# Step by Step Coupa Guide for Vail Resorts New Suppliers

1. **You will receive a supplier Information Request form via email from Coupa.** You must click Join and Respond to be guided to Coupa which is a free online supplier management portal to complete the Supplier Information Request Form via your Coupa Supplier Portal (CSP). You cannot be onboarded as a supplier until you complete the Supplier Information Request form via your CSP.
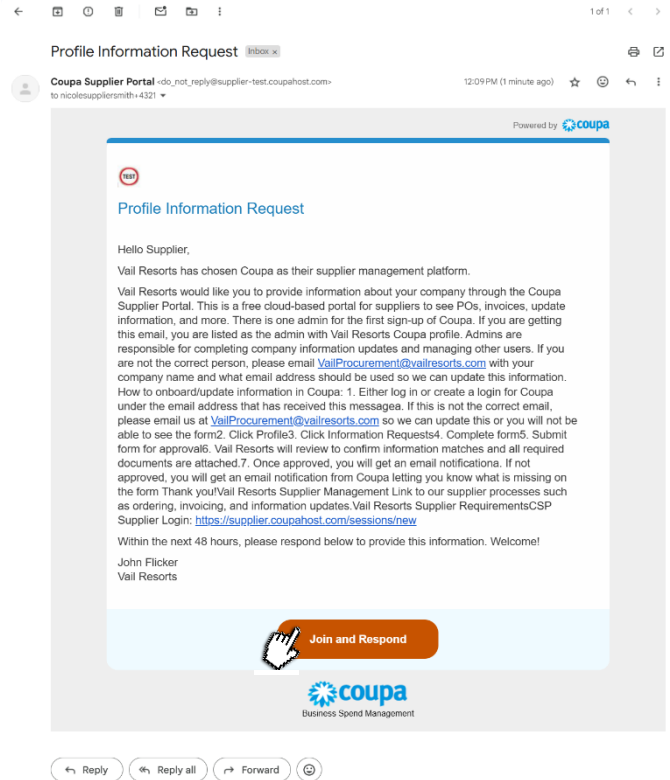
2. Your Business Name, Email, First Name and Last Name will be auto-filled, but these fields can be changed if you would like. Your Business Name should be the Payable Name for future payments from Vail Resorts. You will be asked to create a password and provide the Country/Region of your business and Tax Registration ID. You will click **I accept the Privacy Policy and the Terms of Use**, then click **Create an Account**.

   - USA supplier will input United States and provide the SSN or EIN based on your W-9 information.
   - Canada suppliers will input Canada and provide the international Tax ID (VAT) based on your W-8 information.

   Please note: If you already have registered with Coupa as another customer, you can click Log In and connect through your current Coupa account.

3. **You will see the Email Verification screen and receive an email from Coupa with a one-time verification code that must be entered in the boxes. Once you enter the verification code, click next.**

The email you receive from Coupa will look like this screenshot:

4. **You will be required to input the Country/Region. Select United States or Canada. The address will be auto-populated from the Vail Resorts Employee whom requested your services with Vail Resorts. You can update this address if you would like. Once complete, click next.**

5. **You will click "Do not accept Virtual Card payments from this customer" and then click next.**

6. **You will click "Do not accept Bank Transfer payments from this customer" and then click next. There will be another area on the form where you will input your banking details.**

7. **You will click the bottom of the box and say "Do not accept Check payments from this customer." Then click next. You do not need to input any address information in this section.**

