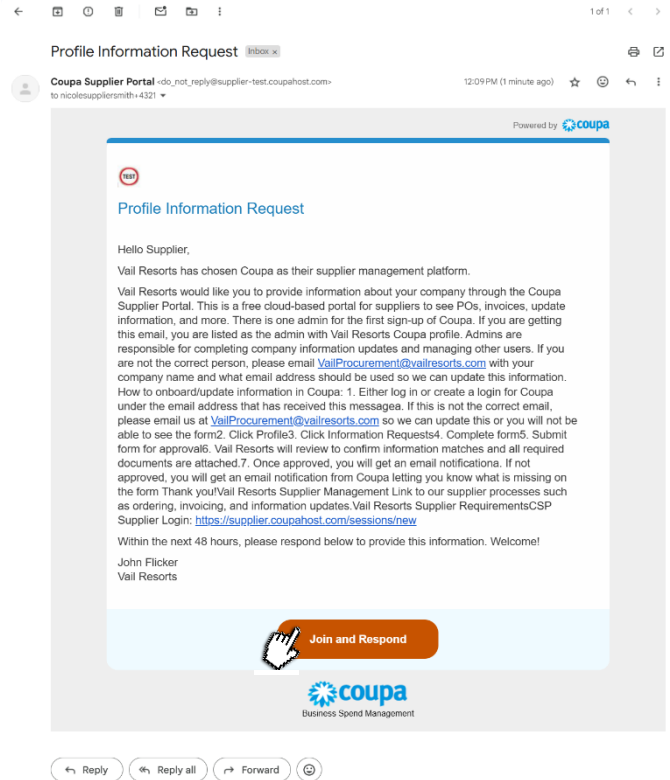


# Step by Step Coupa Guide for Vail Resorts New Suppliers

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.

The image shows the 'Create an Account' page in the Coupa Supplier Portal. The page has a blue header with the Coupa logo and 'supplier portal' text. The main content area is titled 'Create an Account' and includes a brief introduction. Below the introduction is a form with several fields: 'Business Name' (with a placeholder 'SUPPLIER NAME'), 'Email' (with a placeholder 'nicolasuppliersmith+4321@gmail.com'), 'First Name' (with a placeholder 'SUPPLIER FIRST NAME'), 'Last Name' (with a placeholder 'SUPPLIER LAST NAME'), 'Password' (with a placeholder '\*\*\*\*\*'), 'Confirm Password' (with a placeholder '\*\*\*\*\*'), 'Country/Region' (with a dropdown menu showing 'United States'), and 'Tax ID' (with a placeholder '123456789'). There is a checkbox for 'I do not have a Tax ID'. At the bottom of the form is a checkbox for 'I accept the Privacy Policy and the Terms of Use'. Below the form is a large blue button labeled 'Create an Account'. At the very bottom, there is a link for 'Already have an account? LOG IN' and a link for 'Forward this to someone'.

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 screenshot shows the 'Email Verification' screen in the Coupa Supplier Portal. At the top, a blue banner indicates 'OTP sent successfully via email'. Below this, the heading 'Email Verification' is followed by the text 'We sent a one time verification code to nicolesuppliersmith+4321@gmail.com'. A row of six empty boxes is provided for entering the code. Below the boxes, a link 'Request a New Code' is available for users who didn't receive the code. A large blue 'Next' button is at the bottom.

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

The screenshot shows an email from 'Coupa Supplier Portal' with the subject 'Your Coupa Verification Code'. The email body contains the Coupa logo, the heading 'Your Coupa Verification Code', and the text 'Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.' The verification code '665033' is displayed in large font. A link 'supplier@coupa.com' is provided for users who didn't request the code. The email footer includes the Coupa logo and 'Business Spend Management'. At the bottom, there are buttons for 'Reply', 'Reply all', and 'Forward'.

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.

The screenshot shows the 'Coupa Supplier Portal Onboarding' screen. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and 'More...'. The 'Business Profile' section is active, showing 'Account Details' and 'Payment Information'. The 'Primary Address' section has a green checkmark and contains fields for 'Country/Region' (United States), 'Address Line 1' (STREET ADDRESS), 'Address Line 2', 'City' (CITY), 'State' (New York), and 'Postal Code' (12345). Below this, the 'United States' section has fields for 'Invoice From Code' and 'Preferred Language' (English (US)). A large blue 'Next' button is at the bottom right.

