



# Getting Started with CSP

Coupa Supplier Portal



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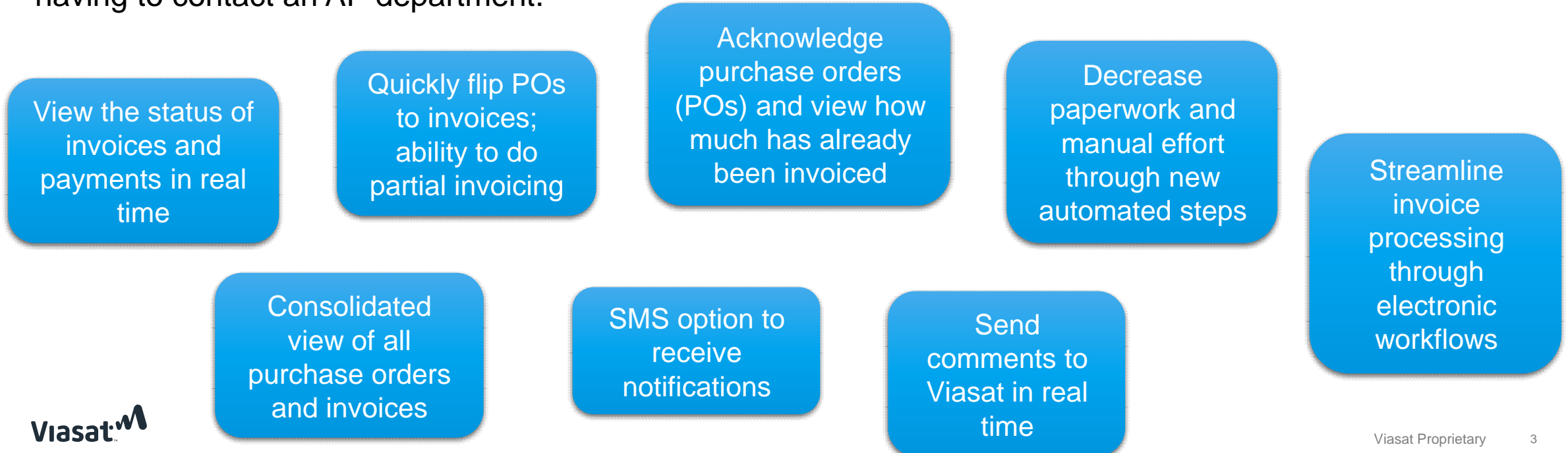
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# What is Coupa Supplier Portal (CSP)?

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.



# 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](#)

# 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

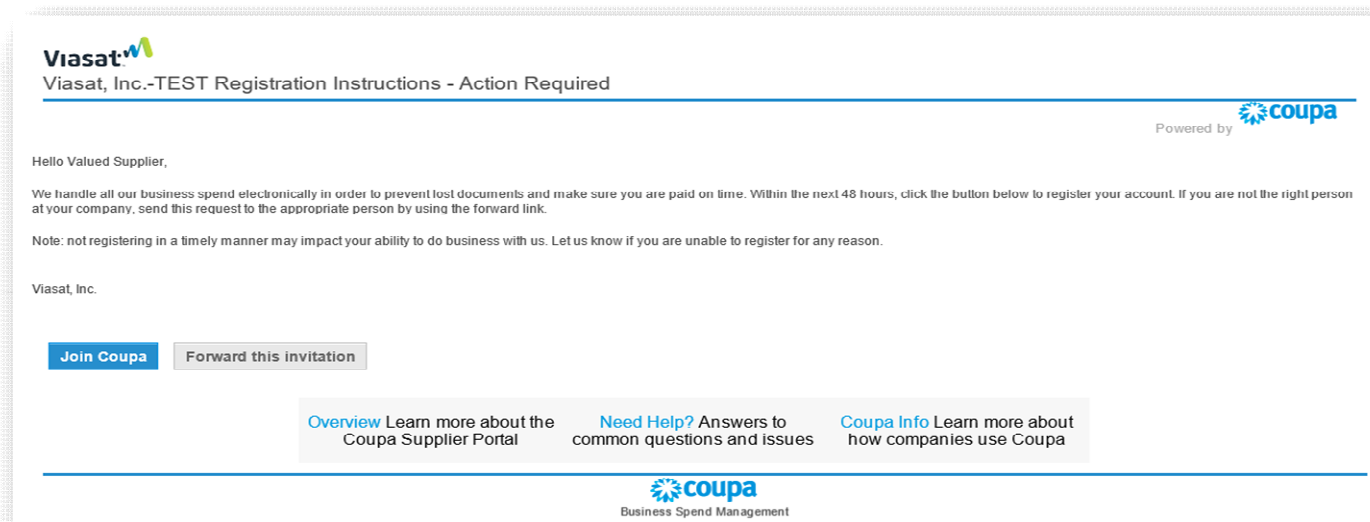
### Track the status of your Orders and Invoices