Vail Resorts Coupa Supplier Onboarding

8. **You must continue under the Registered Free option.**
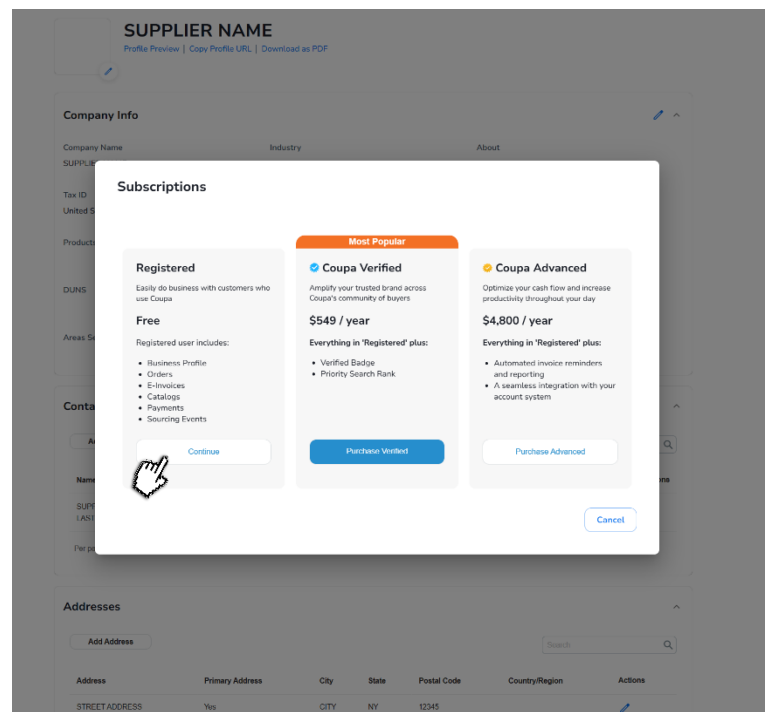
9. **You will then be asked to enable Multi Factor Authentication. Click the blue "enable Multi Factor Authentication".**
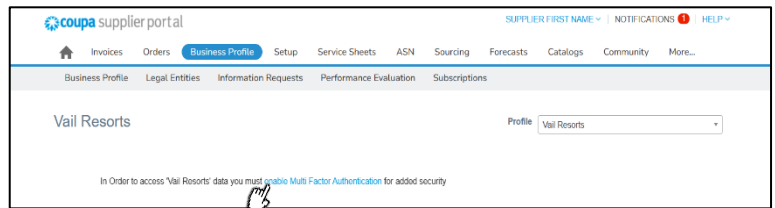
10. **This screen will popup. You will click the white x on the top right – see screenshot below.**
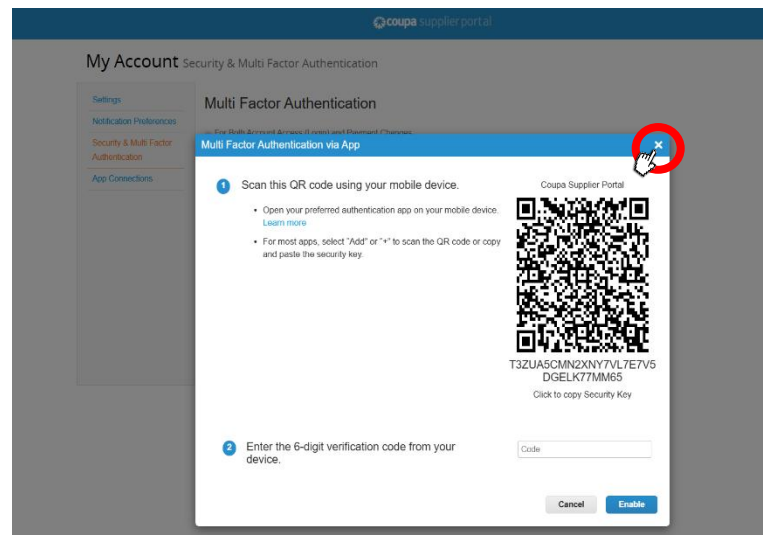
11. **Click Settings on the left sidebar, then click enable.**
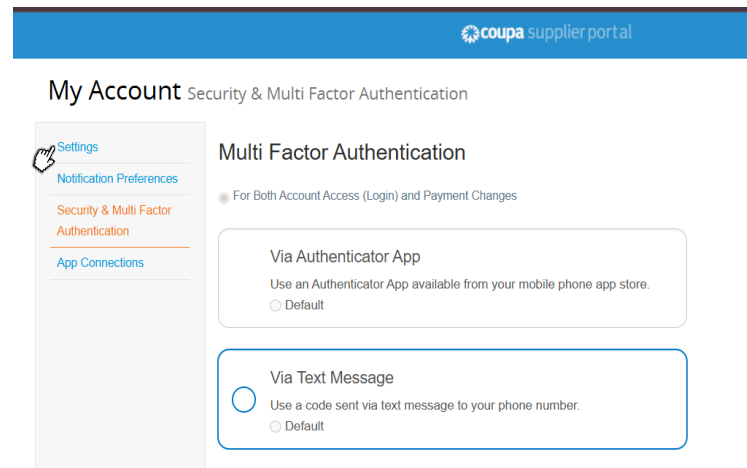
12. **Click back to Security & Multi Factor Authentication on the left side bar. (There may be another QR popup. You will click the white x on the top right as you did in step #10). You will click the "Via Text Message" option.**
