



Coupa Supplier Portal

Getting Started



CSP Registration

CSP Registration: Registering Your Organization on CSP for the First Time

You can register for the Coupa Supplier Portal in three easy ways:

1. From a Purchase Order

2. By Invitation

3. Self-Registration



Register From a Purchase Order

Click the Create Invoice or Create Account button found on your purchase order email to login/register for the CSP. Complete the registration. Your account will be automatically linked to Vacasa.

Create Invoice Acknowledge PO Add Shipment Tracking Add Comment

Create Account



Vacasa North Carolina, LLC
PURCHASE ORDER

PO NUMBER 148
DATE 08/05/21
PAYMENT TERMS Net 30
SHIPPING TERMS
CURRENCY USD
CONTRACT
CONTACT Mary Smith
maggiechen@deloitte.ca

Cleaning Supplies Company
Attn: Mary Smith
Vacasa3coupatestvot+@CleaningSuppliesCompany@gmail.com

Ship To
Vacasa North Carolina, LLC
106 Sugar Mountain Drive
Sugar Mountain, NC 28640
United States
Attn: Mary Smith

Bill To
Vacasa North Carolina, LLC
TBD
TBD, NC 123456
United States
Attn: Mary Smith

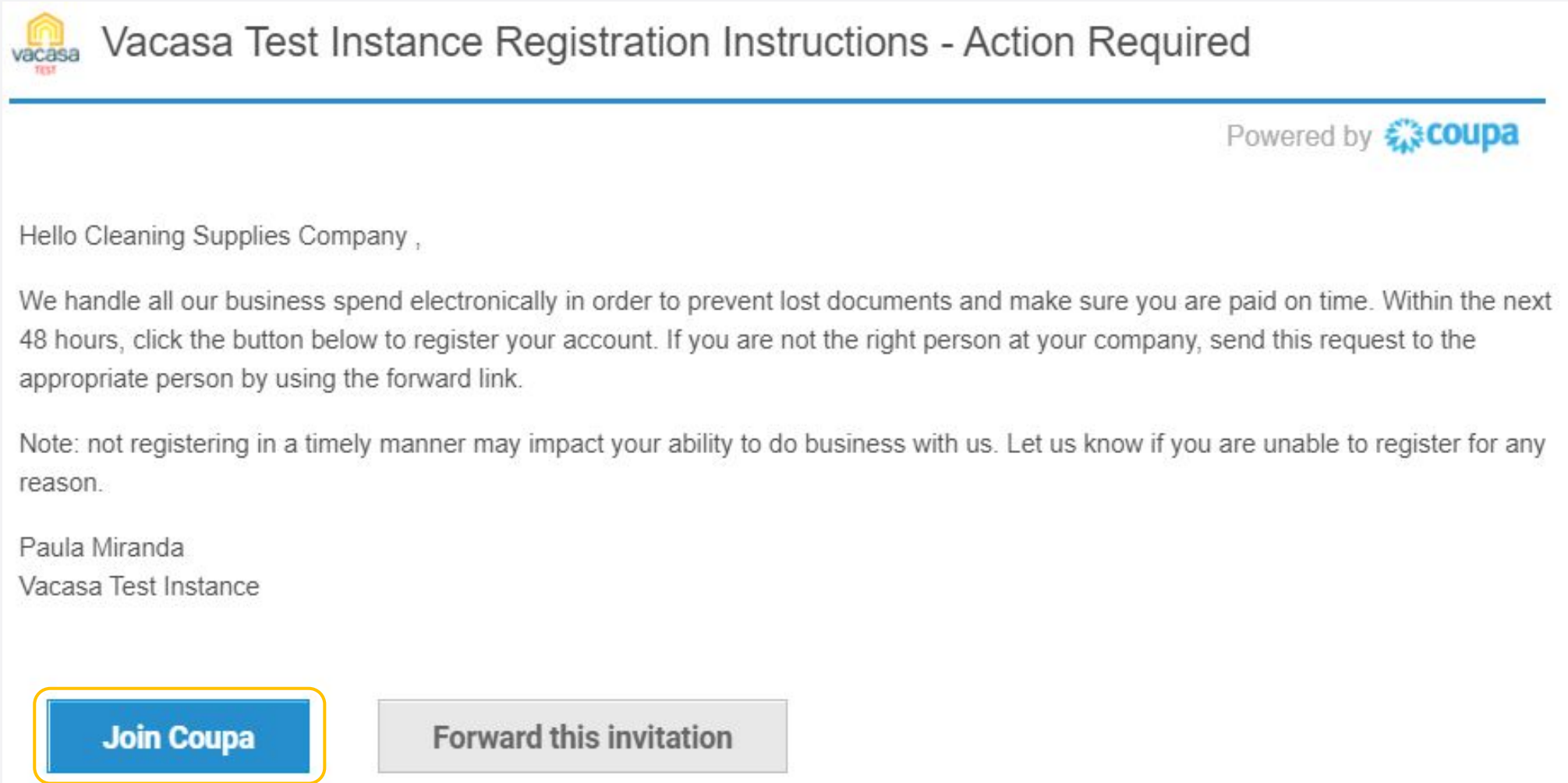
Line	Description	Need By Date	Qty	Unit	Price	Total
1	Cleaning Supplies	08/17/21	1	Each	200.00	200.00