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

The screenshot shows the 'Coupa Supplier Portal Onboarding' form. At the top, it says 'SUPPLIER NAME 11' with links for 'Profile Preview', 'Copy Profile URL', and 'Download as PDF'. Below this is a green banner that says 'Primary Address saved successfully'. The form has two tabs: 'Account Details' and 'Payment Information'. The 'Payment Information' tab is active, showing the 'Virtual Card' section. It includes a 'Customer Supported' badge and a prompt to enter information for Virtual Card payments. There are two input fields: 'Payment Method Name' and 'Email Address'. At the bottom, there is a checkbox labeled 'Do not accept Virtual Card payments from this customer' which is checked. A 'Next' button is at the bottom right.

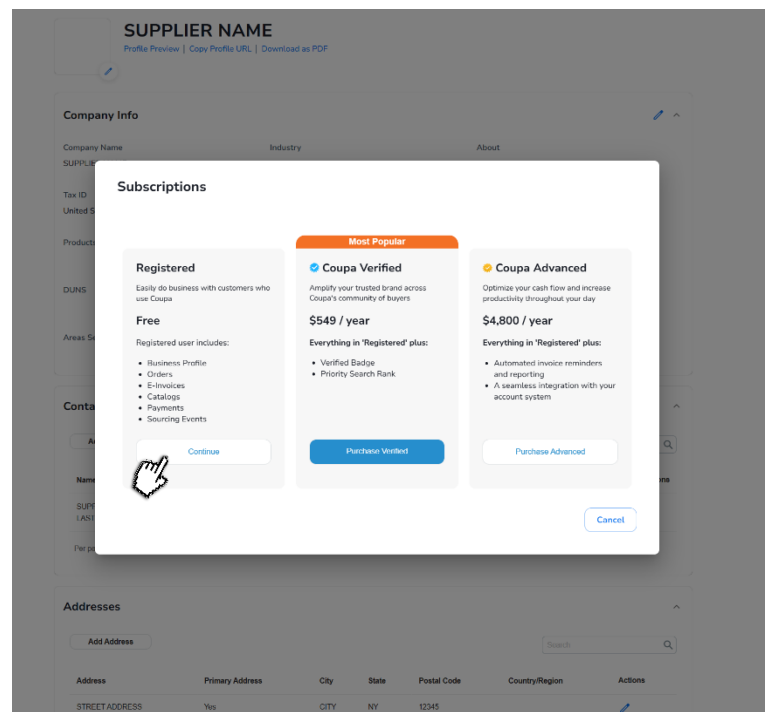
6. You will click “Do not accept Bank Transfer payments from this customer” and then click next. There will be another area on the form where you will input your banking details.

The screenshot shows the 'Coupa Supplier Portal Onboarding' form with the 'Bank Transfer' section active. It includes a 'Customer Supported' badge and a prompt to enter information for Bank Transfer payments. The form has several input fields: 'Payment Method Name', 'Bank Account Country/Region' (set to 'United States'), 'State', 'Bank Account Currency' (set to 'USD'), 'Beneficiary Name', 'Bank Name', 'Account Number', 'Confirm Account Number', 'ACH Routing Number', 'Wire Routing Number', 'Branch Code', 'Bank Account Type' (set to 'Business'), 'Email Address', 'Remit-To Code', and 'Supporting Documents'. There is a checkbox labeled 'My company expects to receive urgent/wire payments' which is unchecked. At the bottom, there is a checkbox labeled 'Do not accept Bank Transfer payments from this customer' which is checked. A 'Next' button is at the bottom right.

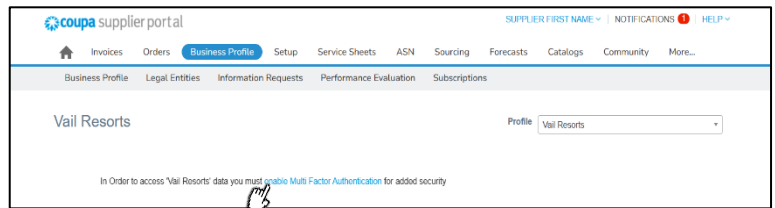
7. You will click the bottom of the box and say “Do not accept Check payments from this customer.” Then click next. You do not need to input any address information in this section.