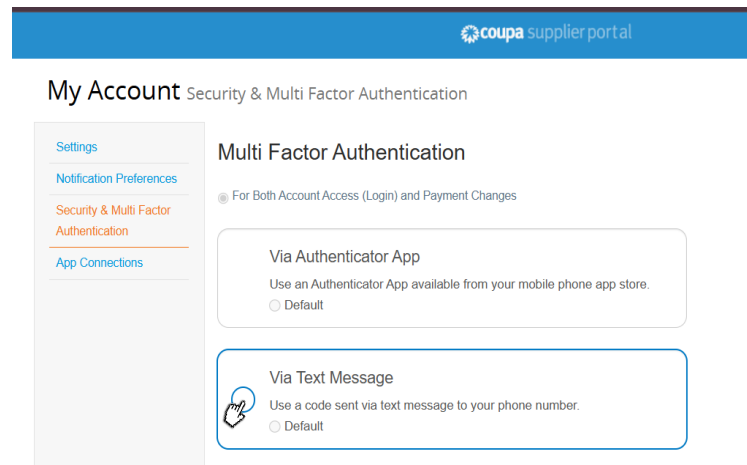
13. **The below screen will popup. Input your cellphone number or a number where you can receive SMS Text Messages. Then you will click "I'm not a robot" then you will click "Send Code".**
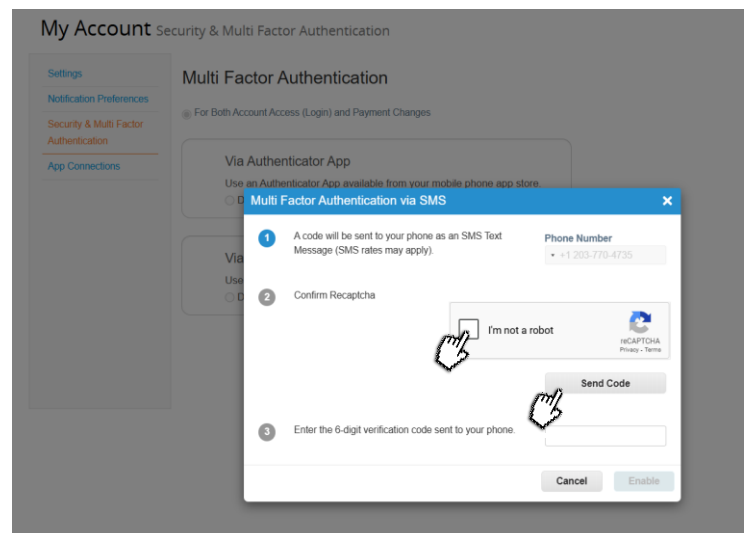
You will know the code has been sent successfully to your phone number if you see the green pop up below. If you do not see the green pop up below, click the settings on the left side, click enable, then click Security & Multi Factor Authentication on the left sidebar, click via text message, and input your phone number again.

