



## Coupa Supplier Guide

Hello –

**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 and there is no cost to use Coupa.

To submit an invoice electronically, you can do so via Coupa Supplier Portal (CSP): [more about submitting invoices via CSP](#) or you can invoice directly from the emailed PO you receive: [more about submitting invoices from your emailed PO](#).

Coupa will deliver industry leading technology to provide you significant benefits including:

- Easy to use interface
- Convenient visibility into your purchase orders and ability to create and submit invoices
- Real-time invoice and payment status updates
- Free of charge – There is no cost for you to use the Coupa Supplier Portal (CSP) or add additional users to your company's CSP account.

### 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: you can register for Coupa Supplier Portal (CSP) here: <https://supplier.coupa.com>. Once registered, send us an email with your account info and we will link to your account.

### Getting Started with Coupa Supplier Portal:

Once you are registered and log into Coupa, you will see the orders Viasat has placed with you and you can quickly create an invoice. I'm including several resources below that you can use as you are creating your first electronic invoice in Coupa. You'll want to go ahead and do that for any open Coupa orders so that we can process your invoices for payment.

### Helpful Resources:

- [FAQs about CSP](#)
- [Coupa for Viasat Suppliers](#) – PDF document to help you get started with Coupa
- [Helpful Tutorial Videos](#) – Short tutorial videos to help get you started
- [Coupa Success Portal](#) – Coupa's searchable repository for topic-specific training videos, documentation and more

Thank you for partnering with us!