The screenshot shows the 'Coupa Supplier Portal Onboarding' form with the 'Check' section active. It includes a 'Customer Supported' badge and a prompt to enter information for Check payments. The form has several input fields: 'Payment Method Name', 'Country/Region' (set to 'United States'), 'Street 1', 'Street 2', 'Street 3', 'City', 'State', 'Zip Code', and 'Remit-To Code'. At the bottom, there is a checkbox labeled 'Do not accept Check payments from this customer' which is checked. A 'Next' button is at the bottom right.

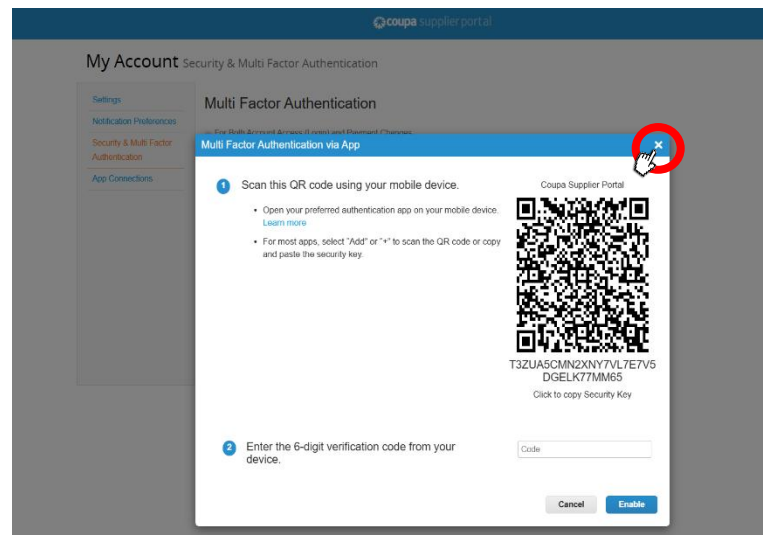
8. You must continue under the Registered Free option.



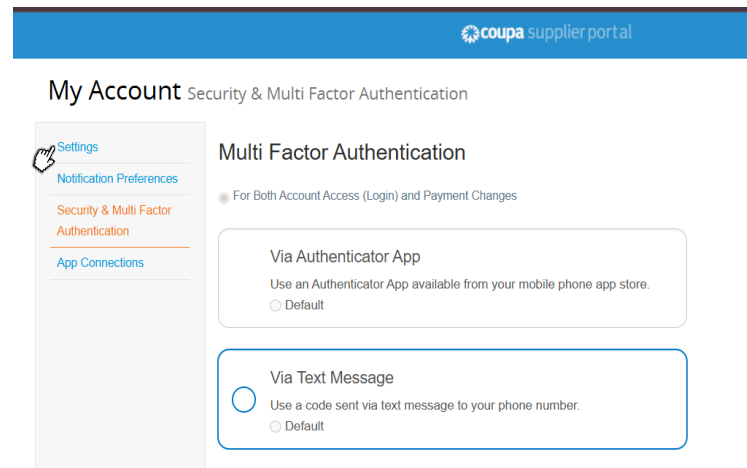
9. You will then be asked to enable Multi Factor Authentication. Click the blue “enable Multi Factor Authentication”.



