

ONE-TIME PASSWORDS FOR SUPPLIER ACTIONABLE NOTIFICATIONS (SAN)

COUPA VERSION: R39




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CONTEXT

Olymel upgraded to version R39 in August 2024. Following this application update, a new temporary password step must be completed in order to perform certain actions related to purchase orders. The steps to follow are detailed in this document.

1. Supplier flips the Purchase Order (PO) into an invoice, acknowledge, or otherwise perform actions on the PO.

 Coupa

Coupa - proc Purchase Order #6529

Order Summary

Date 02/09/24

PO Total 110.00 USD

Contact Shashank Shekhar Tiwari
shashank.tiwari@coupa.com

1 Manage Order Create Invoice

Orders details below

The supplier is brought to a Coupa page to generate the One-time Password (OTP)

2. Click on the Generate One time Password Button.

3. Open your email inbox to find the One-Time Password (OTP) that was sent.

2

Verify Your Access for Purchase Order #C000004526

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

[Generate One-Time Password](#)

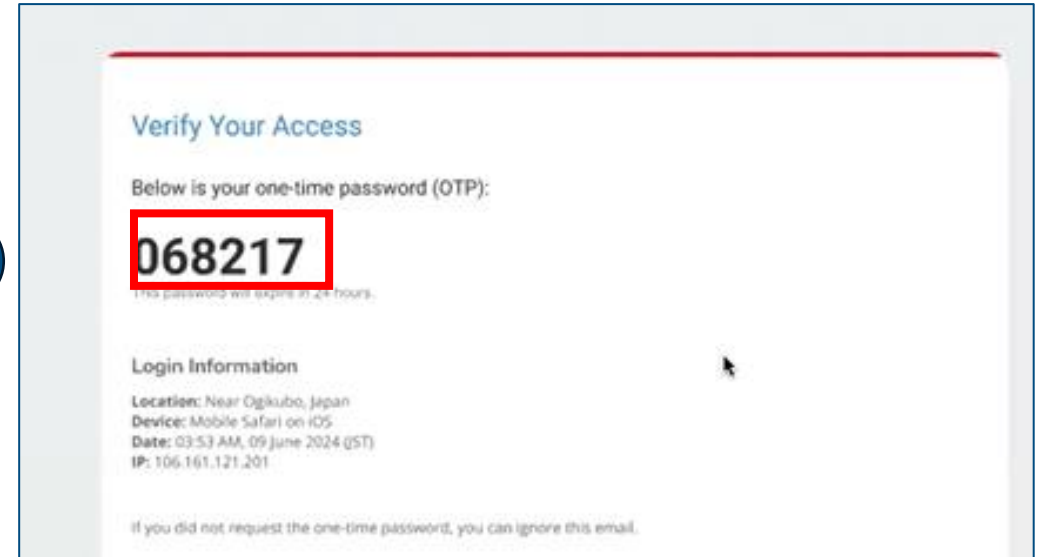
Already have an account? [Log in](#)

Coupa sends an email with the OTP to the Supplier SAN email address

4. Copy the OTP received

5. Go back to the Purchase Order page

4




6. Enter the OTP and complete the reCAPTCHA « I'm not a robot »
7. Click on Verify One-Time Password

Verify Your Access

Enter the one-time password received in your email.

6

Please check the box below to proceed.

I'm not a robot 

7

Didn't receive the code. [Resend One-Time Password](#)



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