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: 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





# 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](#).

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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).

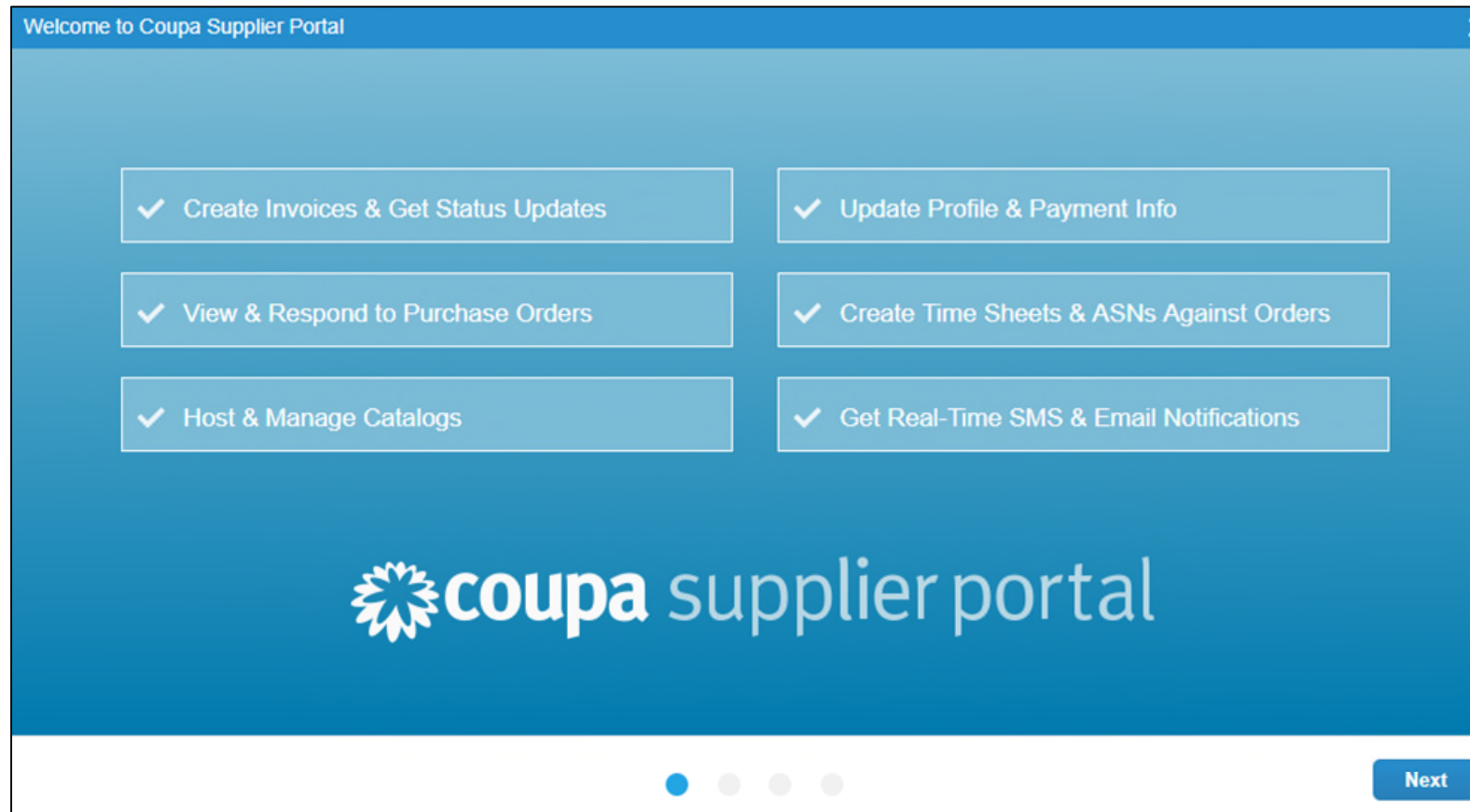
Forward email

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

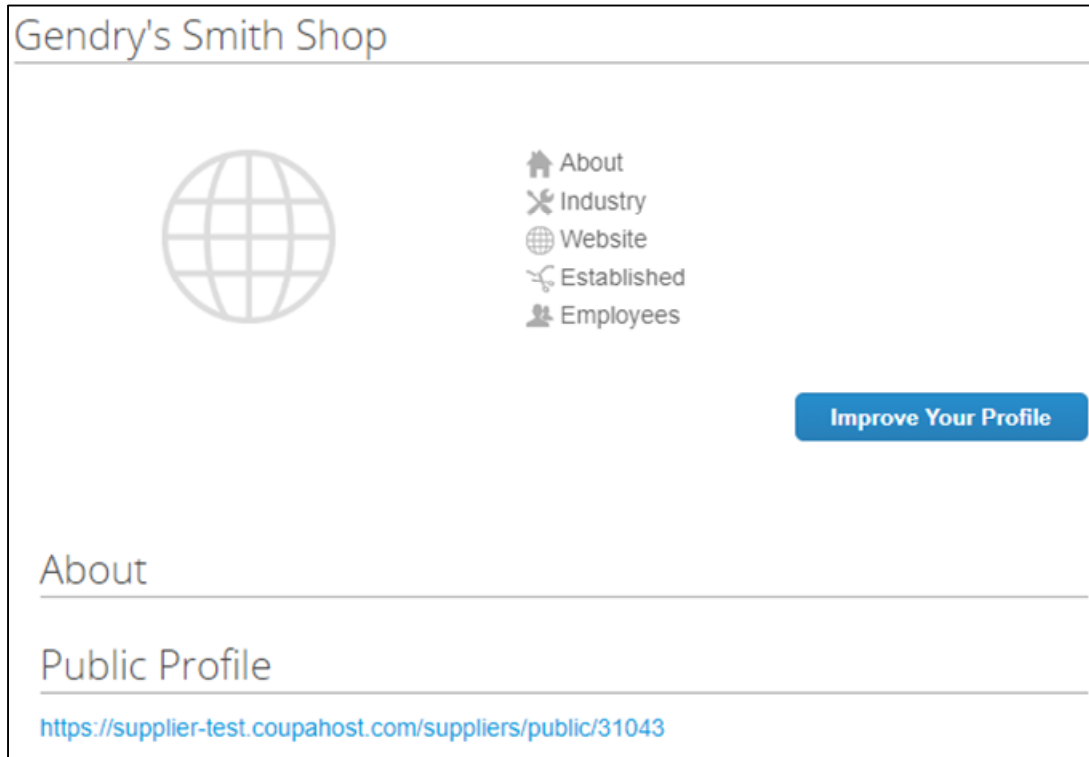
1. Enter the first and last name of the owner of the CSP account.
2. Enter the legal name of your company – this will appear in the invoices sent to Viasat or other customers.
3. Confirm the email address provided is correct.
4. Enter and confirm your password.
5. Tick the checkbox to accept Coupa Terms 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)



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 the profile management interface for 'Gendry's Smith Shop'. At the top, there is a 'Profile' dropdown menu set to 'Public Profile'. Below this, the shop name 'Gendry's Smith Shop' is displayed. A globe icon is on the left, and a menu on the right includes 'About', 'Industry', 'Website', 'Established', and 'Employees'. An 'Edit Background' button is located below the menu. A blue 'Edit Profile' button is positioned in the top right corner of the profile details section. The profile details are organized into sections: 'About', 'Primary Contact', and 'Address'. The 'Primary Contact' section lists 'Gendry Baratheon' with the email 'gendrysmithshop@gmail.com'. The 'Address' section lists '210 Flea Bottom, Kings Landing'. There are also fields for 'Work Phone', 'Mobile Phone', and 'Fax Number'.

