

Enable Multifactor and Create a Legal Entity

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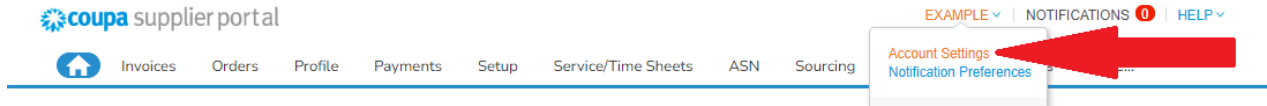
This guide is intended to show suppliers enable their multifactor authenticator and create their legal entity to begin invoicing Flynn in Coupa.

This guide contains the following sections:

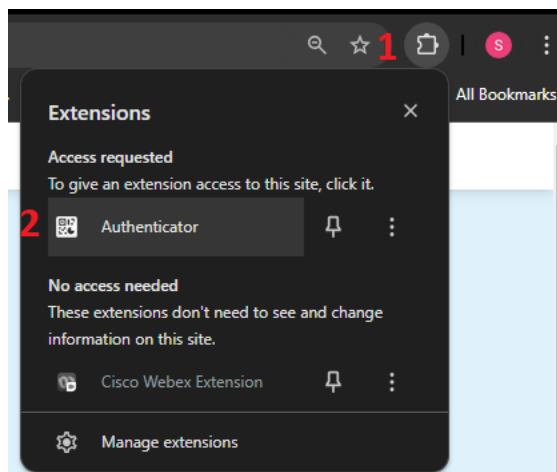
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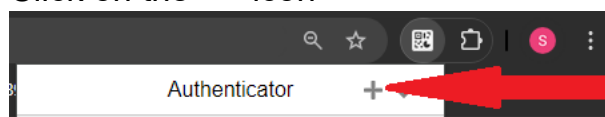
Establish Multifactor Authentication via Authenticator App on Google Chrome

- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.

