

Vail Resorts Supplier Invoicing Policy

Supplier shall not issue any invoice or receive any payment until: 1) applicable Purchase Order is issued by Vail Resorts and 2) Vail Resorts has accepted any Deliverables and approved hours worked pursuant to the Parties' Agreement. Any Invoice must contain the following required information. If any of the required data points are missing, Vail Resorts will not process the invoice and payment may be delayed.

Required data points for Vail Resorts invoice processing:

- Supplier Name and "remit to" address
- Supplier contact person, email address and phone number
- Invoice Date
- A valid Vail Resorts Purchase Order Number
- Unique internal invoice number assigned by Supplier
- A clear description of the goods/services provided within the service period, including the line item reference number(s) from the Purchase Order, where applicable
- Full name of Vail Resorts contact person who requested the goods/services

Invoices must be submitted in one of the following three electronic formats:

- **cXML** – Automated exchange of invoice document from Suppliers system to Vail Resorts System (Coupa). Please contact VailProcurement@vailresorts.com if you have capabilities to integrate this type of connection.
- **CSP (Coupa Supplier Portal)** – A free cloud-based portal for Vail Resorts Suppliers to view PO's and send invoices directly to Vail Resorts. Please fill out the "Coupa Supplier Portal Login Request" form located [HERE](#) to request an invite to the portal. Additional information can be found [HERE](#).
- **SAN (Supplier Actionable Notifications)** – A free, no-setup required option that enables Suppliers to send an invoice directly from the Purchase Orders that are emailed to the Supplier.

In scenarios where Supplier is not yet participating in Vail Resorts' electronic invoicing process, invoice submission must comply with all of the following requirements. If all requirements are not met, the invoice will be rejected.

- Invoice must be emailed directly to APinvoice@vailresorts.com in the To field, not CC
- File type must be PDF or TIF
- One invoice per attachment
- Max of 20 attachments submitted per email
- Must contain "invoice" in the Subject line
- Vail Resorts PO # must be printed on the invoice (not handwritten)
- All values must be legible