

Aspen One

Coupa Onboarding Supplier

Guide



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Hello,

Thank you for taking the time to set up your supplier account within our P2P platform Coupa and manage all future transactions digitally. The Coupa Supplier Portal (CSP) will provide real time access to your PO, invoice and payment details and statuses. Communication within PO and invoice digital documents will also be available to help timely processing of each transaction

Please find a step-by-step guide below to make your onboarding process easier.

If any assistance is required during the process or it has taken more than 30 minutes to submit the information request form, please contact

I. Onboarding Steps Summary

- 1. Invitation:** Accept the invitation to the Coupa Supplier Portal (CSP) by selecting the **Join & Respond** button within the email.
- 2. Account Setup:** If your company is new to the Coupa Supplier Portal, a business profile will need to be created. If your company already has an active account, it will automatically be linked. It is also important to set up your 'Multi-Factor Authentication (MFA)' for security purposes.
- 3. Creation of Legal Entity and Remittance:** Within the account creation windows, it is essential to ensure your Legal Entity and Payment Method are set up which are created automatically once all prompted fields are completed within the initial set up windows. If not completed during initial account setup, follow the respective guided sections below.
- 4. Submitting Business/Financial Information:** A secondary email after the invitation should have been received requesting the updating of your business information. Click the **Update Profile** button within the email and complete all tax, banking and remittance information. This digital form can

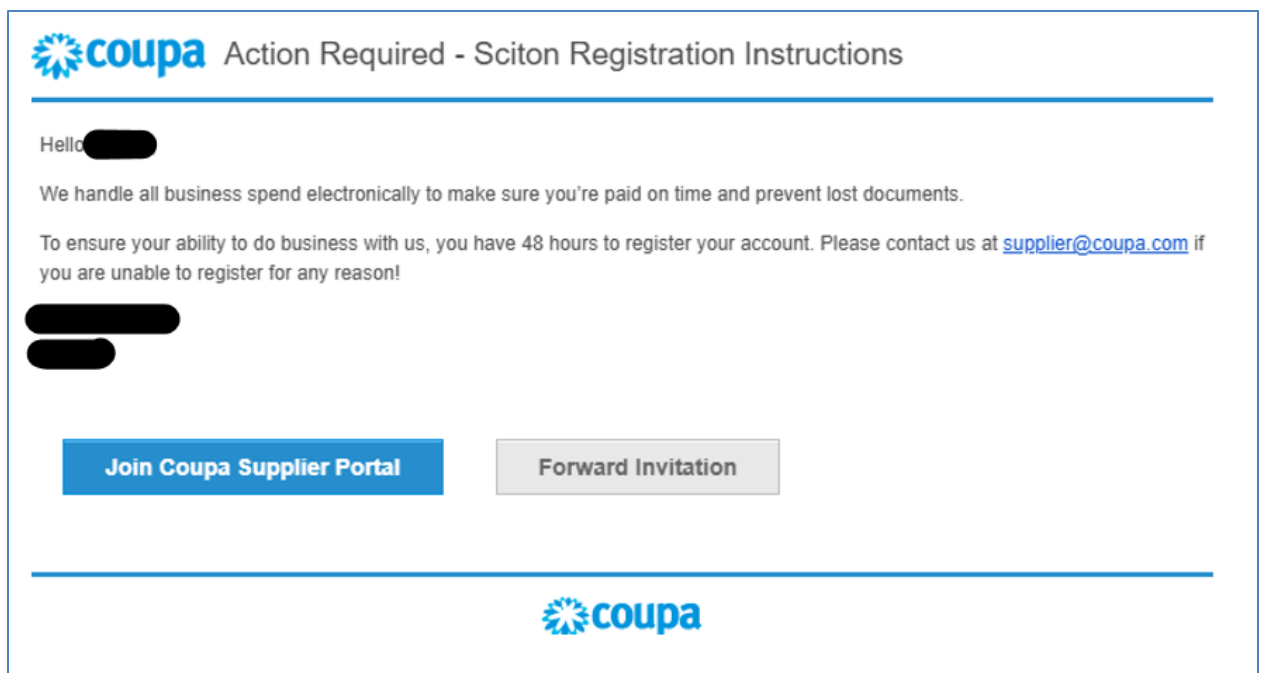
also be found within the portal under **Business Profile > Information Requests > Aspen One (located in customer dropdown)**

II. Step-by-Step Onboarding Instructions

A. Invitation

When joining Aspen One's supplier portal in Coupa, an invitation and request for information will be sent to the primary contact on file. If a message like the ones below was not received, the email on file may need to be updated with the customer.

New to Coupa: select the **Join and Respond** button within the invitation to create your supplier portal account.



