



Getting Started with CSP

Coupa Supplier Portal



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What is Coupa Supplier Portal (CSP)?

Coupa Supplier Portal (CSP) is a cloud based platform for buyers and suppliers to collaborate.

Suppliers can use it to view and acknowledge their purchase orders (POs), create and submit invoices and even manage their catalogues with specific buyers, if desired.

The portal also allows suppliers to check the status of all their transactions and payments, without having to contact an AP department.

View the status of invoices and payments in real time

Quickly flip POs to invoices; ability to do partial invoicing

Acknowledge purchase orders (POs) and view how much has already been invoiced

Decrease paperwork and manual effort through new automated steps

Streamline invoice processing through electronic workflows

Consolidated view of all purchase orders and invoices

SMS option to receive notifications

Send comments to Viasat in real time

What does this mean for you as a supplier?

Working with Viasat now means working together via the Coupa Supplier Portal.

Viasat wants to work with our suppliers to improve the way we do business with each other. Through Coupa, an industry-leading procure-to-pay system, we are able to optimize how we work with you from purchase to payment and everything in between.

Via your Coupa Supplier Portal, you will:

- > Electronically receive Purchase Orders (POs) from Viasat
- > Be able to acknowledge receipt of POs & communicate with Viasat through 'comments'
- > Create electronic invoices by 'flipping' the electronic PO
- > View the status of your orders, invoices and payment online, in real time.

For any Coupa purchase orders you receive from Viasat, you will need to submit an invoice electronically. The good news is, it is very quick and easy to invoice us electronically.

You can do so via Coupa Supplier Portal (CSP) *or* you can invoice directly from the emailed PO you receive.

- > [More about submitting invoices via CSP](#)
- > [More about submitting invoices from your emailed PO](#)

Quick Start Guide

How do I get started?

Step 1

Registration

You will be sent an invitation to register on the Coupa Supplier Portal (CSP). Registration takes 5-10 minutes.

Step 2

Set up your Account

Once you are registered you are ready to start working with Viasat. You may choose to do additional setups such as inviting additional users or updating your company profile.

Step 3

Receiving POs

You will receive electronic POs from Viasat in your CSP

Step 4

Sending Invoices

You will invoice Viasat electronically from your CSP or by 'flipping' your electronic PO into an invoice

Step 5

Track the status of your Orders and Invoices

In CSP, you can track the status of your orders, invoices and payment, without having to contact Viasat.

Registration and Setup

Registering with Coupa Supplier Portal

- > 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: send us an email at coupa-support@viasat.com 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

Viasat
Viasat, Inc.-TEST Registration Instructions - Action Required

Powered by **coupa**

Hello Valued Supplier,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request 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.

Viasat, Inc.

[Join Coupa](#) [Forward this invitation](#)

[Overview](#) Learn more about the Coupa Supplier Portal [Need Help?](#) Answers to common questions and issues [Coupa Info](#) Learn more about how companies use Coupa

coupa
Business Spend Management

Registration & Setup

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for [help](#).

* First Name

* Last Name

* Company

* Email

* Password
Use at least 8 characters and include a number and a letter.

* Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain).

