

Dear Valued Partner,

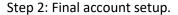
Effective May 1, 2023, Viasat is going green and accepting digital invoices submitted through the Coupa Supplier Portal (CSP) only. You are receiving this notice because your company currently does not use Coupa to submit monthly invoices. Partners will receive purchase orders, submit invoices with oneclick, and easily track payments with Coupa. Coupa is web-based, free of charge and easy to use. Viasat partners find the system extremely user-friendly.

To register, click this link: <u>https://supplier.coupahost.com/</u>. Setup takes 5-10 mins.

Step 1: Register your company.

- If your company already has a Coupa Supplier Portal account: please send us your account information and we will link your account.
- If your company does not already have a Coupa Supplier Portal account: ask your Viasat contact to work with Procurement and Viasat Coupa support and we will send you an invitation. Registration takes 5-10 minutes.
 - Click "Join Coupa" or "Forward This" to pass along the registration link to another individual
 - Once registered, you can manage your CSP account and add additional users at no cost

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| Viasat N Viasat, IncTEST Registration Instructions - Action Required |
| Powerd by |
| Hello Valued Supplier, |
| We handle all our boulness spend electronicatly in order to prevent loss documents and make some you are paid on time. Within the most 46 tours, citck the bottom to register processor. If you are not time right person at your company, send this requests to the appropriate person by using the forward link. |
| Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason. |
| Vasat, Inc. |
| Join Coupa Forward this Invitation |
| Overview Learn more about the Nend Help? Answers to Coupa Supplier Ponal common questions and issues Coupa Info Learn more about how companies use Coupa |
| COUPA Datiest Speed Management |
| |



| Validate the information | below and create the password for your account. Click here for help. | | |
|----------------------------|--|--|--|
| * First Name | Gendry | | |
| * Last Name | Baratheon | | |
| * Company | Gendry's Smith Shop | | |
| * Email | gendrysmithshop@gmail.com | | |
| * Password | | | |
| | Use at least 8 characters and include a number and a letter. | | |
| Password Confirmation | | | |
| | | | |
| Forward your i | submit | | |
| Not the right person to re | | | |
| Not the right person to re | InVitation egister now? Want to ask a coworker to join quickly? Send a copy of yo email below (must have same email domain). | | |

After you confirm your email address, you will need to provide basic company information:

Viasat Proprietary

- 1. Enter the first and last name of the owner of the CSP account.
- Enter the legal name of your company this will appear in the invoices sent to Viasat or other customers.
- 3. Confirm the email address provided is correct.
- 4. Enter and confirm your password.
- Tick the checkbox to accept Coupa Terms of Use and Privacy Policy (Click on Privacy Policy and Terms of Use to access the details).
- If applicable, tick the checkbox to confirm you are not a robot. Depending on your internet browser, this may or may not be an option.
- 7. Click the Submit button to create your account.



Invoices can be submitted directly in Coupa, or by replying to the Coupa PO email.

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| From Email (Supplier Actionable Notifications (SAN)): | Create Invoice | Acknowledge PO | Add Comment | |
| . Open the email notification from your company email inbox e.g. the email you provided Viasat | Viasat Inc. PURCHASE ORDER | | | |
| Click on the acknowledge PO button, Add Comment button, or Login button to log in to Coupa | Gendry's Smith Shop 210 Flee Botton Kings Landing, Attr. Gendry Baratheon gendrysmithshop@gmail.com | PO NUMBER DATE PAYMENT TERMS SHIPPING TERMS CURRENCY CONTRACT CONTACT | CPN503 07/01/19 Net 45 FCA (Third Party Billing) USD Gilly Craster X. Gilly@Vaiasat.com | |
| Click on the Create Invoice button to 'flip' the emailed PO into an invoice | Ship To Vasati Inc. 2040 E Technology Circle Tempe, AZ 85284 United States TEMPE 2040 Atm: Gilly Craster | Bill To Vissat Inc. 6155 El Camino R Cartisbad, CA 9200 United States Attn: | eal test | |
| | Line Descri 1 Custom sword design | ption | Qty Unit Price Total 500.00 500.00 | |
| | 1 Custom sword design | Need By: 07/19/19 | | |
| | | | Taxable: No 500.00 USD | |

FOR INTER 705546174 MENTS OVER 150 LBS AND NOT GOING OCEAN LCLIFCL use U micil service level to meet delivery date. #FNTR rentact GlobalLosi<u>cfics@visioat.com</u> for routing instructions.

For more information on Coupa, please click here.

Thank you for your business and for helping our environment by going green!