Profile

Gendry's Smith Shop

 [About](#) [Industry](#) [Website](#) [Established](#) [Employees](#)

[Edit Background](#)

[Edit Profile](#)

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.

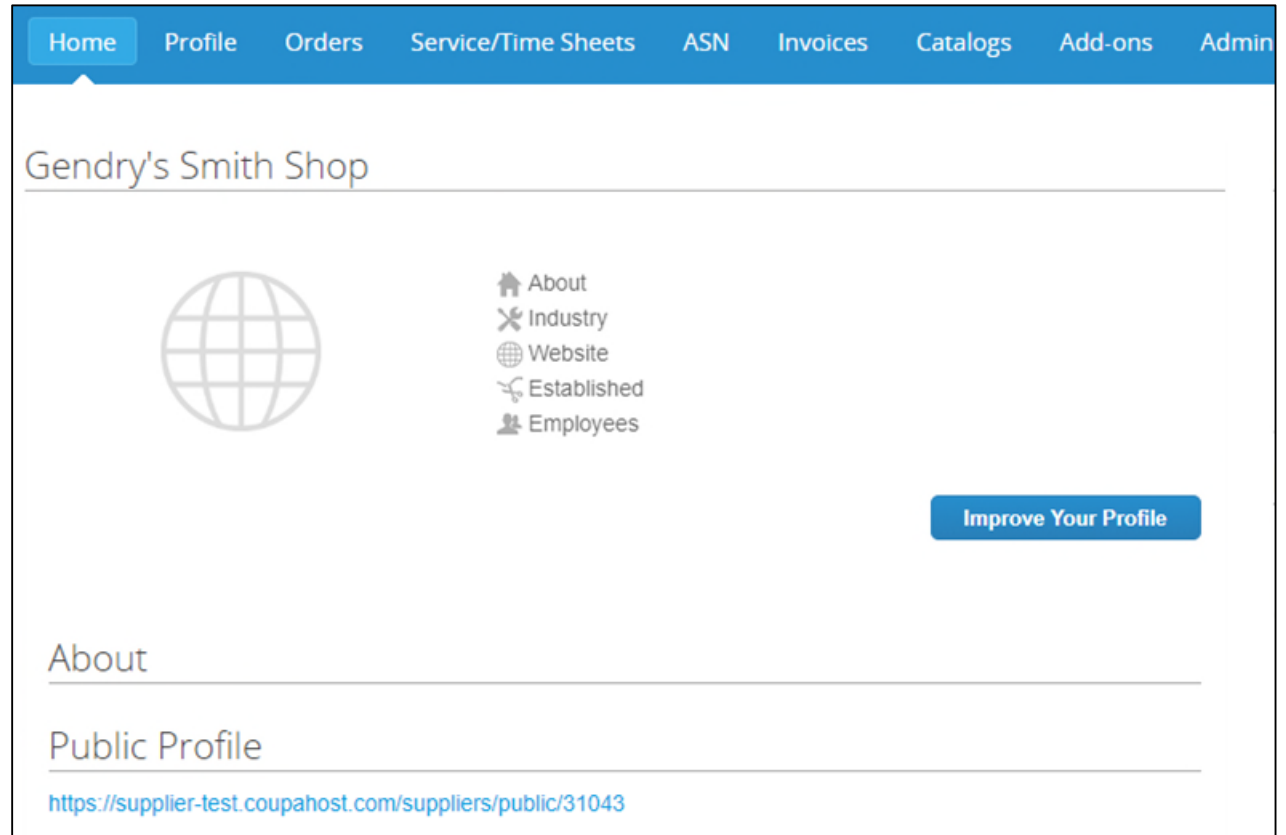
1. Click on the drop-down menu to navigate through your company's active profiles, such as client-specific or public. Choose the one you want to edit.
2. The CSP will display the information for the selected profile
3. Click on the Edit Background to change your background colors.
4. Click on the Edit 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



# 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 tabs: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Add-ons, and Admin (highlighted). Below the navigation bar is the 'Admin Users' section. On the right side of this section is an 'Invite User' button. 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 displays a table with three columns: Users, Permissions, and Customer Access.