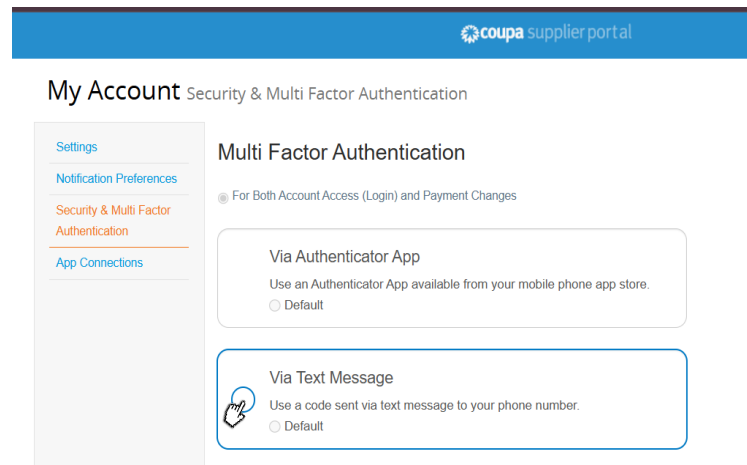
10. This screen will popup. You will click the white x on the top right – see screenshot below.



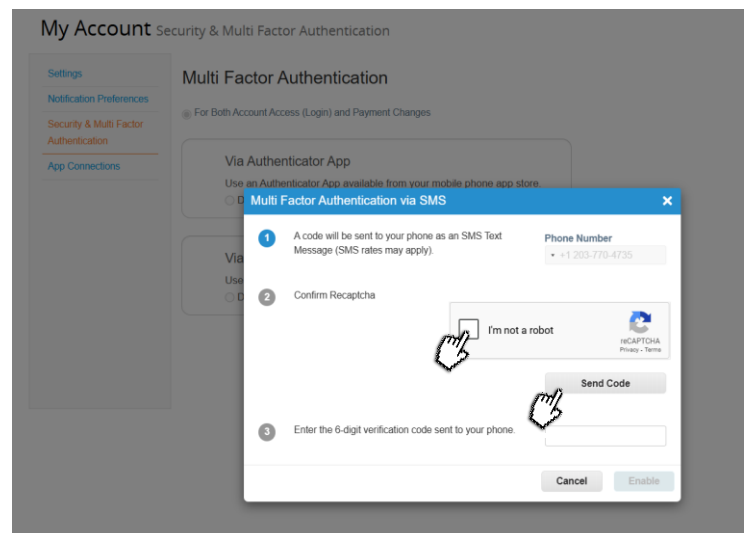
11. Click Settings on the left sidebar, then click enable.



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.

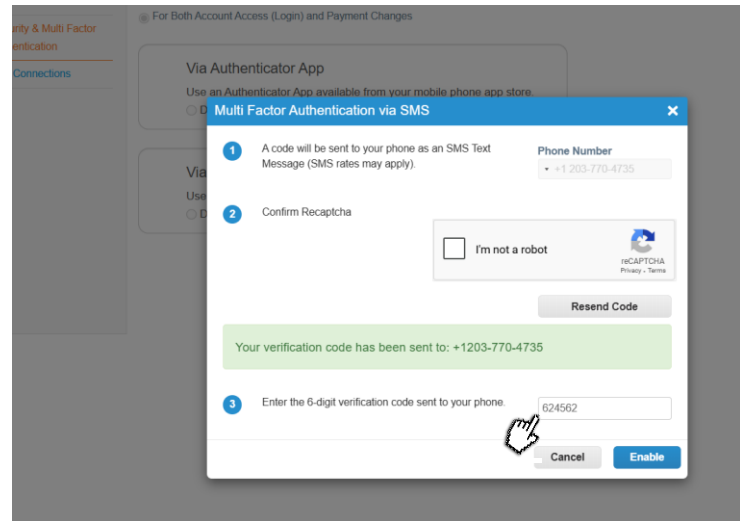


13. The below screen will popup. Input your cellphone number or a number where you can receive SMS Text Messages. Then you will click “I’m not a robot” then you will click “Send Code”.