200.00 USD




Register by Invitation

Your organization will receive a Coupa Supplier Portal (CSP) invitation from Vacasa similar to the following example. Select Join Coupa to complete the registration process.



The screenshot shows an email titled "Vacasa Test Instance Registration Instructions - Action Required". The email is from Paula Miranda at Vacasa Test Instance. It contains the following text:

vacasa TEST Vacasa Test Instance Registration Instructions - Action Required

Powered by  **coupa**

Hello Cleaning Supplies Company ,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Paula Miranda
Vacasa Test Instance

[Join Coupa](#) [Forward this invitation](#)



Self-Registration

Go to <https://supplier.coupahost.com> and complete the registration process. Your account will **not** be linked automatically to Vacasa. You will need to speak to your Vacasa contact to ask for this to happen.

coupa supplier portal Secure

[Log in](#) [Sign up](#)

Sign up for your free Coupa account

Work Email Address

Vacasa3coupatestvo+CleaningSuppliesCompany@gmai

Company Name

Cleaning Supplies Company

[Sign Up](#)

Action Required - Click Below to Complete Coupa Registration Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to vacasa3coupatestvo+cleaningsuppliescompanies

coupa Action Required - Click Below to Complete Coupa Registration

Thank you for initiating the registration process with Coupa. To complete this request, click on the Confirm Email button below.

Note that most actions in Coupa require that you be linked to a Coupa buying organization. However, until then you can still keep your profile up-to-date and help buying organizations find and connect with you, as well as set up your account security and early payment preferences through the Admin tab.

Once linked to customers, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions, and much more. Contact your customer to request them to link to your account.

If you are participating in a Public Event, you will receive an email invitation once the buyer has accepted your request.

The Coupa Supplier Portal is completely free and helps you better transact and communicate electronically. Find out more using the links below. Welcome!

[Confirm Email](#)

[Overview](#)
Learn more about the Coupa Supplier Portal

[Need Help?](#)
Answers to common questions and issues

[Coupa Info](#)
Learn more about how companies use Coupa

coupa
Business Spend Management





CSP Set Up

CSP Set Up: Setting Up Remit-To Address (1 of 4)

Your organization must set up a “**Remit To Address**” to enable transactions with Vacasa within Coupa. The address and payment details when you first registered for CSP will be your default Remit To Address. Follow the below direction to set up additional Remit To Addresses.

Navigate to the **Setup** tab

Go to **Admin**

Select **Remit-To**

Select **Add Remit-To**

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The Admin menu is open, showing options like Users, Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use, Payment Preferences, Static Discounting, SFTP Accounts, cXML Errors, and SFTP Errors. The Remit-To table contains two entries: one for a Bank of America account and one for a generic address. The 'Add Remit-To' button is highlighted in the top right corner of the table.

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
Bank of America ****2345	1234 Cherryhill Street Seattle Washington 12345 United States	Bank Account	Cleaning Supplies Company	⚠ Vacasa Test Instance	✍️
None	1234 Cherryhill Street Seattle Washington 12345 United States	Address	Cleaning Supplies Company	✓ Vacasa Test Instance	✍️



Chat with Coupa Support

CSP Set Up: Setting Up Remit-To Address (2 of 4)

Select **Next**

Fill in details for the new **Remit-To Address** information

Add Remit-To

Legal Entity Cleaning Supplies Company

Invoice From Address 1234 Cherryhill Street
Seattle, Washington, 12345
United States

[Back](#) [Next](#)

What is your Remit-To Address?

* **Address Line 1** 1234 Cherryhill Street

Address Line 2

* **City** Seattle

State Washington - WA

* **Postal Code** 12345

* **Country/Region** United States

Code

Recommended

If you receive payments to a different location to where your business is registered, add the address here.



CSP Set Up: Setting Up Remit-To Address (3 of 4)

For Manual Check & Digital Check vendors, select **Address** from the Payment Type Drop-Down menu, and select **Save & Continue**

For ACH vendors, select **Bank Account** from the Payment Type Drop-Down menu, and fill out Banking Details (i.e. Bank Name, Account Number, ACH Routing Number)

Payment Method

* Payment Type: Address (dropdown menu open with options: Address, Bank Account, Virtual Card)

Which customer account?