Users	Permissions	Customer Access
Jane Doe jane.doe@supplier.com <a href="#">Edit</a>	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 contains three rows of data.

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



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](mailto: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](mailto: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					
<b>500.00 USD</b>					

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 [GicballLogistics@viasat.com](mailto:GicballLogistics@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](#)

> [Coupa Compass Portal](#) – Hover over **Help** in the top right to access Supplier Compass without a login

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

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

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

# Viasat Supplier Portals

# Viasat<sup>™</sup> 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

The screenshot shows the Oracle iSupplier Portal interface for user EBSTST. It features a navigation menu with tabs for Home, Orders, Shipments, Planning, Finance, Product, Assessments, and Admin. A search bar is located at the top left. The main content area is divided into several sections:

- Notifications:** A table with columns for Subject and Date. Two entries are visible, both with the subject "Standard Purchase Order 4" and the message "requires your acceptance".
- Orders At A Glance:** A table with columns for PO Number and Order Date. It lists several orders with their respective dates.
- Shipments At A Glance:** A table with columns for Shipment Number, Packing Slip, and Shipment Date. One entry is visible with shipment number 187805ZF001 and shipment date 19-Jul-2018 13:53:34.

The screenshot shows the Coupa supplier portal interface. It features a navigation menu with tabs for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. A search bar is located at the top right. The main content area is titled "Purchase Orders" and includes:


- Instructions From Customer:** A section with shipping instructions for domestic and international shipments.
- Action to Invoice:** A button labeled "Click the Action to Invoice from a Purchase Order".
- Table of Purchase Orders:** A table with columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, and Actions. Three orders are listed:

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	[Icons]
CPN502	07/01/19	Issued	None	15 TUBE of Assorted brass tubing	No	1,050.00 USD	[Icons]
CPN501	07/01/19	Issued	None	10 Each of 10' Bars of Valyrian Steel	No	5,000.00 USD	[Icons]



# Purchase Orders from Viasat

## Oracle Purchase Order Example



**Standard Purchase Order**

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Rev Date Issue Date 02-JUL-2019

<b>Supplier Information</b>	<b>Ship To Information**</b> ViaSat Inc, SGS Org (75) 1725 Breckinridge Plaza Duluth, GA 30098 United States *** Unless noted differently at line item	<b>Ship Via**Unless noted differently at line item</b> Ground IB-UPS COLLECT # V243M0 Freight Terms Collect Delivery Terms FCA (INCOTERMS 2010) - Sellers Premises Payment Terms Net30 Tax Permit SRFHB300-900194
<b>Supplier Contact</b>	<b>Supplier Email</b>	<b>Email Invoices to:</b> <a href="mailto:ViasatAP@viasat.com">ViasatAP@viasat.com</a>
<b>Supplier Phone</b>		<b>Mailing Address:</b> ViaSat, Inc. Attn: Accounts Payable 6155 El Camino Real Carlsbad, CA 92009

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
<b>Manufacturer:</b> RENBRANDT INC		<b>A-101-14</b>	<b>Status:</b> Active					
<b>Contract Number</b>		<b>DPAS</b> N/A	<b>Specialty Metals</b> N/A					
				<b>Total Order Value:</b>				
				<b>Total Open Value:</b>				

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: 2426 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](mailto: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](mailto: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](mailto: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	The person making the request
Login issues or other technical issues with CSP	<a href="mailto:supplier@coupa.com">supplier@coupa.com</a> or use the <a href="#">Supplier Support Chat window</a>
General information about Coupa and the CSP	<a href="https://success.coupa.com/Suppliers/For_Suppliers">https://success.coupa.com/Suppliers/For_Suppliers</a>
Questions regarding your PO	The person making the request
Regarding your contract	Your Viasat Procurement POC