After you receive the 6-digit verification code via your cellphone, you will enter it in the open field on step 3.
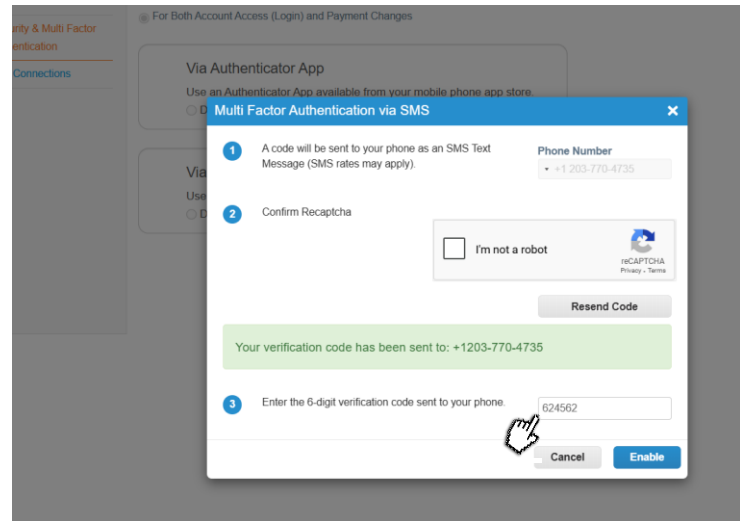
You will see this pop up after multi-factor authentication is complete. Take a screenshot of this image or download it and save for future reference.
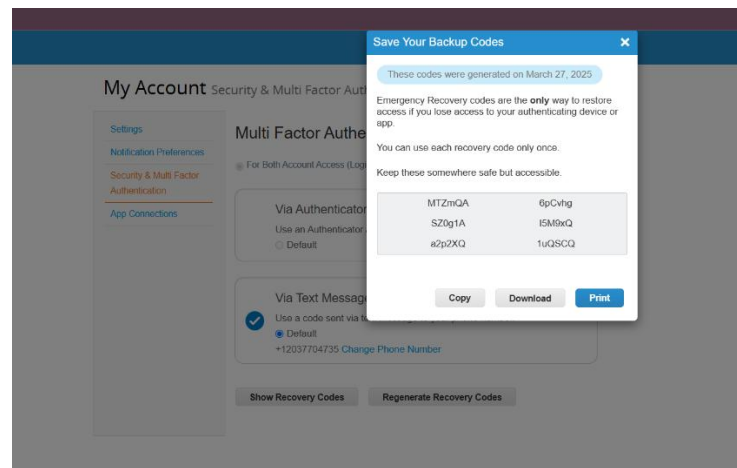
14. You will click the top homepage bar where the Coupa Supplier Portal Icon exists. See screenshot below:
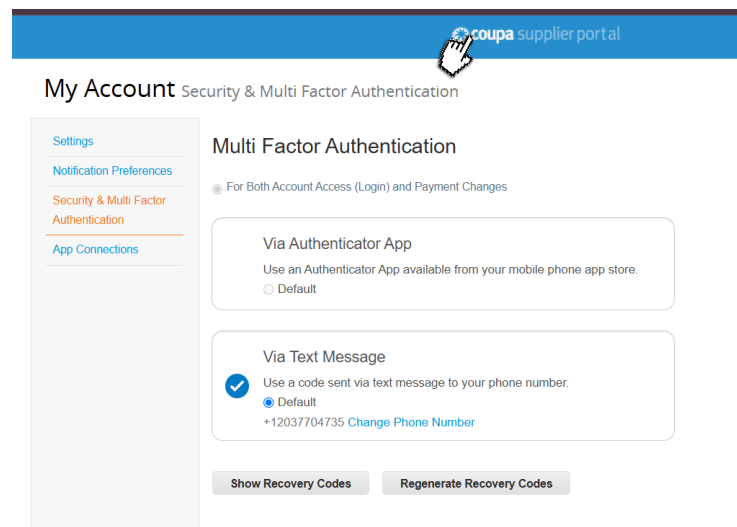
15. You will click Notifications on the top right next to your Supplier Name. Then you will click the form in your Notifications under Message.

