

## Setting up Duo for the Supplier Portal

### Navigation

<http://procurement.umich.edu/supplier-resources/supplier-portal>

### Overview

DUO two-factor authentication provides an additional layer of security for the supplier portal user. In addition to providing your user id and password, you will now be required to verify your identity via landline, mobile phone or other device. See this link for detailed information regarding Duo: <https://documentation.its.umich.edu/2fa/options-two-factor-authentication>

This job aid describes how to set up Duo for landline, when you initially log into the Supplier Portal located on the U-M Procurement Services website. Landline authentication will allow you to register a telephone number (landline or mobile phone are allowed) for call up authentication. You may also register mobile phone or tablet for more automated authentication. Once you have established landline authentication, you may continue to log into the supplier portal.

### Supplier Portal Page

**SUPPLIER PORTAL**

The Supplier Portal provides access to the university's electronic tools as well as resources for those tools. The electronic tools are available for existing university suppliers and access is granted through invitation. If you are currently not a supplier with the university and are interested in becoming one see [Prospective Suppliers](#) for more information.

**Important Note:** New for June 2021 the university is expanding its use of the Supplier Portal by invitation to established university suppliers. The Supplier Portal initiated in May 2020 with new supplier onboarding and established eSettlement suppliers. The Supplier Portal is a part of our ongoing effort to enhance the experiences and security of interacting with Procurement Services and the Shared Services Center for suppliers and university staff. If university staff or suppliers have any questions, please contact [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

These latest updates to the Supplier Portal provides the following benefits to registered suppliers:

- Ability to update your address and payment information as changes occur
- Ability to view active purchase orders
- Ability to view invoice and payment information

If you are currently an eSettlement supplier no further action is required, but for any other suppliers please email [esettlement@umich.edu](mailto:esettlement@umich.edu).

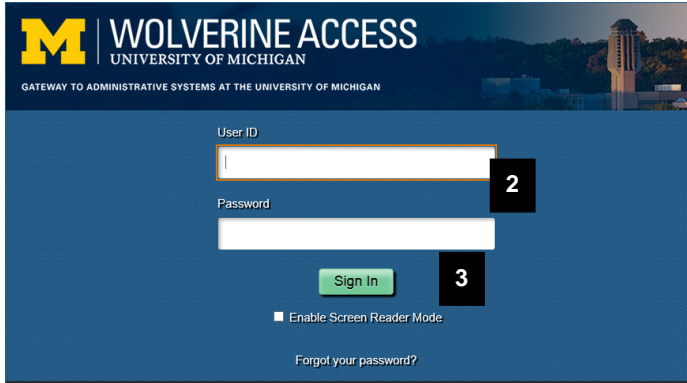
For suppliers that have completed the registration process you may access the **Supplier Portal** directly or if you have questions about the Supplier Portal and how to enroll, please contact the SSC Finance Contact Center at 734-615-2000 or email [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

➤ ACCESS RECOVERY FOR REGISTERED SUPPLIERS

➤ SUPPLIER HOW TO DOCUMENTS

1. Click on the words 'Supplier Portal' in the last paragraph for the log in screen.

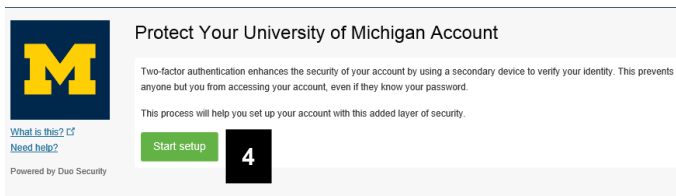
## Supplier Sign-in Screen



2. In the User ID and Password boxes, type your Supplier user ID and password.
3. Click Sign In.

## Setup Duo Two-Factor Authentication

### Two-Factor Authentication Required

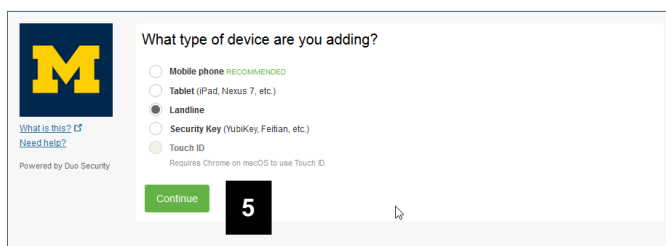


### Note:

You will be prompted to initiate the setup of Duo, the first time that you login to the Supplier Portal Page.

4. Click Start Setup.

## Identify Your Device

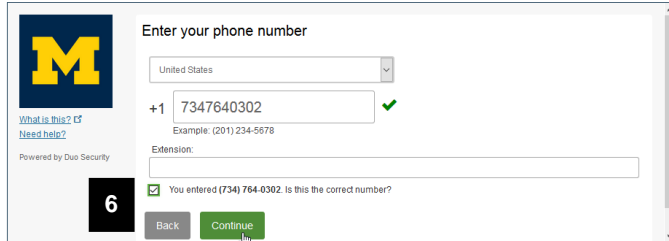


### Note:

Selecting a *mobile phone* enables you to access the system when you are away from your desk. This option is recommended. When you select a mobile phone, you will be requested to download and install a Duo Mobile app. *If you do not desire to install the Duo mobile app, it is possible to register your mobile telephone number as a Landline for call up verification.*

5. Identify the device that you will be using for authentication, and then click Continue. You may only select one device for the initial setup, but you may add additional devices later. For this example, we have selected Landline.

