

## Electronic Invoicing Options

Vail Resorts Inc. suppliers are required to invoice electronically through one of the two options below.

### 1. Supplier Actionable Notifications (SAN)

Each Purchase Order Vail Resorts, Inc. creates to your Company will be automatically emailed to the email address provided upon registration. Along with the Purchase Order the email also contains three actions, or options. Together these notices are referred to as Supplier Actionable Notifications. The available actions are: acknowledge receipt of the PO, add a comment to the requestor, and create an invoice. Please review requirements below before utilizing this feature. Additional information on SAN can be found in [HERE](#).

### 2. Coupa Supplier Portal/Network (CSP/CSN)

Like SAN, the Coupa Supplier Portal (CSP) gives you the ability to acknowledge receipt of the PO, add a comment to the requestor and create an invoice. Upon signing up for the CSP, Vail Resorts, Inc. users will also be enabled to add comments on PO's and Invoices to easily communicate with you. In addition, the portal contains an archive of all orders sent to your company and all invoices sent to Vail Resorts, Inc. This allows you to view invoice processing status and payment detail whenever necessary. Upon registration with Vail Resorts, Inc. you will be invited to the CSP and are encouraged to complete the registration details. Please review requirements below before utilizing this feature. Additional information on CSN/CSP can be found in [this video](#) or within [this document](#).

**\*SAN and CSP are completely free and require very little setup\***

With both options, we ask that you comply with the following requirements:

- ✓ **Do not** create an invoice until the product has been sent or service rendered
- ✓ The invoice # you enter must match the invoice # from your system
- ✓ US Suppliers: When applicable, enter total tax amount in the "Tax Code" line (don't use the % or code fields)
- ✓ Canadian Suppliers: When applicable, utilize CA: GST or PST codes and override the calculated total if necessary. If both are applicable use the plus sign to add an additional tax line.
- ✓ Always verify the invoice total is accurate before submitting \*Don't forget Tax or Freight!\*
- ✓ You **can** edit remit-to addresses but **not** financial info (tax/bank). To update this information, please email [VailProcurement@vailresorts.com](mailto:VailProcurement@vailresorts.com)
- ✓ **Do not** mail a physical copy of the invoice. Attaching the original invoice within the portal is encouraged!
- ✓ **Do not** use the Portal for credits, email to [APIInvoice@vailresorts.com](mailto:APIInvoice@vailresorts.com)