All

Vacasa Test Instance

Cancel Save & Continue

Payment Method

* Payment Type: Bank Account (dropdown menu open with options: Address, Bank Account, Virtual Card)

What are your Banking Details? ⓘ

Bank Account Country/Region: United States

Bank Account Currency: USD

Beneficiary Name: Cleaning Supplies Company

Bank Name: Bank of America

Account Number: 12345 ⓘ

Confirm Account Number: 12345

ACH Routing Number: 555556666 ⓘ

Wire Routing Number: ⓘ

SWIFT/BIC Code: ⓘ

Bank Account Type: Business

Supporting Documents: Choose Files No file chosen ⓘ



CSP Set Up: Setting Up Remit-To Address (4 of 4)

Select **Add Remit-To** to add additional Remit-To addresses, otherwise select **Next**

Select **"Add Ship From"** to add additional "Ship From" locations, otherwise select **"Done"**

Add a new Remit-To account

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	1234 Cherryhill Street Seattle Washington 12345 United States	Active	Manage
Bank Account Bank of America HCTest1 *****4567 123456789	1234 Cherryhill Street Seattle Washington 12345 United States	Active	Manage

Deactivate Legal Entity **Cancel** **Next**

Add a new Remit-To account

For many countries/regions, inclusion of 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 Washington Street Washington DC Maryland 124456 United States	Active	Manage

Deactivate Legal Entity **Done**

Select any option as per your preference. Your organization is now enabled for transacting with Vacasa!



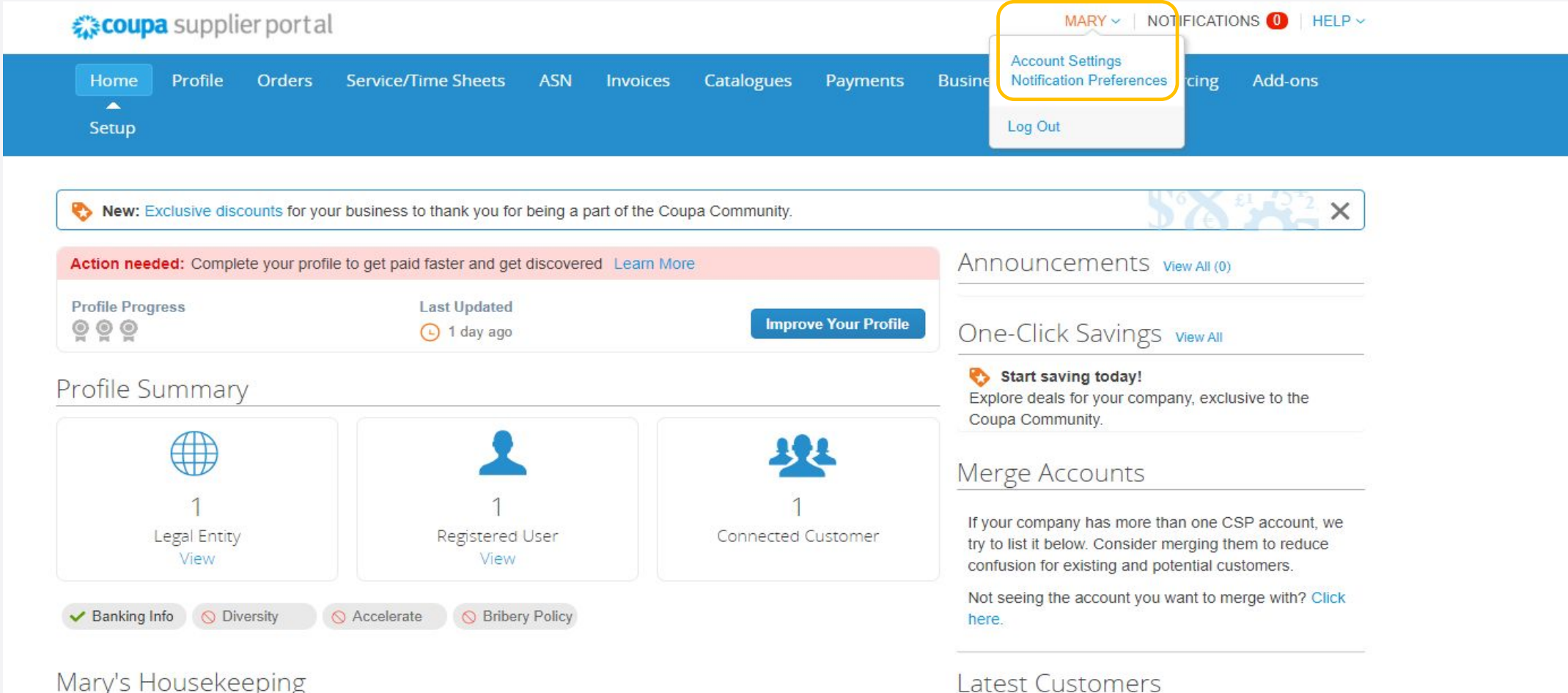


CSP General Navigation

CSP General Navigation: Overview & Account Settings (1 of 2)