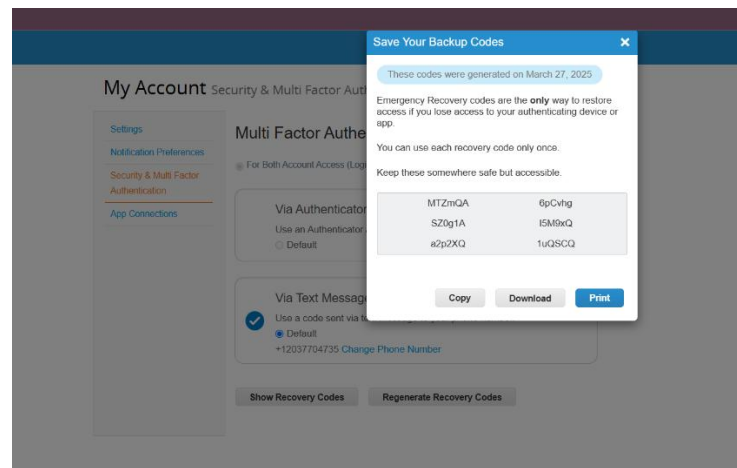


You will know the code has been sent successfully to your phone number if you see the green pop up below. If you do not see the green pop up below, click the settings on the left side, click enable, then click Security & Multi Factor Authentication on the left sidebar, click via text message, and input your phone number again.

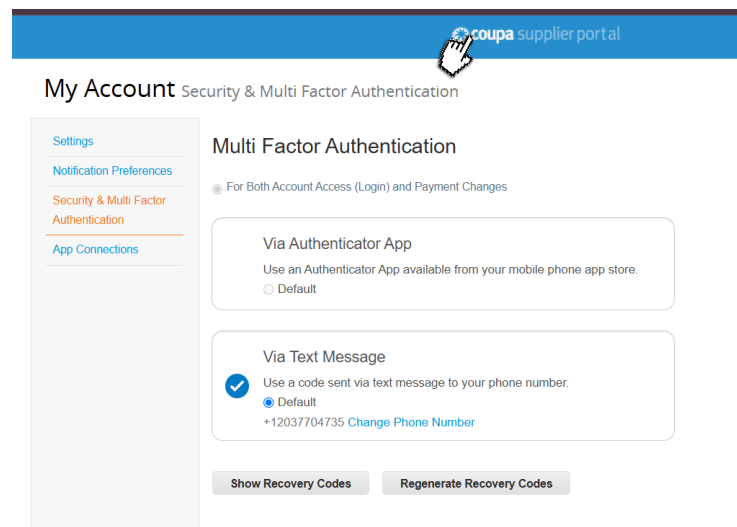
After you receive the 6-digit verification code via your cellphone, you will enter it in the open field on step 3.



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.**

coupa supplier portal

SUPPLIER FIRST NAME NOTIFICATIONS HELP

Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

SN SUPPLIER NAME

Recent Activity

Vail Resorts

Information Request

Announcements

Multi Factor Security

Join Requests

Merge Suggestions

Linked Customers

coupa supplier portal

SUPPLIER FIRST NAME NOTIFICATIONS HELP

My Notifications

View All

Message

Form (Copy3 of final final 2: Supplier Information Request Form) from Vail Resorts requires your attention.

Delete

Mark as Read

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

coupa supplier portal

SUPPLIER FIRST NAME NOTIFICATIONS HELP

Business Profile

Vail Resorts

Supplier Information

\* Supplier Business Name

SUPPLIER BUSINESS NAME

\* Does your organization operate as a subsidiary?

Yes

No

\* Please select your business commodity type

ADVERTISING PRODUCTION

Supplier Category for Internal Use only

Vail Resorts Inc. (VRI)

\* Are you a certified diverse supplier?

Select

**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.**

\* Coupa Supplier Portal Contact Information

\* First Name

SUPPLIER FIRST NAME

\* Last Name

SUPPLIER LAST NAME

\* Email address

nicolasuppliersmith+4321@gmail.com

\* Work Phone

US/Canada +1 (000) 000-0000

650-555-1212

(a 3-digit area code and a 7-digit telephone number)

\* PO Email

This email address will receive an email invite from Coupa to be the master admin for your company's Coupa Supplier Portal (CSP) profile. Once the master admin login is setup any additional users can be added by them in CSP.

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

20. Add tax information for your business.

\* Please select the country of operation

\* Taxable Name  
  
Please provide your company name as stated on your tax document.

\* Tax Entity

Select "Outside United States" if you are located Outside the United States.

\* Federal Tax ID  
 ⓘ  
If this is erroring please remove any spaces from copying and pasting

\* Tax Form

\* Type

\* Attachments  
[Add File](#)

You are required to upload a copy of your company's tax form. This must be signed and dated.