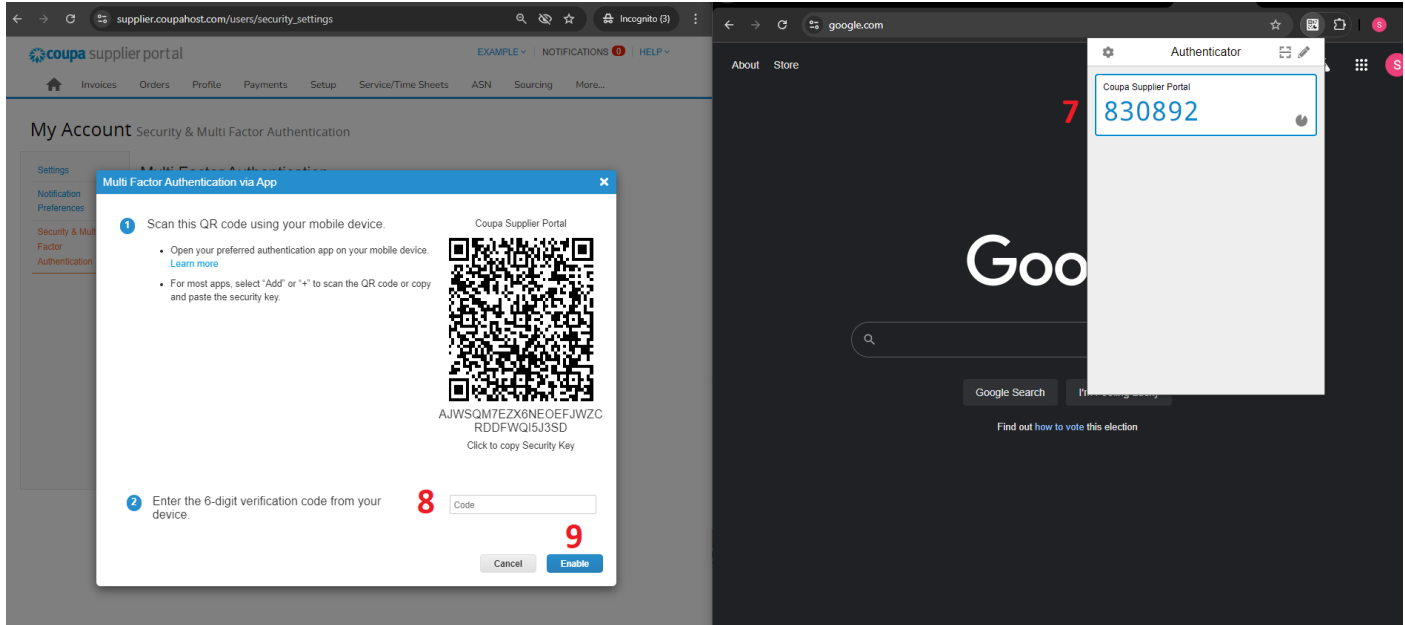


- 2.) Select the third option on the left side under My Account labeled “Security & Multi Factor Authenticator”
- 3.) Add the relevant extension to your browser:
 - a. Google Chrome extension [authenticator](#)
- 4.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear
- 5.) Copy the Security Key password shown **underneath** the QR code
- 6.) How to enter the information into the chrome extension:
 - a. Click the extension icon then Authenticator



- b. Click the pencil icon
 - c. Click on the “+” icon
- 
- d. Click on “Manual Entry” option
 - e. Under Issuer: Type in “Coupa Supplier Portal”
 - f. Under Secret, Paste you Special Key
 - g. Hit Ok
 - i. Note, a new 6-digit code will now appear every 30 seconds

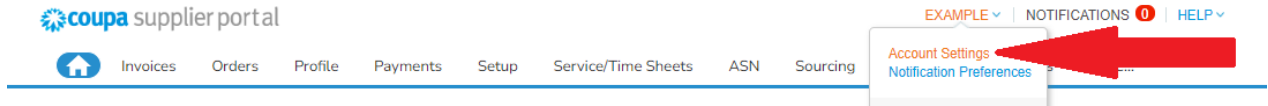
Enable Multifactor and Create a Legal Entity Reference Guide



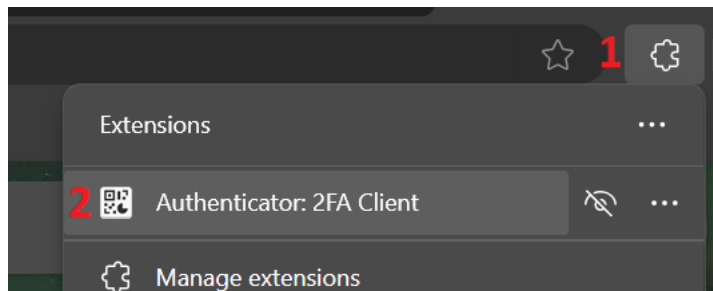
- 7.) In your browser with the Authenticator App, copy of the 6 digit code
- 8.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference.
- 11.) Click the “X” in the top right corner of “Save Your Back Up Codes”

Establish Multifactor Authentication via Authenticator App on Microsoft Edge

- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.



- 2.) Select the third option under My Account labeled “Security & Multi Factor Authenticator”
- 3.) Add the relevant extension to your browser:
 - a. Microsoft Edge extension [authenticator](#)
- 4.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear
- 5.) Copy the Security Key password shown **underneath** the QR code
- 6.) How to enter the information into the extension:
 - a. click the extension icon then Authenticator