16. Many fields will be auto populated, but you can update any necessary fields. Your Supplier Business Name will auto populate.

17. Select if your organization operates as a subsidiary. If you select yes, you will be required to provide the Parent Company name.

18. Your supplier admin information will auto-populate. You can edit this information if necessary.

19. Add primary address, this should be auto-populated.

20. Add tax information for your business.

Examples below for USA and Canada:

21. You will select your preferred currency.

Please note this currency will always be used for this supplier profile and must be the currency used for requisitions, Purchase Orders, and Invoices.

Payment Information

What is your preferred currency to be paid in? (The same currency must be used for data, orders, invoices, and payments.)

USD

* Do you accept ACH or EFT payments?

Yes

22. You will be asked to provide Remittance information. Click the Add Remit-To blue text.

*Please note. The Existing Payment Information section will remain blank because you are a new supplier and there is no existing banking information on file.

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Existing Payment Information

New Suppliers: This section will be blank. You do not need to complete the Existing Payment section.

Existing Suppliers: If you have already provided payment information to Vail Resorts via the Coupa Supplier Portal, it will appear immediately below. The New Payment Information will override the Existing Payment Information.

23. A popup "How would you like to be paid?" will popup and the information you provided earlier will auto populate.

24. You will click the check box with the address, then click "Add Selected".

How would you like to be paid?

All Methods | Bank Transfers | Checks | Credit Cards | Add Payment Method

Vail Resorts prefers Credit Cards, Bank Transfers, Checks Payments.

JP MORGAN
STREET ADDRESS, CITY, NY 12345, United States
☆ Customer Preferred

Account Number   Transit Code   Wire Routing Number
****543210321   123456789   123456789

Cancel   Add Selected

25. **After a few seconds, the New Payment Information section will appear. You will add your remittance email, and you will click "Yes" that you accept direct deposit then your banking will auto-populate below.**

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

New Payment Information

* Remittance Email

SUPPLIER REMITTANCE EMAIL

New Banking Details

* Do you accept direct deposit bank transfers?
- ● Yes
- ○ No

ACH for U.S. domestic or EFT for Canada/International

* Where is your bank located?
- ● United States
- ○ Outside the US

26. **You will add your banking information. All fields with a red asterisk (*) are required. Below are screenshots for how USD vs CAD banks appear.**

* Where is your bank located?
- ● United States
- ○ Outside the US

* Bank Country/Region

* Account Currency

USD

* Bank City

* Bank State/Province

* Bank Name

* Name on Bank Account

* Bank Account Number

* Bank Routing Number

* Where is your bank located?
- ○ United States
- ● Outside the US

* Bank Country/Region

* Account Currency

USD

* Bank City

* Bank State/Province

* Bank Name

* Name on Bank Account

* Bank Account Number

* Institution Number

4 digits required. Add zero in front if only 3 digit number. Ex: 001 should be typed 0001

* Transit Number

5 Digits

27. You must upload a bank verification form.

Acceptable bank verification forms for the US must include full business name, bank account number and routing number.

Acceptable bank verification forms for Canada businesses must include full business name, bank account number, transit number and institution number.

Acceptable documents:
1. Void Check
2. Bank letter
3. Company letterhead

* Bank Form

Choose File   No file chosen

Please provide a backing document for the bank account (i.e. void check, bank letter, or company letterhead). Required information is: Bank name, bank account name, bank account number, routing number (US), transit and institution number (CAN)

28. Complete the final Terms & Conditions section of the Supplier Information Request form, then click Submit for Approval.

Terms & Conditions

* Are you a Vail Resorts Retail (VRR) Supplier?

No   × ˅

* Do you agree to the Terms & Conditions set forth by Vail Resorts?

Select   ˅

Click here to read Vail Resorts Terms & Conditions

Vail Resorts' standard payment terms are 2% 20, Net 60. If you have any questions regarding the terms and conditions, please reach out to your primary contact at the Vail Resorts location or within the corporate team who initiated your registration as a new supplier. If applicable, any specifically negotiated and properly executed terms in place with Vail Resorts will already be reflected on this form. You agree that any provisions in your proposal, purchase orders, invoices, statements, acknowledgment forms, or other documents that are inconsistent with or in conflict with these terms and conditions shall be null and void and have no force or effect.

* Do you agree to the Supplier Code of Ethics & Business Conduct Policy set forth by Vail Resorts?

Select   ˅

Click here to read Vail Resorts Supplier Code of Ethics & Business Conduct Policy

* Does your business agree to the Vail Resorts Order and Invoicing Policy?