The main menu bar at the top of the CSP main page outlines the key operating functions within the portal. Your organization can update its settings within “**Profile**”, “**Setup**” and “**Account Settings**”, view or manage activity within “**Orders**” and “**Invoices**”, and if necessary, maintain catalog information within the “**Catalog**” selection.

To access “**Account Settings**”, hover over your name in the upper right corner; a drop-down menu will appear as seen below.



CSP General Navigation: Overview & Account Settings (2 of 2)

Account Settings: Change personal information including passwords, setting or modifying your notification preferences and enable or disable two-factor authentication by requiring login verification codes for security purposes.

The screenshot displays the 'My Account Settings' page in the Coupa Supplier Portal. At the top, the header includes the Coupa logo and 'supplier portal', along with user information 'MARY', a notification bell with '0', and a 'HELP' dropdown. A blue navigation bar contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Payments, Business Performance, Sourcing, and Add-ons. Below this, a 'Setup' link is visible. The main content area is titled 'My Account Settings' and features a sidebar with three options: 'Settings' (highlighted with a yellow border), 'Notification Preferences', and 'Security & Two-Factor Authentication'. The 'User Details' section contains form fields for First Name (Mary), Last Name (Smith), Email (vacasa5coupatest+mary@gmail.com), Department, and Role, with a 'Save' button below. The 'Change Password' section includes fields for Current Password, Password, and Password Confirmation, with a 'Save' button and a note: 'Use at least 8 characters and include a number and a letter.'



CSP General Navigation: Manage Settings (1 of 2)

Reference the “**Profile**” and “**Setup**” sections to ensure your organization is set up properly to interact with Vacasa.

Profile: Create and update Public or Customer-Specific profiles, which contain general information about your organization.

The screenshot shows the 'coupa supplier portal' interface. At the top right, there are user options: 'BOB', 'NOTIFICATIONS' with a red badge containing the number '1', and 'HELP'. The main navigation bar is blue and contains the following items: 'Home', 'Profile' (highlighted with a yellow box), 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. Below this is a secondary navigation bar with 'Setup' and 'Your Profile' (underlined) and 'Information Requests'. The main content area is divided into a left sidebar and a main panel. The sidebar has three sections: 'Overview' with a sub-section 'Profile Setup'; 'Learning Center' with links 'Add more customers' and 'Create a discoverable profile'; and 'Feedback' with the link 'Tell us what you think'. The main panel features a profile card for 'HCTest1' with a placeholder image, a 'Download Profile as PDF' button, and links for 'Profile preview' and 'Copy profile URL'. Below the card is a 'Profile Level' section with the text 'Earn your next badge by enhancing your profile' and a row of six empty badge icons. A blue 'Update Profile' button is positioned below the icons. To the right of the icons is a list of profile attributes, each with a 'Set up' or 'View' link: 'Enhance your information' (View), 'Who you are' (Set up), 'What you do' (Set up), 'What sets you apart' (Set up), 'Who you work with' (Set up), and 'Financials' (Set up). At the bottom of the main panel is an 'Opportunities for You' section with a yellow background, containing a lightbulb icon, the text 'Add info about your products/services to get insights into your potential market opportunity with Coupa buyers', and an 'Update Profile' button.



CSP General Navigation: Manage Settings (2 of 2)

Reference the “**Profile**” and “**Setup**” sections to ensure your organization is set up properly to interact with Vacasa.

Setup: Manage users, merge requests, set up legal entity, add fiscal representatives, remit-to addresses for your customers, view the terms of use and set up your early payment discount terms, if applicable.

The screenshot shows the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. The 'Setup' option is highlighted with a yellow box. Below the navigation bar, the 'Admin' section is active, showing 'Admin Users' with an 'Invite User' button. A table lists user details:

Users	Permissions	Customer Access
Bob Stone Vacasa3coupatestvo+HCTest1@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	Vacasa Test Instance

The left sidebar contains the following menu items: Users, Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use, Payment Preferences (with a dropdown arrow), Static Discounting, SFTP Accounts, cXML Errors, and SFTP Errors.