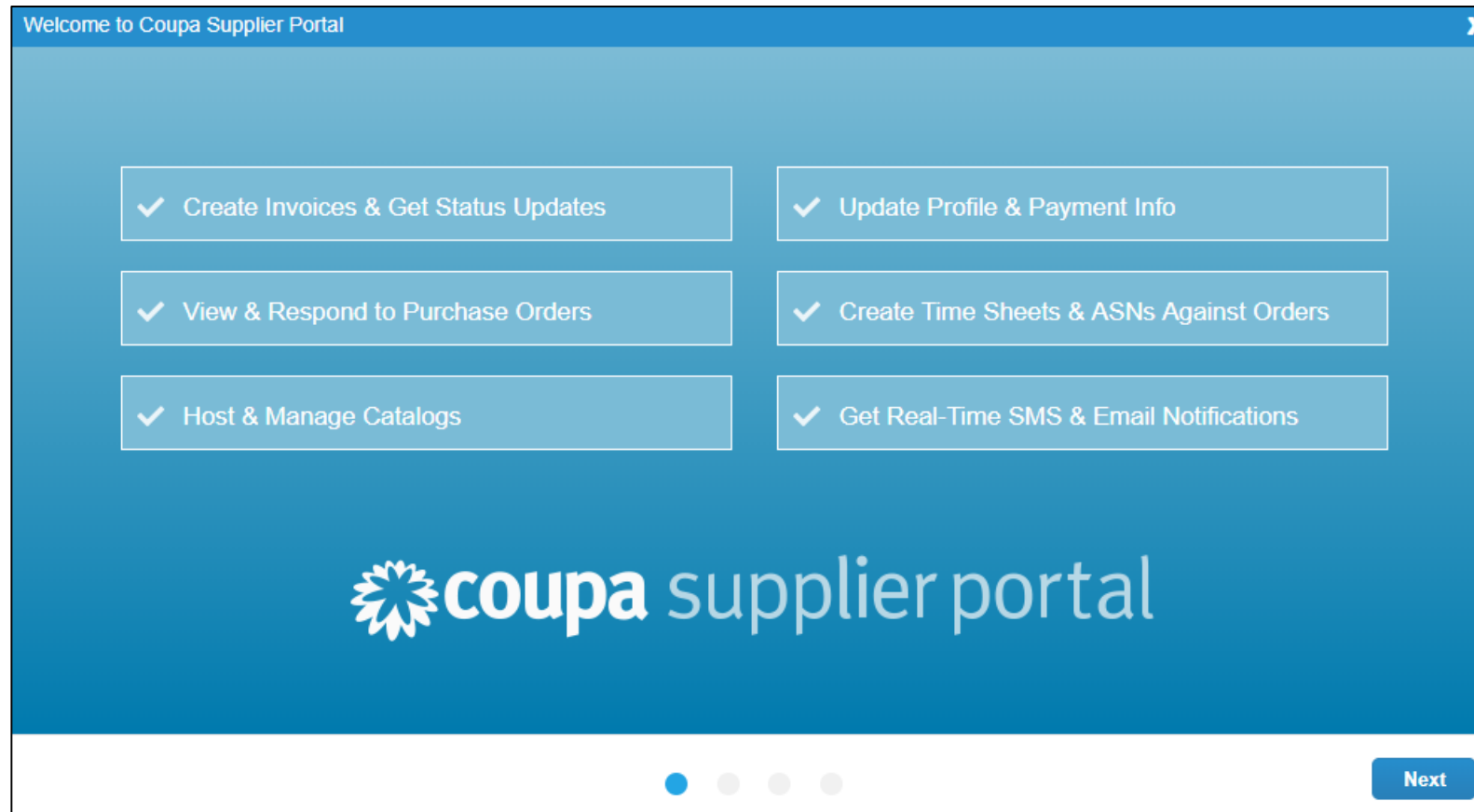
Forward email

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

1. Enter the first and last name of the owner of the CSP account.
2. 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.
5. Tick the checkbox to accept Coupa Terms of Use and Privacy Policy (Click on Privacy Policy and Terms of Use to access the details).
6. 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.


Registration & Setup






Once you create your account, you will be directed to the CSP homepage. Coupa offers an online tour. We recommend the tour to become familiar with the CSP.



Improving Your Coupa Profile (optional)

Gendry's Smith Shop



-  About
-  Industry
-  Website
-  Established
-  Employees

[Improve Your Profile](#)

About

Public Profile

<https://supplier-test.coupa.com/suppliers/public/31043>

At the portal's home screen, you can edit your profile information and manage your company profiles:

1. This section displays your company's general information.
2. Click on Improve Your Profile to add additional company information.
3. The About section will show a message about your company that you must include in step 2.
4. Click the link to see your Public Profile (public profile is what other Coupa customers can see about your company on the CSP).

