



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 one-click, 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: <https://supplier.coupahost.com/>. 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



Viasat Proprietary 8

### Step 2: Final account 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: Email @gmail.com

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.



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

## 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

**TEST Viasat** Viasat Inc. Purchase Order #CPN503 Powered by **coupa**

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

[Login](#)

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**Viasat Inc.  
PURCHASE ORDER**

<b>Gendry's Smith Shop</b> 210 Nasa Bottom Kings Landing Attn: Gendry Baratheon <a href="mailto:gendrysmithshop@gmail.com">gendrysmithshop@gmail.com</a>	PO NUMBER DATE PAYMENT TERMS SHIPPING TERMS CURRENCY CONTRACT	CPN503 07/01/19 Net 45 FCA (Third Party Billing) USD Gilly Craster <a href="mailto:G_Craster@viasat.com">G_Craster@viasat.com</a>
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<b>Ship To</b> Viasat Inc. 2040 E Technology Circle Tempe, AZ 85284 United States TEMPE 2040 Attn: Gilly Craster	<b>Bill To</b> Viasat Inc. 6155 El Camino Real test Carlsbad, CA 92009 United States Attn:
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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# 075052 and applicable service level to meet delivery date. Do not use Next Day Air®/Priority unless authorized by client.
- FOR DOMESTIC SHIPMENTS OVER 150 LBS use UPS SCS FREIGHT ACCOUNT# 705846174 using most economical service with 31-day delivery date.
- FOR INTERNATIONAL SHIPMENTS OVER 150 LBS AND NOT GOING OCEAN/LOLFL use UPS SCS FREIGHT ACCOUNT# 705846174 using most economical service with 31-day delivery date.
- ALL OCEAN/LOLFL SHIPMENTS contact [GlobalProc@viasat.com](mailto:GlobalProc@viasat.com) for routing instructions.

For more information on Coupa, please click [here](#).

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