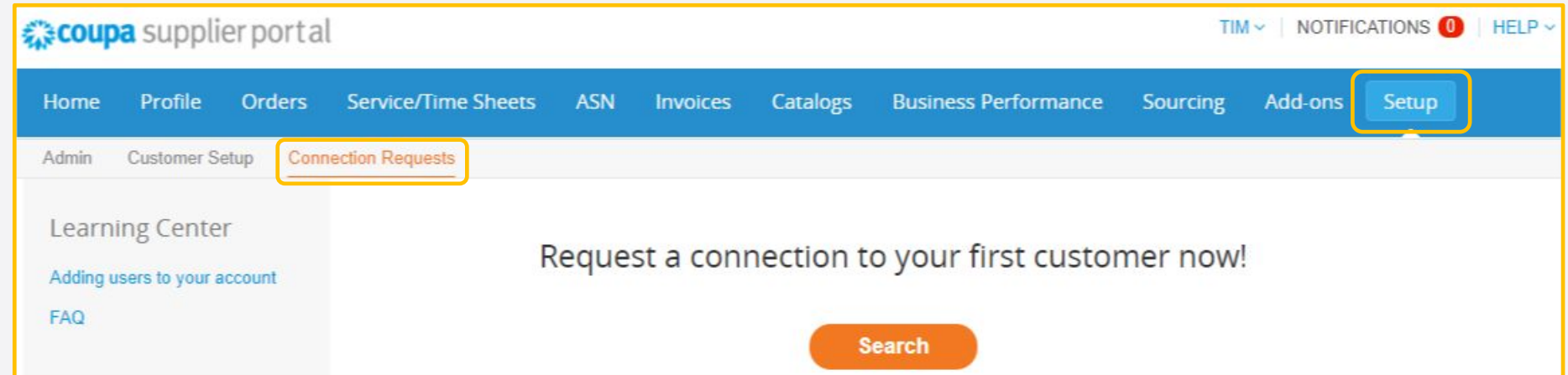


CSP New Customer Setup

Setting Up a New Customer

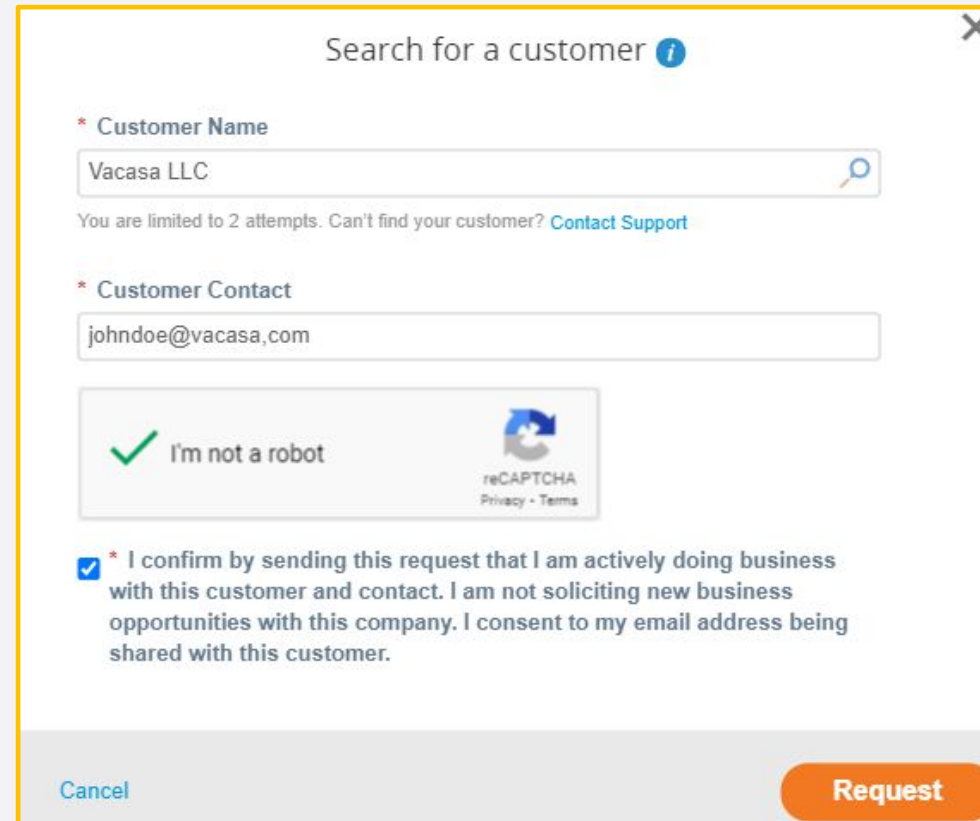
If you are not already connected with Vacasa, you can request a connection by submitting a Connection Request in **Setup**.