USA-based Suppliers: [Blank W-9 Form](#)

Canada-based Suppliers see below options.

[Form W-8 BEN](#)

[Form W-8BEN-E](#)

**Examples below for USA and Canada:**

\* Please select the country of operation

\* Taxable Name  
  
Please provide your company name as stated on your tax document.

\* Tax Entity

Select "Outside United States" if you are located Outside the United States.

International Tax ID  
  
Please provide your non-US Tax ID (i.e. GST ID)

\* Worksafe number

\* Tax Form

\* Type

\* Attachments  
[Add File](#)

You are required to upload a copy of your company's tax form. This must be signed and dated.

USA-based Suppliers: [Blank W-9 Form](#)

Canada-based Suppliers see below options.

[Form W-8 BEN](#)

[Form W-8BEN-E](#)

\* Please select the country of operation

\* Taxable Name  
  
Please provide your company name as stated on your tax document.

\* Tax Entity

Select "Outside United States" if you are located Outside the United States.

\* Federal Tax ID  
 ⓘ  
If this is erroring please remove any spaces from copying and pasting

\* Tax Form

\* Type

\* Attachments  
[Add File](#)

You are required to upload a copy of your company's tax form. This must be signed and dated.

USA-based Suppliers: [Blank W-9 Form](#)

Canada-based Suppliers see below options.

[Form W-8 BEN](#)

[Form W-8BEN-E](#)

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 MethodsBank TransfersChecksCredit Cards

Add Payment Method

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

☒

JP MORGAN

STREET ADDRESS, CITY, NY 12345, United States

Account Number\*\*\*\*543210321

Transit Code123456789

Wire Routing Number123456789

Customer Preferred

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 questions 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?

 x v

Do you agree to the VRR Vendor Agreement?

 v

[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?

 x v

[Click here to read Vail Resorts Supplier Code of Ethics & Business Conduct Policy](#)

\* Do you have a policy for bribery and corruption?

 v

\* 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 questions on this page and you can submit your form.

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

 v


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

 v

\* Have you completed the PFAS Docusign?

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?

\* Do you provide perishable disposals?

#### Domestic Freight Terms

#### International Freight Terms

## -- 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.

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a header with the Coupa logo and 'supplier portal' text. On the right, there are links for 'SUPPLIER FIRST NAME', 'NOTIFICATIONS' (with a red badge), and 'HELP'. Below the header is a navigation bar with tabs: 'Invoices', 'Orders', 'Business Profile' (selected), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. Underneath the navigation bar is a sub-navigation bar with tabs: 'Business Profile', 'Legal Entities', 'Information Requests', 'Performance Evaluation', and 'Subscriptions'. The main content area shows the 'Vail Resorts' profile. On the right, there's a 'Profile' dropdown menu set to 'Vail Resorts'. Below this, there's a link 'View All Responses'. The main text says 'Copy3 of final final 2. Supplier Information Request Form' and 'Created 1/2/2025 by ND'. At the bottom, it says 'Supplier Information' and 'SUPPLIER NAME'. A large 'Pending Approval' status is displayed in the center, with a red badge on the right.

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

The screenshot shows an email interface. At the top, there's a toolbar with icons for back, forward, search, and other actions. The email title is 'Profile Info Recently Updated for Vail Resorts on Coupa' with an 'Inbox x' badge. The sender is 'do\_not\_reply@vailresorts-test.coupahost.com' and the recipient is 'to nicolesuppliersmith+4321'. The email body is powered by Coupa and contains the following text: 'TEST', 'Profile Info Recently Updated for Vail Resorts on Coupa', 'Hi SUPPLIER FIRST NAME,', 'Your company's profile information was recently updated and sent to Vail Resorts on Coupa. This information is important and can contain pay-to information, tax registration, compliance certification information, and more.', 'Please help us ensure security by notifying your customer if this change is inaccurate or unexpected. If the change is expected you can ignore this message.', 'Thanks!'. At the bottom of the email body is a 'View Profile Info' button. The Coupa logo and 'Business Spend Management' text are at the bottom of the email body. The email interface also shows a '1 of 5' indicator and a toolbar with 'Reply', 'Reply all', 'Forward', and a smiley face icon.