Coupa Profiles (continued)

The screenshot shows a user interface for managing a company profile. At the top, there is a dropdown menu labeled 'Profile' with 'Public Profile' selected. Below this, the company name 'Gendry's Smith Shop' is displayed. A globe icon is on the left, and a navigation menu on the right includes 'About', 'Industry', 'Website', 'Established', and 'Employees'. An 'Edit Background' button is positioned to the right of the globe. Below the navigation menu, there is a blue section with an 'Edit Profile' button. This section contains the following information:

- About**
- Primary Contact**
- Address** 210 Flea Bottom
Kings Landing
- Primary Contact** Gendry Baratheon
gendrysmithshop@gmail.com
- Work Phone**
- Mobile Phone**
- Fax Number**

Coupa allows companies to maintain multiple profiles in the Profile section.

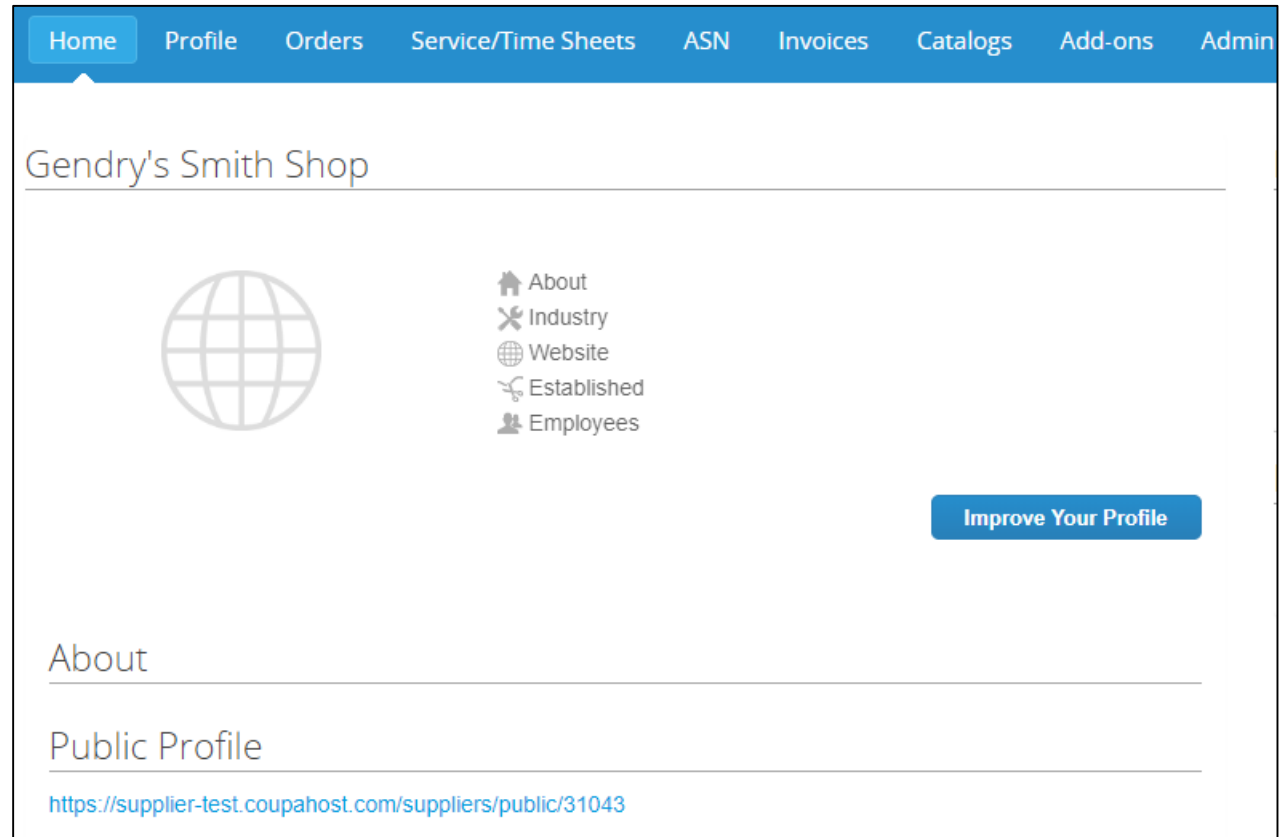
1. Click on the drop-down menu to navigate through your company's active profiles, such as client-specific or public. Choose the one you want to edit.
2. The CSP will display the information for the selected profile
3. Click on the Edit Background to change your background colors.
4. Click on the Edit Profile to add additional company information (next page).
5. At the bottom, your Primary Contact information is displayed.

