

Vail Resorts Vendor Requirements

As a supplier to Vail Resorts, you are part of a collection of suppliers that contribute to our shared mission of providing an Experience of a Lifetime™. We want to help ensure all of our suppliers understand how to accurately and efficiently interact with us through the purchase to invoice process and know where to go to ask any questions you may have.

All supplier documents listed below can be found at this link:
<http://www.vailresorts.com/Corp/info/supplier-info.aspx>

Purchase Order Requirements

- Purchase Orders (PO) are required prior to fulfilling goods or performing services
- POs are only valid when received from the URL @vailresorts.coupa.com
- If a problem is identified with a PO, please reach out to the original requester
- POs are governed by Master Agreements and/or Vail Resorts Terms & Conditions
- To see a demonstrational copy of a valid PO, http://d31hzhk6di2h5.cloudfront.net/20200702/24/fd/3d/25/4133d1321db936f2b22b3b2e/Sample_PO.pdf.

Invoicing & Payment Requirements

Suppliers are required to invoice through Coupa in one of the following formats:

- cXML
- CSP (Coupa Supplier Portal)
- SAN (Supplier Actionable Notification)

If not yet participating in electronic invoicing processes, invoice submission must comply with manual invoicing process.

For our invoicing policy, go to <http://www.vailresorts.com/Corp/info/supplier-info.aspx> and reference "Vail Resorts Supplier Invoicing Policy". Documentation on electronic invoicing can be found referencing "Supplier Electronic Invoicing".

Direct Deposit

Electronic Payment is required to become a Vail Resorts supplier. The payment will be accompanied by an email detailing out all the information that is normally printed on check including invoice and account numbers.

- Benefits of ACH/EFT
 - Direct deposit will be in your bank account within 24 to 72 business hours of payment
 - Environmentally friendly
 - Are not held up by the time it takes for a check to be mailed
 - Cannot be lost
 - Do not have to be manually processed by each party
 - Low cost

Supplier Information Updates

Supplier are required to submit information updates through Coupa SIM (Supplier Information Management). The Supplier Information Portal can be found under your company's CSP profile information requests or login directly to Supplier Information Portal. If you do not have CSP access please request this access <https://app.smartsheet.com/b/form/35ef56aee8484d53990cf3a6f8731009>.

If your company is already linked to CSP, the admin will need to login and setup any additional users. For more information on this process, https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal.

Compliance

Suppliers are expected to comply with the above requirements along with Vail Resorts' Supplier Code of Conduct. (Supplier Code of Conduct URL: <http://www.vailresorts.com/Corp/info/supplier-info.aspx>) For repeat non-compliance Vail Resorts will evaluate the need to continue doing business together.

Thank you!

Thank you for partnering with Vail Resorts in following the above-mentioned processes. By following each of these steps we can help ensure you are paid accurately and timely for goods and/or services provided to Vail Resorts. If you have questions, please reach out to one of the below respective inboxes.

- Payments and Invoicing – APQuestions@vailresorts.com
- Supplier Information Management and On-Boarding – VailProcurement@vailresorts.com