To set up a new customer within the CSP, navigate “**Setup**” and select “**Connection Requests**”. Click on “**Search**”.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' button is highlighted with a yellow box. Below the navigation bar, the 'Connection Requests' tab is selected and highlighted. The main content area displays the text 'Request a connection to your first customer now!' and a 'Search' button.

Enter the “**Customer Name**” and select the corresponding company that appears in the drop-down menu. Then, proceed to enter the “**Customer Contact**”, verify your request, and select “**Request**”.



The screenshot shows a modal form titled 'Search for a customer'. It contains two required fields: 'Customer Name' with the value 'Vacasa LLC' and 'Customer Contact' with the value 'johndoe@vacasa.com'. Below the fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom, there is a checkbox that is checked, with the text: '* I confirm by sending this request that I am actively doing business with this customer and contact. I am not soliciting new business opportunities with this company. I consent to my email address being shared with this customer.' The modal has 'Cancel' and 'Request' buttons at the bottom.





CSP Help

CSP Support: Chat with Support (1 of 3)

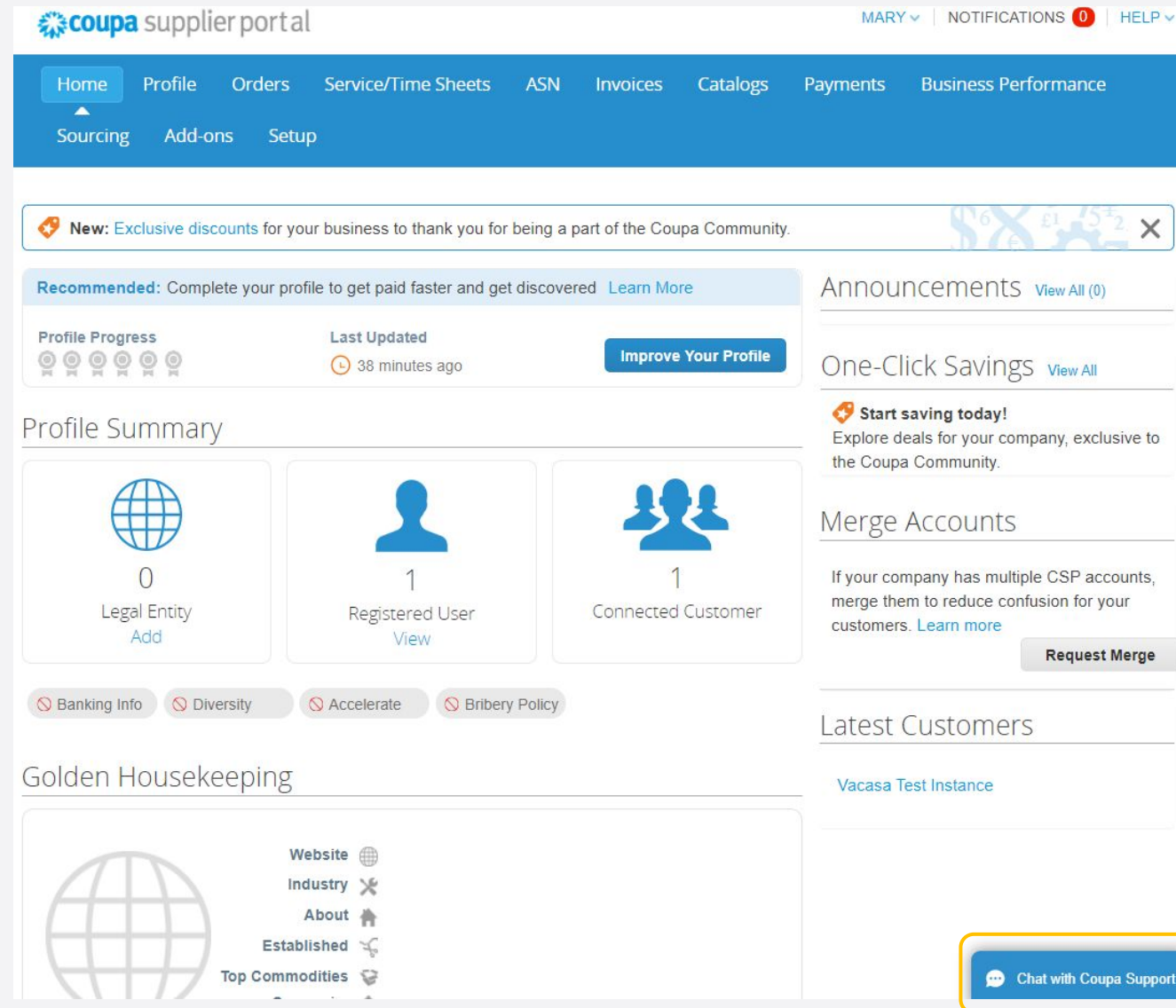
For further clarification and guidance on how to properly transact with Vacasa. There are several support options available: “**Chat with Support**”, “**Online Help**”, and “**Help Tour**”.