Navigating your Account

Navigating your Account

The CSP is a user-friendly web solution. All commands can be found under the main menu at the top of the screen:

1. Click the Profile button to access profile settings.
2. Click the Orders button to access the orders section and see all POs received.
3. Click the Invoices button to access the invoices section and see all invoices created and sent.
4. Click the Catalogs button to access the catalog section and manage customer catalogs.
5. Click the Admin button to manage your CSP account and add CSP users



The screenshot displays the user interface for 'Gendry's Smith Shop'. At the top, a blue navigation bar contains the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. Below the navigation bar, the shop name 'Gendry's Smith Shop' is displayed. To the left of the main content area is a globe icon representing a website. To the right, there is a list of links: About, Industry, Website, Established, and Employees. A blue button labeled 'Improve Your Profile' is positioned on the right side of the main content area. Below the main content area, there are sections for 'About' and 'Public Profile'. The 'Public Profile' section includes a URL: <https://supplier-test.coupa.com/suppliers/public/31043>.

Administrating your Account

Admin Page

On the **Admin** page you can manage users & their respective permissions, merge requests, and the remit-to addresses for your customers; you can set up legal entities and fiscal representatives and more.

[More about the Admin Page](#)

The screenshot shows the Admin page interface. At the top is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Add-ons, and Admin (which is highlighted). Below the navigation bar is the main content area. On the left is a sidebar menu with the following items: Users (highlighted), Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use, Coupa Accelerate Preferences, SFTP Accounts, and cXML Errors. The main content area is titled "Admin Users" and has an "Invite User" button in the top right corner. Below the title is a table with three columns: Users, Permissions, and Customer Access. The table contains one row for a user named Jane Doe.

Users	Permissions	Customer Access
Jane Doe jane.doe@supplier.com Edit	ASNs Admin Catalogs Invoices Order Changes Orders Payments Profiles Service/Time Sheets	Customer 1

Managing your Orders and Invoices

Managing Orders and Invoices

From CSP:

1. Click on the Orders tab on the main menu
2. Click on the PO number to view additional details
3. Click on the gold coins to create an invoice
4. Click on the red coins to create a credit memo

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'SUPPLIERNAME', 'NOTIFICATIONS 2', and 'HELP'. Below this is a main menu with tabs for 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Add-ons', and 'Admin'. The 'Orders' tab is selected. Below the main menu, there are sub-tabs for 'Orders', 'Order Lines', 'Order Changes', and 'Order Line Changes'. A 'Select Customer' dropdown menu is set to 'Coupa', and a 'Configure PO Delivery' button is visible. The main content area is titled 'Purchase Orders' and contains a message: 'Click the [gold coins icon] Action to Invoice from a Purchase Order'. Below this is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, and Actions. The table lists three purchase orders.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
3050	05/31/17	Issued	None	200 Each of Purple Spiral Notebook	No	100.00 USD	[gold coins] [red coins] [yellow coins]
3049	05/31/17	Issued	None	1 Box of Blue Pens	No	90.00 USD	[gold coins] [red coins] [yellow coins]
2818	07/31/19	Issued	08/19/19	Print Services	No	200.00 USD	[gold coins] [red coins] [yellow coins]

[More about managing POs in CSP](#)

Managing Orders and Invoices

From Email (Supplier Actionable Notifications (SAN)):