- b. Click the pencil icon

- c. Click on the “+” icon



- d. Click on “Manual Entry” option

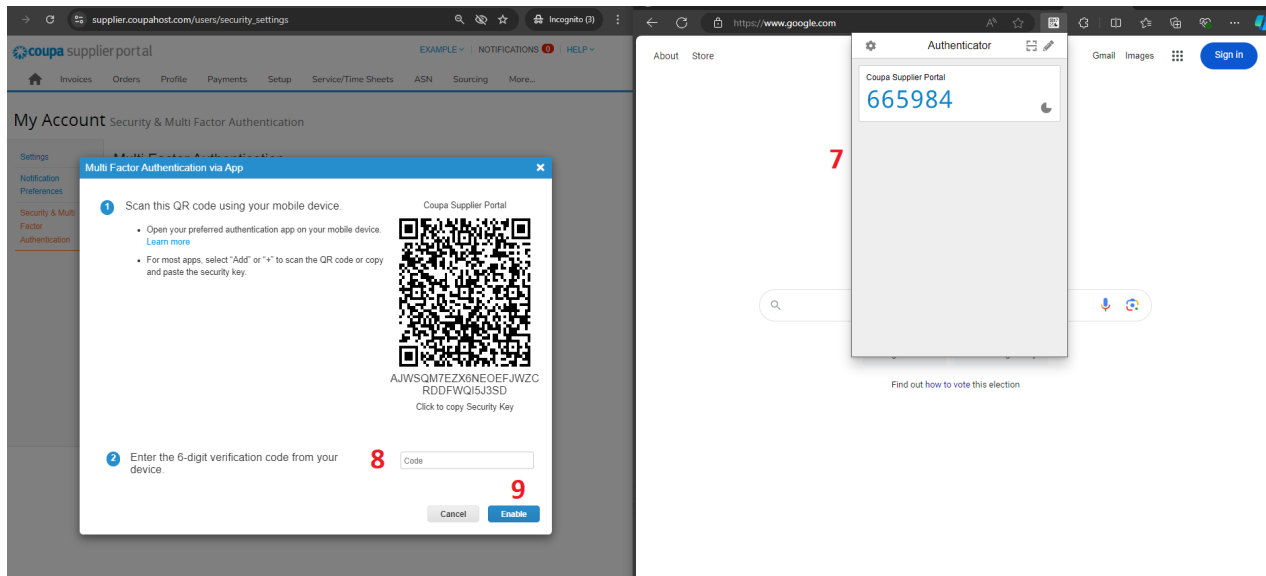
- e. Under Issuer: Type in “Coupa Supplier Portal”

- f. Under Secret, Paste your Special Key

- g. Hit Ok

- i. Note, a new 6-digit code will now appear every 30 seconds

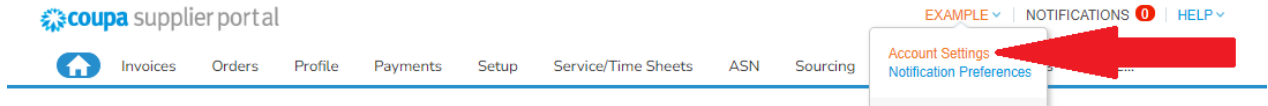
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- 7.) In your browser with the Authenticator App, copy of the 6 digit code
- 8.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference.
- 11.) Click the “X” in the top right corner of “Save Your Back Up Codes”

Establish Multifactor Authentication via Authenticator App on FireFox

- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.



- 2.) Select the third option under My Account labeled “Security & Multi Factor Authenticator”

- 3.) Add the relevant extension to your browser:

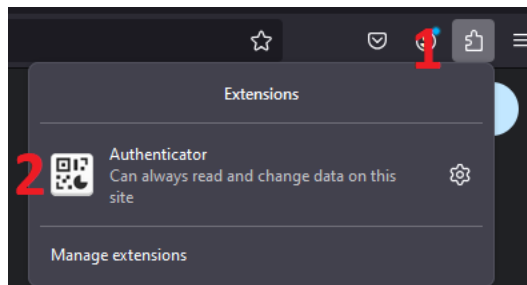
- a. Mozilla Firefox extension [authenticator](#)

- 4.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear

- 5.) Copy the Security Key password shown **underneath** the QR code

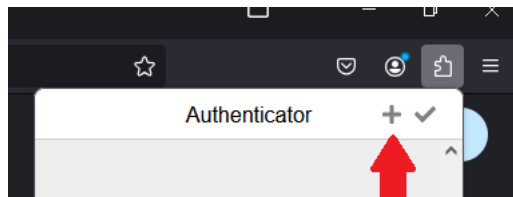
- 6.) How to enter the information into the extension:

- a. click the extension icon then Authenticator



- b. Click the pencil icon

- c. Click on the “+” icon



- d. Click on “Manual Entry” option

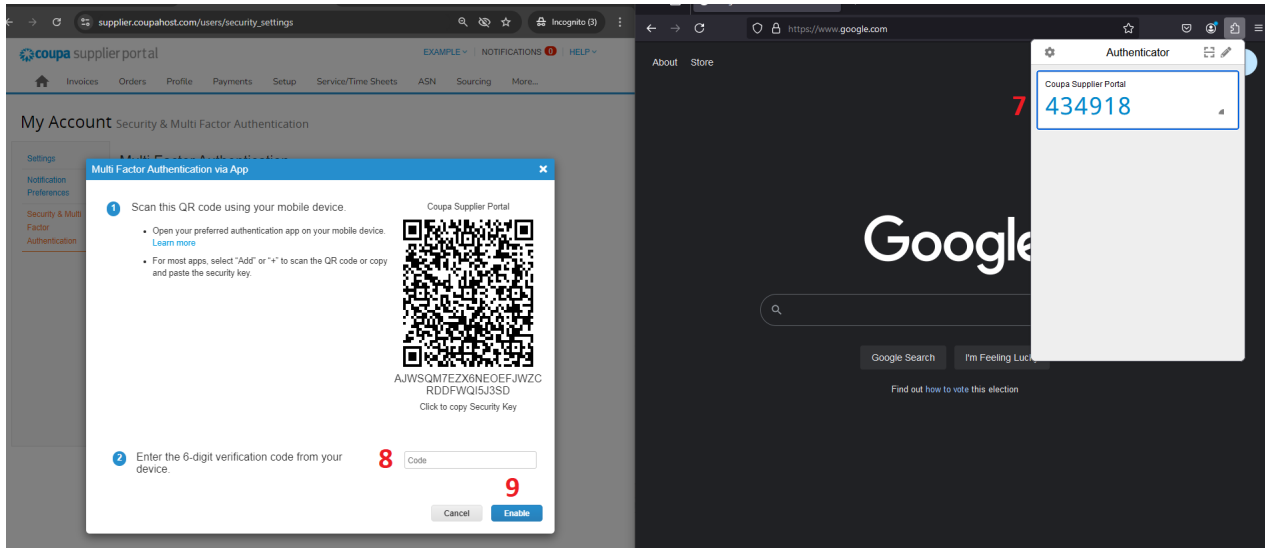
- e. Under Issuer: Type in “Coupa Supplier Portal”

- f. Under Secret, Paste you Special Key

- g. Hit Ok

- i. Note, a new 6-digit code will now appear every 30 seconds

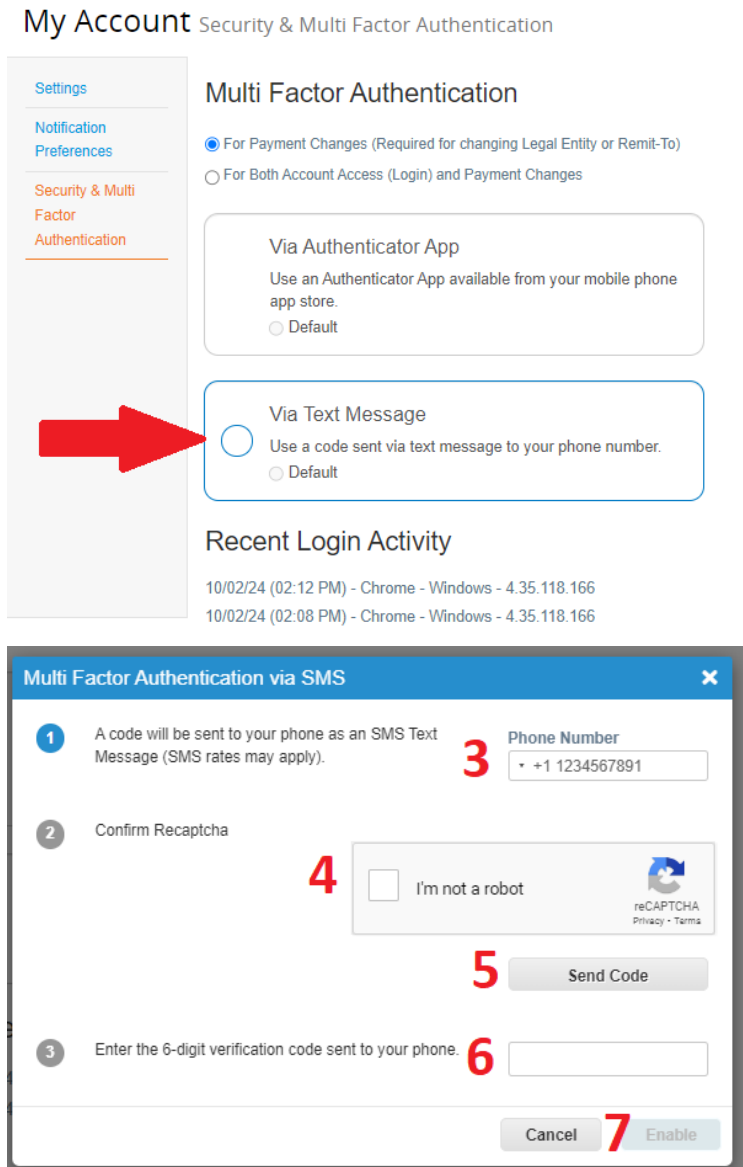
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- 7.) In your browser with the Authenticator App, copy of the 6 digit code
- 8.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.
- 11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