1. Click “**Chat with Coupa Support**” in the bottom right corner of the page to launch the chat.

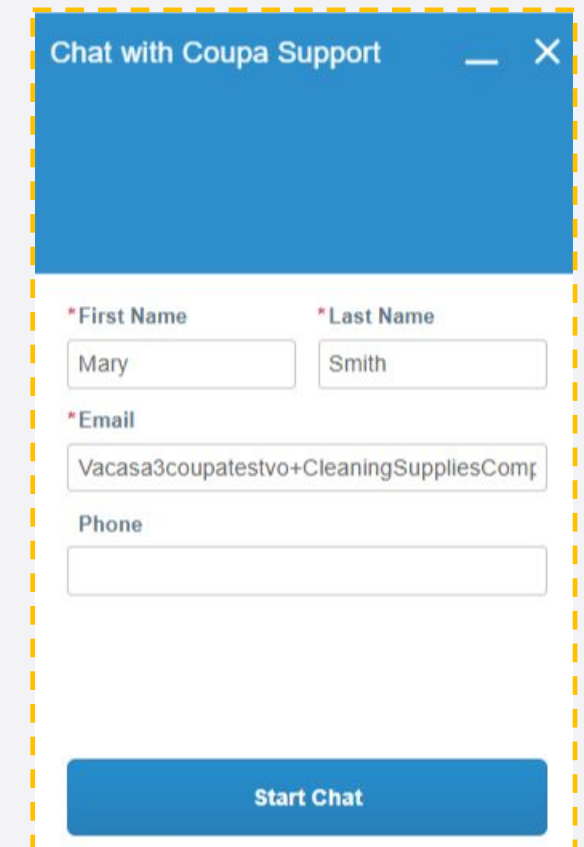
2. Provide your contact information: first name, last name, email address, and phone number (optional).

3. Start chatting with the support agent.

Note: If all the support agents are offline or busy, you can “**Send a support request**” through an offline form in the same chat window.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this is a secondary navigation bar with Sourcing, Add-ons, and Setup. A notification banner at the top right says "New: Exclusive discounts for your business to thank you for being a part of the Coupa Community." The main content area is divided into several sections: "Recommended" with a profile progress indicator and an "Improve Your Profile" button; "Announcements" and "One-Click Savings"; "Profile Summary" with three cards for "Legal Entity" (0), "Registered User" (1), and "Connected Customer" (1); "Merge Accounts" with a "Request Merge" button; and "Latest Customers" with a "Vacasa Test Instance" link. At the bottom right, a blue button labeled "Chat with Coupa Support" is highlighted with a yellow dashed border.

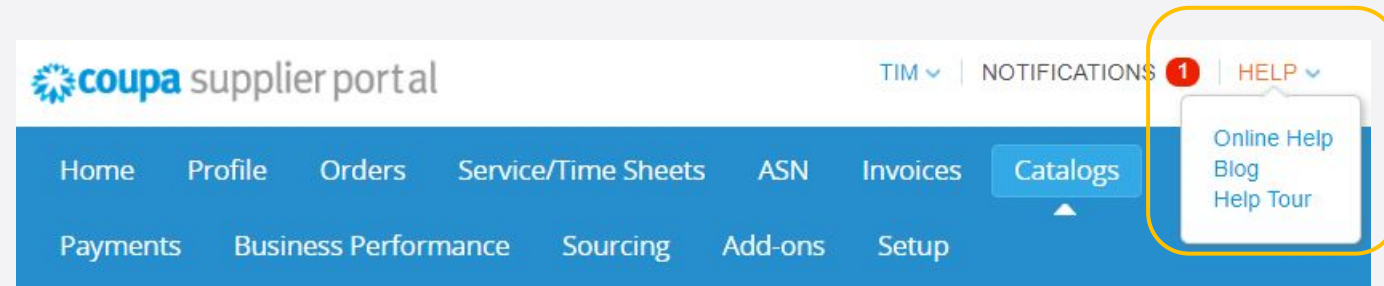


The screenshot shows the "Chat with Coupa Support" chat window. It has a blue header with the title and a close button. Below the header is a form with the following fields: "First Name" (Mary), "Last Name" (Smith), "Email" (Vacasa3coupatestvo+CleaningSuppliesComp), and "Phone" (empty). At the bottom of the form is a large blue button labeled "Start Chat".