Account already active: once Aspen One has sent an invitation to an active email user within your profile, the two accounts will automatically link. Continue to login. ***The account creation steps below can be skipped.***

You are Connected to **Example Medical, Inc.** on Coupa

Powered by 

Hello Supplier,

Example Medical, Inc. wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to your customer without joining, but joining allows you to more easily update your company info if it ever changes, as well as do things with **Example Medical, Inc.** (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Use the buttons to either respond or decline, or forward this request to another person at your company.

Welcome!

[Log In](#)

B. Joining the Coupa Supplier Portal

When setting up the account for the first time, the prompt will ask for contact information and continue through the steps of creating your company business profile.



A shared email alias can be used to log in if individual logins are not required or preferred. Once the account has been created, additional users can be added under Setup.

Create an Account

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

* Business Name
████████████████████
Your legal business name (or legal personal name if an individual)

* Email
████████████████████

* First Name * Last Name
████████ ██████

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

* Country/Region * Tax Registration ⓘ
████████ ██████

☐ I do not have a Tax ID

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

Create an Account

Already have an account? [LOG IN](#)

After clicking the Create an Account button, you will be asked to secure your account through MFA.

C. Setting up Multi-Factor Authentication (MFA)

To protect your business's legal and financial information, the Coupa supplier portal requires the use of multi-factor authentication to ensure the person accessing the portal data is authorized to manage sensitive information. This can be configured with either the use of an **authentication app (mobile device or browser plugin)**, or **SMS texts**. If your company has a policy against using personal devices to authenticate, see the section **D** below for the steps to use a browser plugin for the Google authenticator app (**recommended**).

Secure Your Account

A modern, secure multi-factor authentication experience with passkey support. Fast, passwordless, and beautiful.

[\(Learn More\)](#)



Passkey (Recommended)

Use your **browser** or **device** as a secure key to sign in — no passwords or verification codes needed. >

You can set up your passkey later on the Account Setup page.

Use Other Methods ▲



Authenticator App

Use an app (like **Google Authenticator** or **Microsoft Authenticator**) to generate a 6-digit code for verification. >



Text Message (SMS)

Receive a **one-time code** sent to your phone each time you sign in. >

Setting up SMS(text) MFA: follow the instructions below to setup the two-factor authentication.

1. Sign into your Coupa Supplier Portal account at **<https://supplier.coupahost.com>**.
2. Navigate to your name at the top right of the window, click **Account Settings**.

3. In the lower left menu tabs, click **Security & Multi Factor Authentication**.
4. Select **Via Text Message** and validate your phone number, complete verification process to receive SMS notifications and verification codes via text/SMS.

Multi Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply). Phone Number +1

2 Confirm Recaptcha

I'm not a robot reCAPTCHA Privacy - Terms

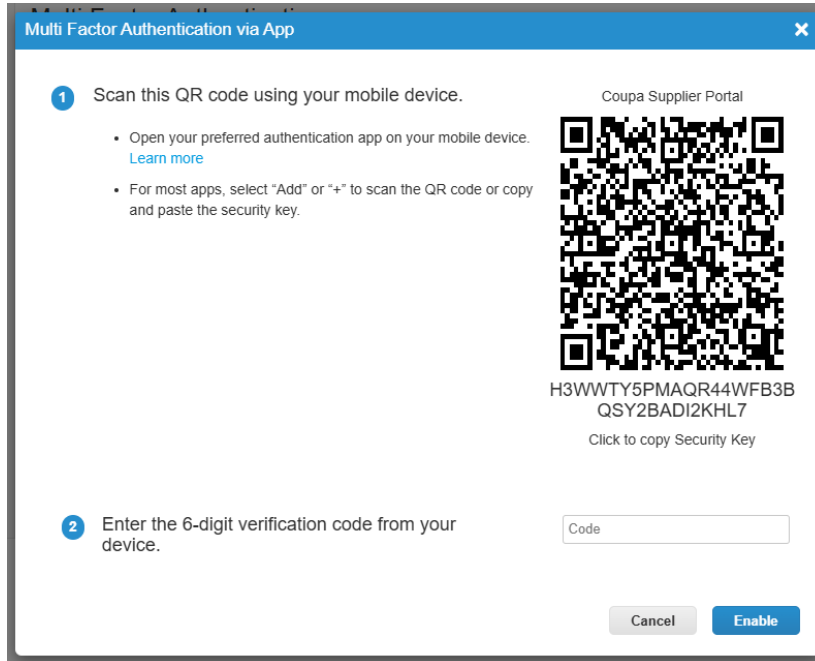
Send Code

3 Enter the 6-digit verification code sent to your phone.

Cancel Enable

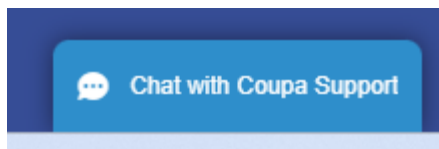
5. Once verified and the code has been entered, select **Enable**.