Establish Multifactor Authentication via SMS

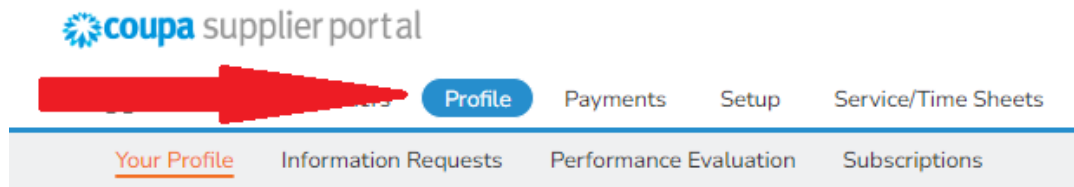
- 1.) In Coupa, a pop up labeled “Multifactor Authentication via App” will appear, click on the cancel button in the button right.
- 2.) Click on the Circle located to the right of “Via Text Message”



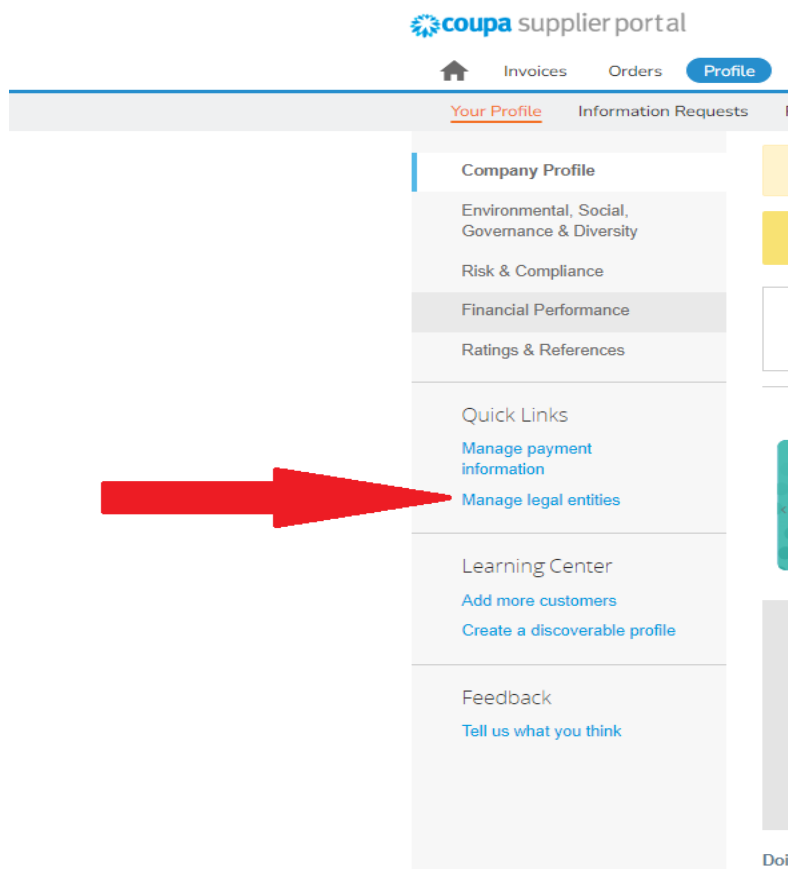
- 3.) Enter you phone number into the box provided, DO NOT REMOVE THE +1
- 4.) Click and complete the reCAPTCHA
- 5.) Click “Send Code”
- 6.) Enter the 6-digit code that was sent to you phone
- 7.) Click Enable
- 8.) A pop up label “Save Your Back Up Codes” will appear, save these via downloading or printing depending on your personal preference.
- 9.) Click the “X” in the top right corner of “Save Your Back Up Codes”