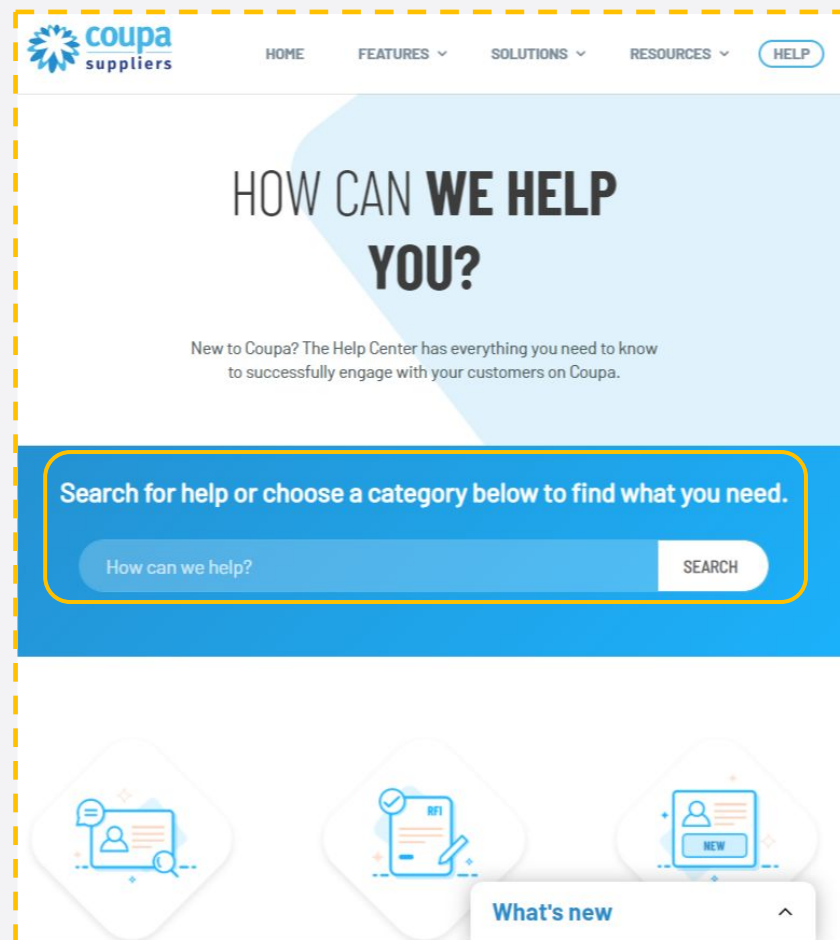
CSP Support: CSP Online Help (2 of 3)

For further clarification and guidance on how to properly transact with Vacasa. There are several support options available: “**Chat with Support**”, “**Online Help**”, and “**Help Tour**”.



1. Click on the “**Help**” link in the top right corner of the page to access to “**Online Help**”.

2. The Online Help Center will open in a new tab. Type your question in the “**Search**” tab or send an email to Coupa if a solution cannot be found.



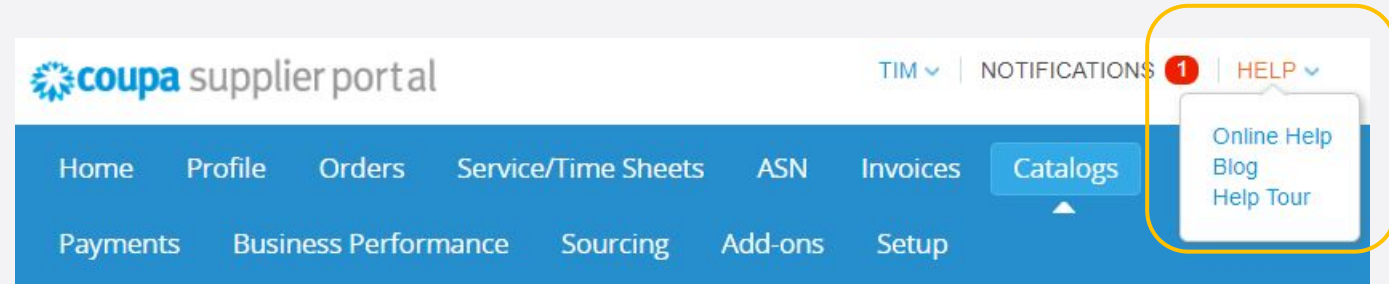
Didn't find what you were looking for?

Send an email to supplier@coupa.com



CSP Support: CSP Help Tour (3 of 3)

For further clarification and guidance on how to properly transact with Vacasa. There are several support options available: “**Chat with Support**”, “**Online Help**”, and “**Help Tour**”.



1. Click on the “**Help**” link in the top right corner of the page to access to “**Help Tour**”.

2. The Help Tour pop-up will open on screen. Click “**Next**” to walk through the basic tools within the Coupa Supplier Portal.