1. Open the email notification from your company email inbox e.g. the email you provided Viasat
2. Click on the acknowledge PO button, Add Comment button, or Login button to log in to Coupa
3. Click on the Create Invoice button to 'flip' the emailed PO into an invoice

[More about Supplier Actionable Notifications](#)



Viasat Inc. Purchase Order #CPN503

Powered by Coupa

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

[Login](#)

Viasat Inc. PURCHASE ORDER

Gendry's Smith Shop
210 Flea Bottom
Kings Landing,
Attn: Gendry Baratheon
gendrysmithshop@gmail.com

PO NUMBER CPN503
DATE 07/01/19
PAYMENT TERMS Net 45
SHIPPING TERMS FCA (Third Party Billing)
CURRENCY USD
CONTRACT
CONTACT Gilly Craster
X_Gilly@viasat.com

Ship To	Bill To
Viasat Inc. 2040 E Technology Circle Tempe, AZ 85284 United States TEMPE 2040 Attn: Gilly Craster	Viasat Inc. 6155 El Camino Real test Carlsbad, CA 92009 United States Attn:

Line	Description	Qty	Unit	Price	Total
1	Custom sword design			500.00	500.00
Taxable: No					
500.00 USD					

SHIPPING INSTRUCTIONS IF 'THIRD PARTY BILLING' OR 'COLLECT' SHIPPING TERM IS NOTED ABOVE:

- FOR DOMESTIC/INTERNATIONAL SHIPMENTS UNDER 150 LBS use UPS ACCOUNT 0750X2 and applicable service level to meet delivery date. Do not use Next Day AM/Priority unless authorized by Viasat.
- FOR DOMESTIC SHIPMENTS OVER 150 LBS use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date.
- FOR INTERNATIONAL SHIPMENTS OVER 150 LBS AND NOT GOING OCEAN LCL/FCL use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date.
- ALL OCEAN LCL/FCL SHIPMENTS contact GlobalLogistics@viasat.com for routing instructions.

Additional Resources

Helpful Resources

To help you get up and running, we've put together several helpful resources that address some frequently asked questions.

- > [FAQs about CSP](#)
- > [Helpful Tutorial Videos](#) – Short tutorial videos to help get you started
- > [How to Create an Invoice](#) – Video showing how to create an invoice
- > [Coupa Success Portal](#) – Coupa's searchable repository for topic-specific training videos, documentation and more

Note: Please contact Coupa directly for login issues or technical issues submitting an invoice:

- Email: supplier@coupa.com or use the [Supplier Support Chat window](#)

Log in to your CSP account here: <http://supplier.coupahost.com>

Helpful Resources (continued)

- > [Managing your CSP account](#)
- > [How to Add & Manage CSP Users](#)
- > [Setting up your Legal Entity](#)
- > [Setting up your Remit-to Information](#)
- > [Merge CSP accounts](#) – Does your company have more than one CSP account? If yes, follow these instructions to merge accounts to avoid lost POs and confusion.
- > [Webinar: Coupa for Viasat Suppliers](#) – Recorded Viasat-hosted webinar on Coupa, including a demo of CSP

Viasat Supplier Portals

Viasat[™] Supplier Portals

Coupa will be used for all *indirect products and services*. This is in addition to Oracle iSupplier, the existing portal for direct materials.

If you provide Viasat indirect products and services only:

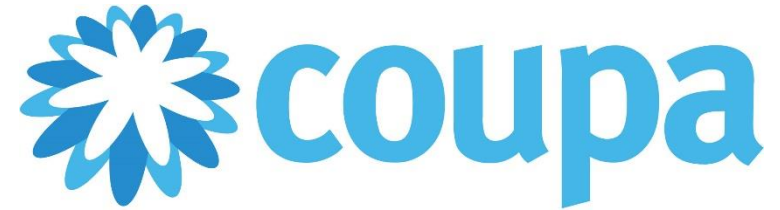
You will receive all POs via Coupa, and should invoice through Coupa electronic invoicing exclusively

If you provide Viasat direct products:

You will continue to receive POs via Oracle iSupplier, and should invoice as you always have, following the instructions on the PO.