Setting up authenticator app on a mobile device (browser plugin recommended instead, below in section D): select **Via Authentication App** as the preferred method and scan the QR code prompt with the camera of your mobile device to connect to your desired authentication app. Complete the verification code and **Enable**.



Print your backup codes provided or email them to yourself before you click **OK**. If you ever lose your device, you need these to regain access to your CSP account.

NOTE: If you ever lose your device, you need the backup codes to regain access to your CSP account. If the backup codes are also lost, utilize the CSP website chat box (located at the bottom of the screen) to speak with a Coupa support rep.



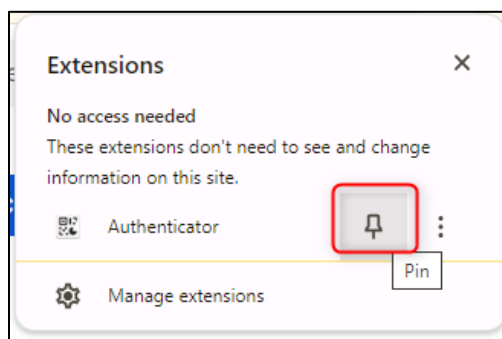
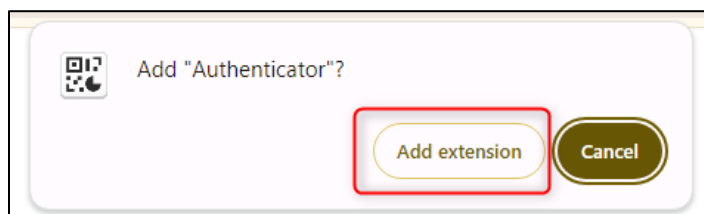
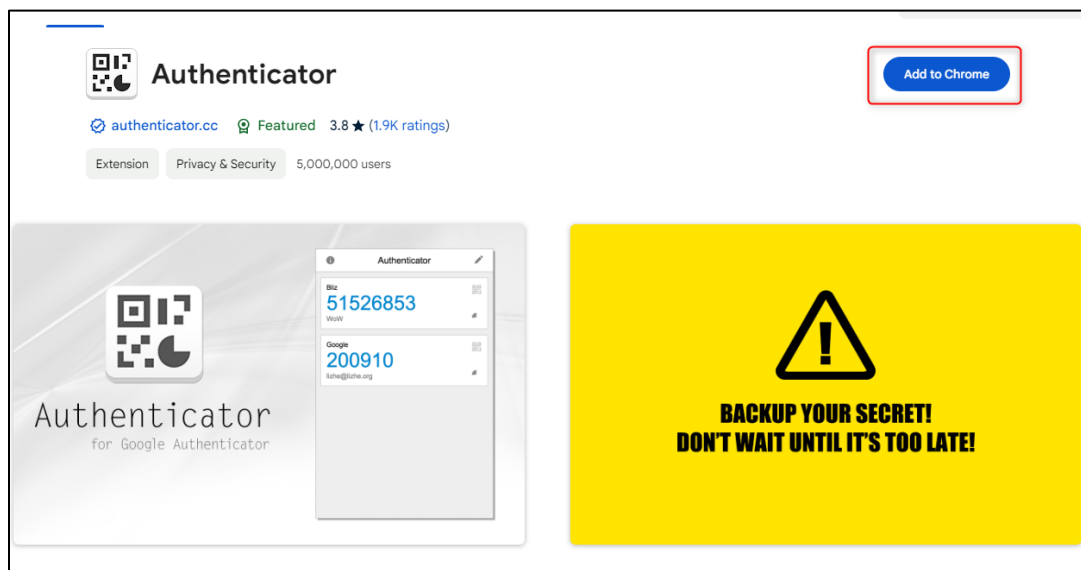
D. Adding Google Authenticator Plugin to Browser

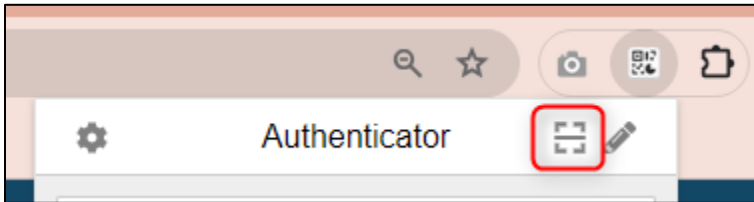
Download the Google Authenticator [extension](#) on your browser and follow the screenshots below to add your Coupa authenticator account to your internet browser. **Using Google Chrome is recommended for ease of access and avoiding the use of a personal device.**

NOTE: If an active user in the supplier portal has already installed the authenticator app to their personal device and additional supplier account users

want to add the browser plugin, the original user will need to disconnect the auth app connection within the portal. After being disconnected, they can reconnect and take a screenshot of the QR-code to send to all needed team members. Those users can then scan the QR-code in their browsers to connect to the same auth account.

