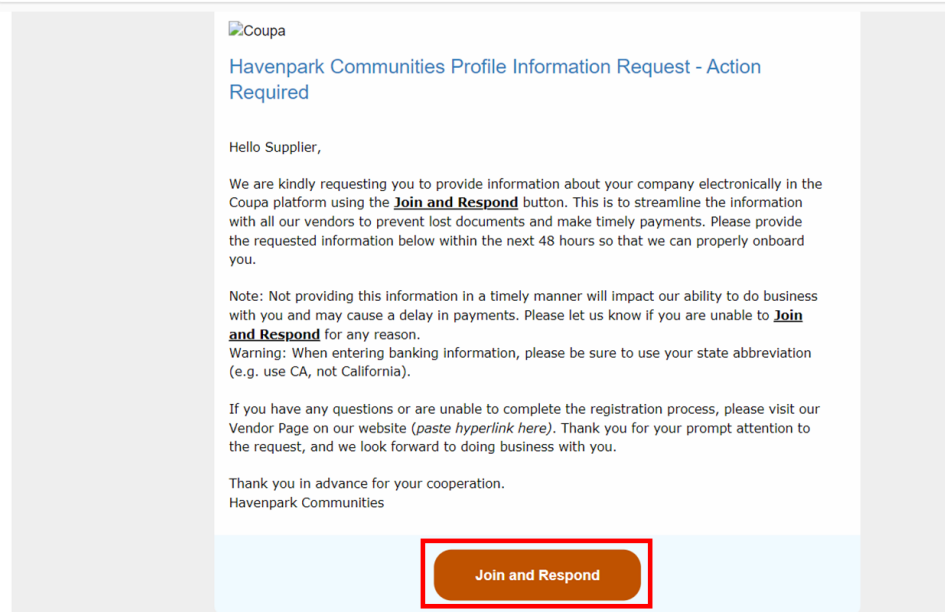


Supplier Steps to be Onboarded:

1. You will receive an email from do_not_reply@supplier.coupahost.com that looks like this:

Havenpark Communities Profile Information Request - Action Required



- a.
2. Click “Join and Respond” at the bottom. You will be brought to the CSP login page, where your business name, email address, first/last name will be pre-populated. You will be prompted to create a password and accept the Privacy Policy and Terms of Use. You will also receive a one-time verification code to their email (this code may be sent to a junk or spam folder). If you create a login but you think your company might have a profile on the CSP, you can search for it on the next page where it says “Join an Existing Account?”
 - a. If you already have an account with Coupa, you can login by clicking “login”
 - b. If you are the wrong person to enter supplier information, review POs, and/or submit invoices, you can “Forward this to someone” else at your company.

Create an Account

Havenpark Communities is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Havenpark Communities so you're ready to do business together.

* Business Name
Havenpark Test Supplier
Your legal business name (or legal personal name if an individual)

* Email
emccaffery+963@havenparkmgt.com

* First Name
Jane

* Last Name
Employee

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

* Confirm Password

accept the Privacy Policy and the Terms of Use

Create an Account

Already have an account? **LOG IN**

Forward this to someone

Option 1 if contact and company are new to Coupa

Option 2 if contact already has a Coupa Supplier Portal login

Option 3 if contact isn't the correct person to be entering company information, reviewing POs, or submitting invoices

i.

3. Once you are in the portal, you will be prompted to fill out some company information. You can choose to fill it all out immediately, or you can select “skip for now”
4. If you are prompted to select net payment terms, please be aware that Havenpark only operates under Net 30 terms.
5. You can continue through the pop-up window prompts until you reach the “Havenpark Communities requires some additional information” page, to which you must select “Take Me There” in order to complete onboarding.

Havenpark Communities requires some additional information

This information must be provided before you can do business with Havenpark Communities.



- a.
6. If you accidentally selected “skip for now” on this page, you should continue hitting “Skip for now” until you’re back on the main screen. Then, navigate to Profile>Information Requests. Ensure “Havenpark Communities” is the Profile selected before filling out form.

- a.
7. You should then fill in all the required information. Note that the form appears condensed, to add Tax Registration and Remit-to Address(es), you must click the buttons accordingly.

• Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration

* Tax Classification

* Federal Tax Form

* Type

* Attachments [Add](#) [File](#)

US Vendors require W9, non-US vendors require W8. A blank W8 can be found here: <https://www.irs.gov/pub/irs-pdf/fw8bene>

• Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

- a.
8. Once the information is complete, you can click “Submit for Approval”
9. AP will review the form for accuracy and completeness. Once approved, you will become active in our systems and receive a confirmation email. Havenpark employees can then begin sending POs and you can begin uploading invoices in the portal.