A small subset of Viasat's supply base will provide a combination of direct and indirect products and services. In that case, kindly follow the instructions on your PO to invoice through the appropriate channels.

Viasat[™] Supplier Portals



Oracle **iSupplier** is a central portal for our suppliers to acknowledge purchase orders, request changes to purchase orders, and/or submit Advanced Shipment Notices for all *direct material purchase orders*.

Coupa is an electronic purchase order and invoice management platform for all *indirect products and services*. Suppliers can view, manage & acknowledge purchase orders, create invoices, and view payment status & details

EBSTST iSupplier Portal

Home Orders Shipments Planning Finance Product Assessments Admin

Search PO Number Go

Notifications [Full List](#)

Subject	Date
Standard Purchase Order 4 requires your acceptance	24-Jul-2018 17:16:56
Standard Purchase Order 4 requires your acceptance	22-Jul-2018 14:53:31

Orders At A Glance [Full List](#)

PO Number	Order Date
4	22-Jul-2018 16:44:32
4	20-Jul-2018 13:53:48
4	20-Jul-2018 10:02:55
4	20-Jul-2018 09:42:45
4	19-Jul-2018 14:32:45

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
187805ZF001	187805ZF001	19-Jul-2018 13:53:34

coupa supplier portal GENDRY NOTIFICATIONS 3 HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Purchase Orders

Instructions From Customer


SHIPPING INSTRUCTIONS IF 'THIRD PARTY BILLING' OR 'COLLECT' SHIPPING TERM IS NOTED ON PO: • For DOMESTIC/INTERNATIONAL shipments UNDER 150 LBS use UPS ACCOUNT 0750X2 and applicable service level to meet delivery date. Do not use Next Day AM/Priority unless authorized by Viasat. • For DOMESTIC shipments OVER 150 LBS use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date. • For INTERNATIONAL shipments OVER 150 LBS AND NOT GOING OCEAN LCL/FCL use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date. • ALL OCEAN LCL/FCL SHIPMENTS contact GlobalLogistics@viasat.com for routing instructions.

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
CPN503	07/01/19	Issued	None	Custom sword design	No	500.00 USD	
CPN502	07/01/19	Issued	None	15 TUBE of Assorted brass tubing	No	1,050.00 USD	
CPN501	07/01/19	Issued	None	10 Each of 10' Bars of Valyrian Steel	No	5,000.00 USD	

Purchase Orders from Viasat

Oracle Purchase Order Example



Standard Purchase Order

Rev 0 Page 1 of 2

Rev Date Issue Date 02-JUL-2019

Supplier Information		Ship To Information** ViaSat Inc., SGS Org (75) 1725 Breakinridge Plaza Duluth, GA 30068 United States *** Unless noted differently at line item			Ship Via **Unless noted differently at line item Ground IB-UPS COLLECT # V243MD Freight Terms Collect Delivery Terms FCA (INCO TERMS 2010) - Sellers Premises Payment Terms Net 30				
Supplier Contact		Supplier Email			Tax Permit SRFB300-900194				
Supplier Phone 0					Mailing Address: ViaSat, Inc. Attn: Accounts Payable 8155 El Camino Real Carlsbad, CA 92009				

Email Invoices to:
ViasatAP@viasat.com

Item	Part Number/Description/Rev	Promise Date	Need Date	Quantity	UOM	Unit Price	Total Line Amt	Taxable
1.1*	ViaSat Part#	12-JUL-2019	09-JUL-2019	6.00	EACH			N
Manufacturer: RENBRANDT INC		A-101-14	Status: Active					
Contract Number		DPAS N/A	Specialty Metals N/A					
Total Order Value:								
Total Open Value:								

