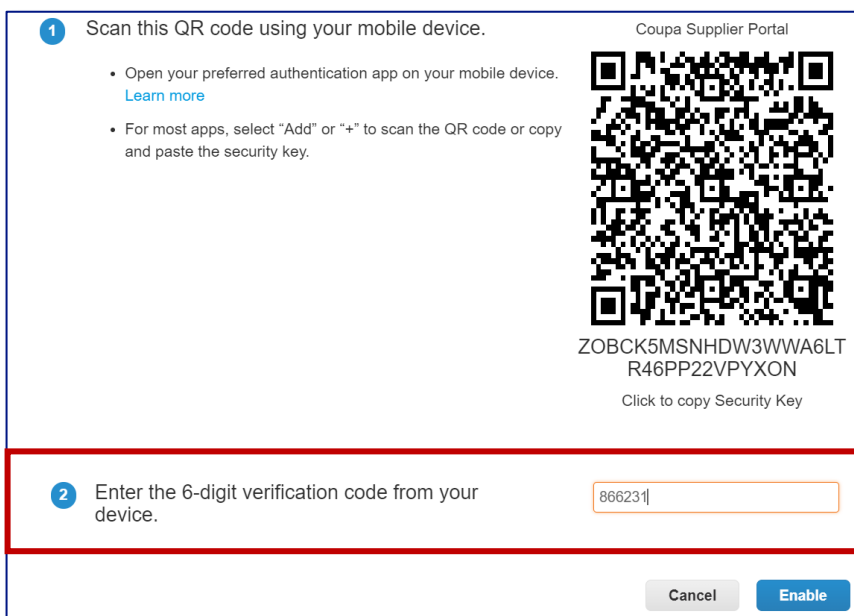
- Once scanned, an account named by default "Coupa Supplier Portal" will be created within the Authentication App



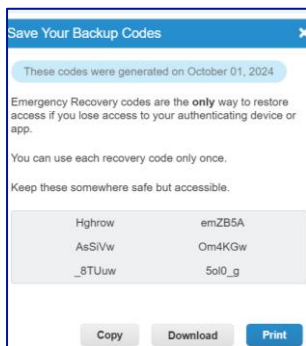
- When the account is created, 6-digits verification codes will be automatically generated every 60 seconds



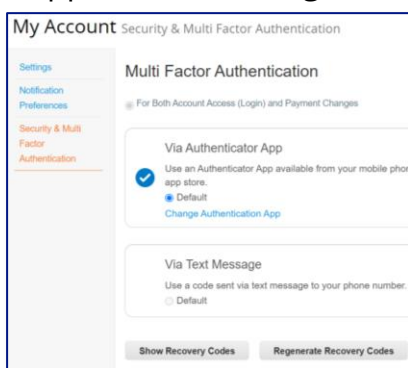
- To finalize Multifactor Authentication set-up, you'll need to copy the code from the App and input it in the field "Enter the 6-digit verification code from your device" back in CSP



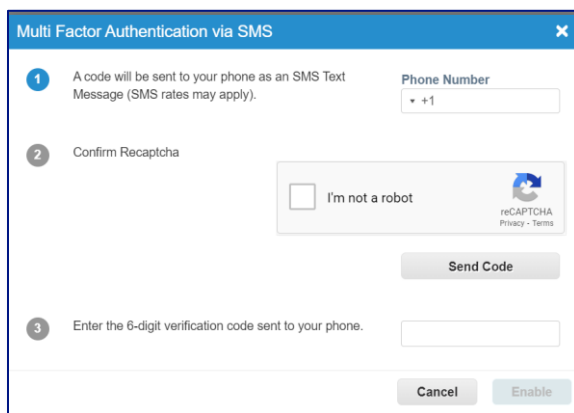
- Before finalizing the set up, you will be given a list of six one-time use Emergency Recovery codes to maintain access in case you cannot retrieve the authentication code. You can Download or Print the codes.



- After saving the Emergency codes you will be given the option to choose your preferred authentication method to access WFP content in CSP. Authenticator App or Text Message



- If you choose to use Text Message instead of authentication app, a pop-up window will appear with instructions to set that up via SMS



NOTE(S):

- The possibility to set up SMS messages as an authentication alternative will be available only AFTER setting up the authentication app