Create your Legal Entity

1.) Click the word Profile



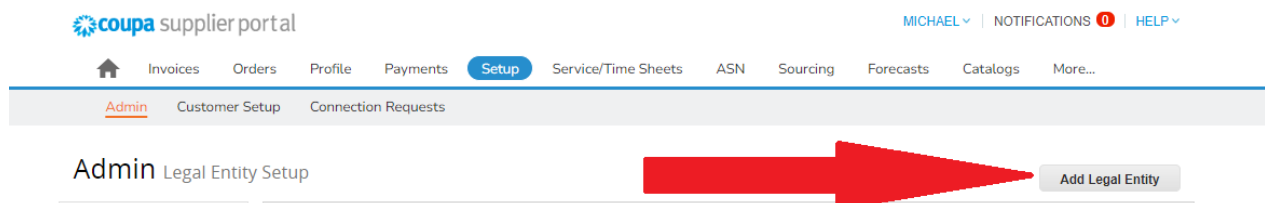
2.) Click on the Manage Legal Entity option



3.) A pop up will appear labeled “Multi Factor Authentication”, enter the six code that was sent to your cell phone or authenticator app/extension in the box provided

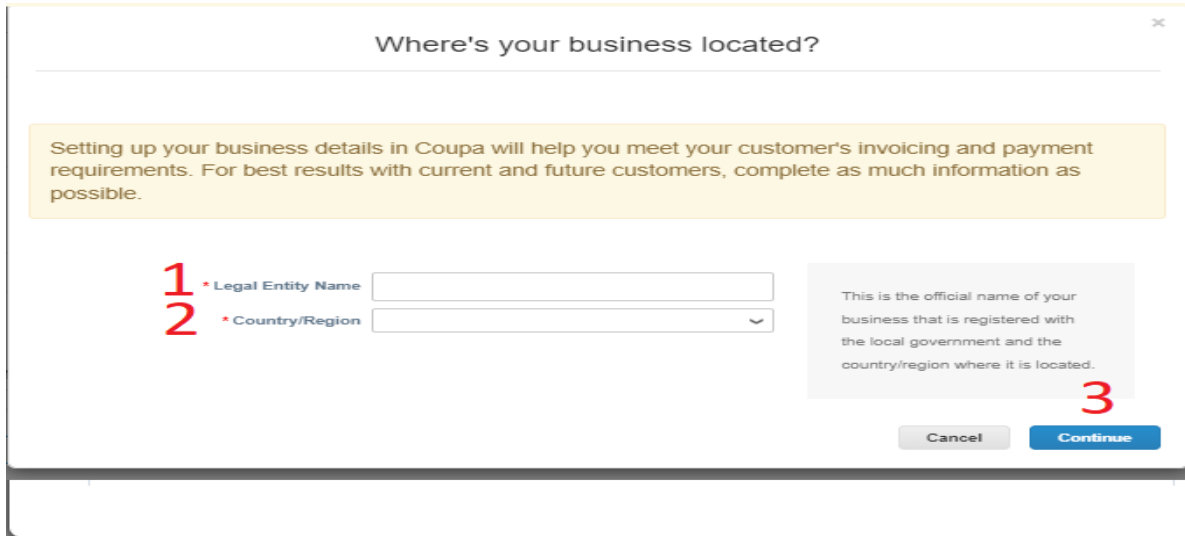
4.) Hit the blue Ok button

5.) Click the Add Legal Entity Button



Where's your business located?

- 1.) Enter your business's legal name in the box located the right of Legal Entity Name
- 2.) Click on the drop-down box located the right of County/Region, scroll down and click on United States
- 3.) Click Continue



Where's your business located? ×

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

1 * Legal Entity Name

2 * Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located. **3**

Tell your customer about your organization

- 1.) Enter the street address for your business
- 2.) Enter the city your business is located in
- 3.) Select the state your business is located in from the drop down menu
- 4.) Enter the postal code your business is located in
- 5.) Enter your tax ID with dashes
- 6.) Click the blue Save and Continue button.

Tell your customers about your organization

Which customers do you want to see this?

All

Flynn Group

What address do you invoice from?