Unless otherwise specified, any information below pertains to all line items


Buyer's order is made on the express condition that the terms and conditions set forth in this purchase order, the attachments thereto, and on the Viasat website at <https://www.viasat.com/supplier-information> (PRO01076 (Revised 6/03/19)) and Quality Provisions per PRO00512 (Revised 5/15/19) apply and such terms and conditions shall constitute the complete agreement between the parties. Any proposal for additional or different terms or any attempt by seller to vary, in any degree, any of the terms of this offer in seller's acceptance is hereby rejected. However, this purchase order shall not operate as a rejection of seller's offer unless it contains variances in the terms of the description, quantity, price, or delivery schedule of the goods. If you do not have access to the website or desire a paper copy of the terms and conditions, please contact Viasat's purchasing department at 760-476-2200.

**** NOTE: CARLSBAD SHIPMENTS ONLY:** Carlsbad Receiving location is moving. Effective Monday May 20th, all shipments scheduled to ship to Carlsbad need to be re-directed to the following location: 2425 Town Garden Road, Carlsbad, CA 92009 (Bld E3). Please Update your Viasat account records accordingly.


SELLER MUST PROVIDE THE FOLLOWING INFORMATION FOR EACH SHIPMENT:
 Label Outside Of Box to Include: Addressed to Viasat Receiving; Purchase Order #
 Packing Slip And/Or Product label to include: Purchase Order #; ASN # (if applicable); Packing Slip Number; Ship Date; Viasat P/N; Manufacturer P/N (if applicable); Manufacturer Lot Number (if applicable); Serial # (if applicable); Qty Shipped; Date Code/Exp. Date (if applicable)
 Information on the Packing Slip or Product should be barcoded using Code 39 or Code 128 barcoding standards.



Coupa Purchase Order Example



Viasat Inc. Purchase Order #CPN503

Powered by 

Create Invoice

Acknowledge PO

Add Comment

Login

Viasat Inc. PURCHASE ORDER

Gendry's Smith Shop
210 Flea Bottom
Kings Landing,
Attn: Gendry Baratheon
gendrysmithshop@gmail.com

PO NUMBER **CPN503**
DATE **07/01/19**
PAYMENT TERMS **Net 45**
SHIPPING TERMS **FCA (Third Party Billing)**
CURRENCY **USD**
CONTRACT
CONTACT **Gilly Craster**
X_Gilly@viasat.com

Ship To
Viasat Inc.
2040 E Technology Circle
Tempe, AZ 85284
United States
TEMPE 2040
Attn: Gilly Craster

Bill To
Viasat Inc.
6155 El Camino Real test
Carlsbad, CA 92009
United States
Attn:

Line	Description	Qty	Unit	Price	Total
1	Custom sword design			500.00	500.00
Need By: 07/19/19					
					Taxable: No
					500.00 USD

SHIPPING INSTRUCTIONS IF 'THIRD PARTY BILLING' OR 'COLLECT' SHIPPING TERM IS NOTED ABOVE:

- FOR DOMESTIC/INTERNATIONAL SHIPMENTS UNDER 150 LBS use UPS ACCOUNT 0750X2 and applicable service level to meet delivery date. Do not use Next Day AM/Priority unless authorized by Viasat.
- FOR DOMESTIC SHIPMENTS OVER 150 LBS use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date.
- FOR INTERNATIONAL SHIPMENTS OVER 150 LBS AND NOT GOING OCEAN LCL/FCL use UPS SCS FREIGHT ACCOUNT 705546174 using most economical service level to meet delivery date.
- ALL OCEAN LCL/FCL SHIPMENTS contact GlobalLogistics@viasat.com for routing instructions.

Contact Info

Who to contact for what

Nature of your question	Who to contact
Onboarding on to the CSP	Coupa-support@viasat.com
Login issues or other technical issues with CSP	supplier@coupa.com or use the Supplier Support Chat window
General information about Coupa and the CSP	https://success.coupa.com/Suppliers/For_Suppliers
Questions regarding your PO	The person making the request
Regarding your contract	Your Viasat Procurement POC