Select   ˅

Click here to read Vail Resorts Supplier Order & Invoicing Policy

* Do you currently have the ability to electronically integrate with EDI?

Select   ˅

Select 'No' if you do not have a catalog (i.e. Punch-Out, cXML, EDI) with Vail Resorts.

* Do you have a policy for bribery and corruption?

Select   ˅

* Do you currently hold a Master Service Agreement (MSA) or Contract with Vail Resorts?

○ Yes
● No

* Are you providing services to the US and your company of operation is located outside of the US?

○ Yes
● No

Vail Resorts Retail (VRR) Suppliers Only

If you are not a Vail Resorts Retail (VRR) supplier, you will not see any quesitons on this page and you can submit your form.

-- Submission Response Complete --

By submitting this application, you agree the purchase of all goods or services shall be governed by Vail Resorts, - Terms and Conditions or, if applicable, any specifically negotiated and properly executed terms in place with Vail Resorts. You agree that any provision in your proposal, purchase orders, invoices, statements, acknowledgment forms or other documents of any nature that is inconsistent with or in conflict with such terms and conditions, shall be null and void and of no force or effect. Please direct any questions to your contact at Vail Resorts.

Decline   Save   **Submit for Approval**

Please note, if you select "Yes" that you currently hold an MSA or Contract with Vail Resorts, you will be required to provide that contract in the file upload area where it says "Choose File".

* Do you currently hold a Master Service Agreement (MSA) or Contract with Vail Resorts?

● Yes
○ No

* Master Service Agreement (MSA) or Contract Attachment

Choose File   No file chosen

*For Vail Resorts Retail (VRR) Suppliers

If you are a Vail Resorts Retail Supplier, which you will know based on your communications with the Vail Resorts Vendor Relations team, then you will be prompted to complete different questions.

Terms & Conditions

* Are you a Vail Resorts Retail (VRR) Supplier?

Yes	× ⌄

Do you agree to the VRR Vendor Agreement?

Select	⌄

Click here to read the Vail Resorts Retail (VRR) Vendor Agreement

* Do you agree to the Supplier Code of Ethics & Business Conduct Policy set forth by Vail Resorts?

Yes	× ⌄

Click here to read Vail Resorts Supplier Code of Ethics & Business Conduct Policy

* Do you have a policy for bribery and corruption?

Select	⌄

* Are you providing services to the US and your company of operation is located outside of the US?

○ Yes
○ No

Vail Resorts Retail (VRR) Suppliers Only

If you are not a Vail Resorts Retail (VRR) supplier, you will not see any quesitons on this page and you can submit your form.

Do you currently have the ability to exchange retail documents through EDI?

	⌄

* Do you agree to be certified and activated for Vail Resorts EDI requirements within 120 Days?

Select	⌄

* Have you completed the PFAS Docusign?

Select ⌄

Please check with your Vail Resorts buyer representative if this is a requirement for your company.

VRR PFAS Certificate of Compliance

📄 https://powerforms.docusign.net/05d48e09-5119-4e...

Complete the PFAS Docusign above to onboard as a Vail Resorts Retail Supplier.

* Can you provide UPC and price stickers on all products?

Select ⌄

* Do you provide perishable disposals?

Select ⌄

Domestic Freight Terms

Select ⌄

International Freight Terms

Select ⌄

-- Submission Response Complete --

By submitting this application, you agree the purchase of all goods or services shall be governed by Vail Resorts, - Terms and Conditions or, if applicable, any specifically negotiated and properly executed terms in place with Vail Resorts. You agree that any provision in your proposal, purchase orders, invoices, statements, acknowledgment forms or other documents of any nature that is inconsistent with or in conflict with such terms and conditions, shall be null and void and of no force or effect. Please direct any questions to your contact at Vail Resorts.

Decline   Save   **Submit for Approval**

After Completing the Supplier Information Request Form

After you click submit, your form will say **Pending Approval** at the top of the page. Your form will take 3 business days to review.

You will receive an email from Coupa after you officially submit your Supplier Information Request form. The email will look like the email below.