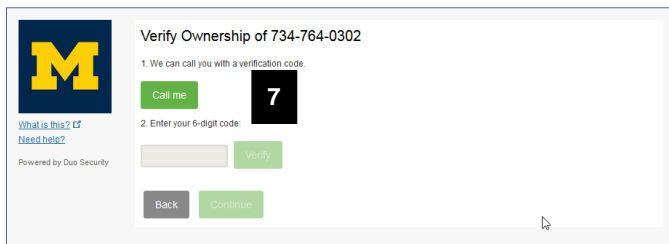
### Enter Telephone Number



The screenshot shows a form titled "Enter your phone number". It includes a dropdown menu for "United States", a text input field with "+1 7347640302" and a green checkmark, and an "Extension:" field. A checkbox is checked with the text "You entered (734) 764-0302. Is this the correct number?". At the bottom are "Back" and "Continue" buttons. A black box with the number "6" is overlaid on the bottom left.

6. Enter your telephone number, and then click the check box after confirming that the telephone number is correct. Finally, click Continue.

### Verify Ownership of Telephone Number

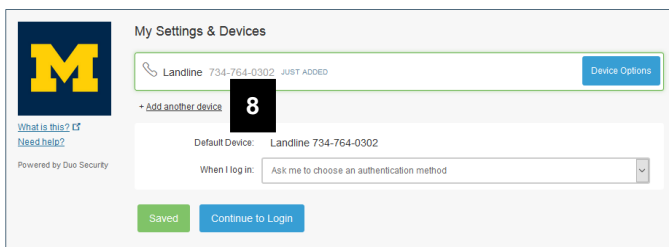


The screenshot shows a form titled "Verify Ownership of 734-764-0302". It has two steps: "1. We can call you with a verification code." with a "Call me" button, and "2. Enter your 6-digit code:" with a "Verify" button. At the bottom are "Back" and "Continue" buttons. A black box with the number "7" is overlaid on the "Call me" button.

**Note:**

- You will only receive this screen if you have selected mobile phone in Step 5 above.
7. Click Call me, and wait for your telephone to ring. A verification code will be provided by telephone. Enter the 6-digit verification code, and click Verify. Click continue.

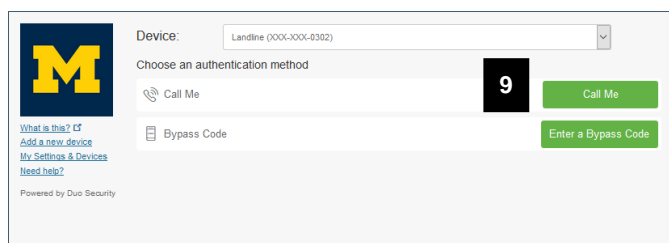
### Add Another Device?



The screenshot shows a form titled "My Settings & Devices". It lists a "Landline: 734-764-0302" with a "Device Options" button. Below is an "Add another device" button. The "Default Device" is set to "Landline 734-764-0302" and "When I log in:" is set to "Ask me to choose an authentication method". At the bottom are "Saved" and "Continue to Login" buttons. A black box with the number "8" is overlaid on the "Add another device" button.

8. You have successfully added your device. You may now choose to add another device, or you may click Continue to Login.

### Logging into the Portal with Landline Authentication Two-Factor Authentication Required



The screenshot shows a form titled "Choose an authentication method". It has a "Device:" dropdown menu showing "Landline (XXX-XXX-0302)". There are two options: "Call Me" with a "Call Me" button and "Bypass Code" with an "Enter a Bypass Code" button. A black box with the number "9" is overlaid on the "Call Me" button.

9. When you login to the portal with Landline authentication, you will click Call Me. You will then receive a call at the selected device. You will be expected to respond via the key pad on your telephone. Once you have responded appropriately, you will be directed to the Supplier Portal. Remember, the telephone number that you provide could be your office phone, your mobile, etc. You may specify more than one device.

## Logging into the Portal with Mobile Push

### Two-Factor Authentication Required

Device:

Choose an authentication method

Duo Push RECOMMENDED **10**

Call Me

Passcode

What is this? CF  
Add a new device  
My Settings & Devices  
Need help?

Powered by Duo Security

If you have any questions or feedback, please contact the Supplier Management Team at (734) 615-2000 option 3 or email us at [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

10. If you selected mobile and downloaded the Duo App on your mobile phone, you can select the Duo Push which will send a notification to your device and you would select the appropriate response (Approve or Deny)

### Two-Factor Authentication Required

My Settings & Devices

First, we need to confirm it's really you. Choose an authentication method below to manage your settings and devices.

Choose an authentication device

Choose an authentication method

Duo Push RECOMMENDED

Call Me

Passcode

What is this? CF  
Add a new device  
My Settings & Devices  
Need help?

Powered by **11**

If you have any questions or feedback, please contact the Supplier Management Team at (734) 615-2000 option 3 or email us at [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu).

11. To Add a new device or view your current Setting & Devices, click the option on the left. You will then be required to choose an authentication method to confirm it's you before accessing those options.