1 *Address Line 1

2 *City

3 State

4 *Postal Code

Country/Region United States

Use this address for Remit-To

Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region United States

5 Tax ID

I don't have Tax ID Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

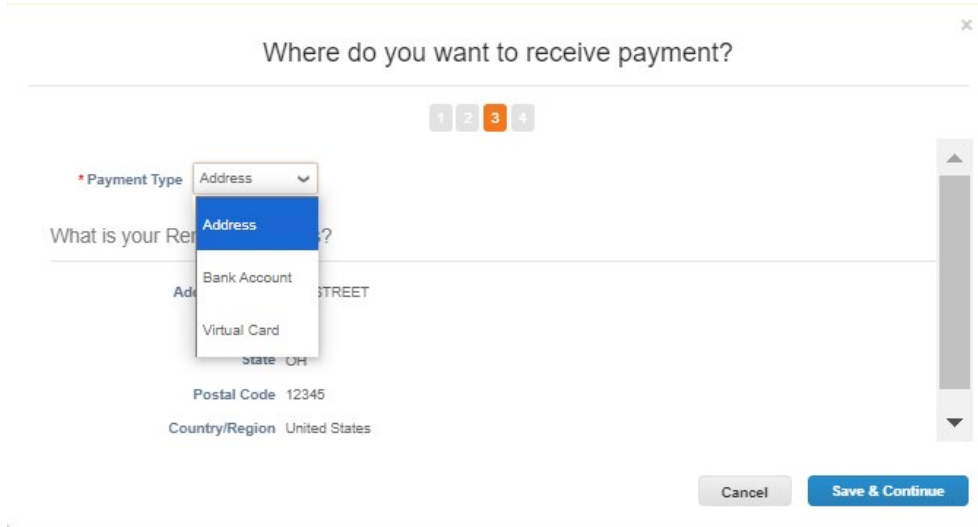
Preferred Language English (US)

6

6.)

Where do you want to receive payment?

- 1.) For **check payment**, click on the drop down located next to Payment type and click on **Address**. If Remit Address is correct click on the blue Save and Continue button.



Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit Address?

Address STREET

State OH

Postal Code 12345

Country/Region United States

Cancel Save & Continue

- 2.) For **ACH payment**, click on the drop down located next to Payment type and click on **Bank Account**. Enter the state where your bank is located, Bank's name, account number, confirm account number, ACH routing number. If you do not have access to your bank's Wire/SWIFT information, please click on the check box labeled "My bank does not have a BIC code." Once the information has been filled out, click on the blue Save and Continue button

The screenshot shows a payment setup form with the following fields and callouts:

- 1**: Payment Type dropdown menu, with "Bank Account" selected.
- 2**: State dropdown menu.
- 3**: Bank Name text input field.
- 4**: Account Number text input field.
- 5**: Confirm Account Number text input field.
- 6**: ACH Routing Number text input field.
- 7**: Check box labeled "My bank does not have a BIC code".
- 8**: "Save & Continue" button at the bottom right.

Other visible fields include: Beneficiary Name (EXAMPLE VENDOR), Bank Account Currency (USD), Wire Routing Number, SWIFT/BIC Code, Branch Code, Bank Account Type (Business), Supporting Documents (Choose Files), and Email Address.

Below the main form, there are sections for "Who is your Remit-To Contact? (optional)" and "What is your Remit-To Address?". The address section shows: Address Line 1 123 STREET, City CITY, State OH, Postal Code 12345, and Country/Region United States.

- 3.) For payment via **virtual credit card**, click on the drop down located next to Payment type and click on **Virtual Card**. Enter a remit email address in the box located the right of Email Address. If your company processes credit card automatically, please click the appropriate check box. Once the information has been filled out, click on the blue Save and Continue button.

1 2 3 4

* Payment Type Virtual Card

Virtual Card information

1 * Email Address

Process credit cards automatically?

What is your Remit-To Address?

Address Line 1 123 STREET

City CITY

State OH

Postal Code 12345

Country/Region United States

2

Cancel Save & Continue

Where do you want to receive payment?

1.) click the blue Next button.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	123 STREET CITY OH 12345 United States	Active	Manage

Deactivate Legal Entity Cancel Next

Where do you ship goods from?

1.) click the blue Done button.

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
123 STREET CITY OH 12345 United States	Active	Manage

Deactivate Legal Entity Done

Setup Complete

1.) click the blue Add Now button.

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now