NOTE: Since the scan needs to occur within the user's personal browser, an easy way to have the sent code moved into the browser, is sending it to a personal email and scanning from there. Other means could be to open the image in the browser directly.

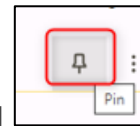




To utilize the Scan QR code function, ensure you have the Coupa Multi-Factor Authentication window open, as seen below, to scan the provided QR code. **Scan**



the QR image with the authenticator plugin and when captured successfully, the authenticator plugin will activate as seen in the last image.



This plugin will always be available in the browser once pinned in the extensions section in the upper right corner of the browser.

Multi Factor Authentication App

1

Scan this QR code using your mobile device.

• Open your preferred authentication app on your mobile device. [Learn more](#)

• For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



RUCJOC7XZAOTXPULVPJN7JDB
KLMXIGIM

Click to copy Security Key

2

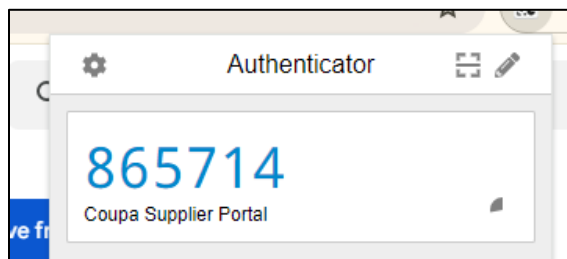
Enter the 6-digit verification code from your device.

Code

☐ Remember this computer for 30 days

Cancel

Enable



Onboarding for [REDACTED] (Coupa Supplier Portal)

Fill out the required fields so your customer can pay you.

- 1** Primary Address
Provide the main address associated with your business.
- 2** Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region

United States ▼

* Address Line 1

Address Line 2

Address Line 2



* City

City

* State

* Postal Code

Postal Code

United States

Invoice From Code 

Preferred Language

English (US) ▼

Save and Next

Make Sure You Get Paid

Confirm location addresses

Primary

Invoice-From

Pay-To (Remit-To) i

* Country/Region

United States

* Address Line 1

+

* City

State

* Postal Code

Advanced Invoicing

Address ID

Recommended for integration with Maze Therapeutics, Inc. for Invoicing (C3M, or SF 1P)

Ship-From i

Invite user i

Send Invite

Next

[Skip for Now](#)

Primary Address
Provide the main address associated with your business.

2
Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ 	Beneficiary Legal Name * ⓘ
Bank Branch Country / Region * United States ▼	Bank Account Currency * USD ▼
Bank Branch State / Province * ▼	Bank Name *
Account Number * 4-17 digits 	ACH Routing Number * 9 digits
Wire Routing Number ⓘ 9 digits 	SWIFT / BIC Code ⓘ 8 or 11 characters

Additional Information

Remittance Email ⓘ 	Remit-To Code ⓘ
Supporting Documents ⓘ Drop or Browse Files	

Be sure to complete all applicable fields and it is recommended to create a banking profile in your remittance, as this is commonly requested and or required from customers to process digital payments.

Once you have finished populating your company information and banking details, you will be prompted to select a Coupa Supplier Portal subscription.

The Free Version is perfectly functional and recommended to select.

Great News! The payment information has been successfully shared with the following customers and has been validated: Sciton

Subscriptions

Registered

Easily do business with customers who use Coupa

Free

Registered user includes:

- Business Profile
- Orders
- E-Invoices
- Catalogs
- Payments
- Sourcing Events

Continue

Most Popular

Coupa Verified

Amplify your trusted brand across Coupa's community of buyers

\$549 / year

Everything in 'Registered' plus:

- Verified Badge
- Priority Search Rank

Purchase Verified

Coupa Advanced

Optimize your cash flow and increase productivity throughout your day

\$4,800 / year

Everything in 'Registered' plus:

- Automated invoice reminders and reporting
- A seamless integration with your account system

Purchase Advanced

Cancel

Save and Next

E. Creating a Legal Entity

Upon initial creation of an account, the legal entity should have been automatically created. If an additional entity is needed to be set up, go to **Business Profile > Legal Entities > Create**. Follow the below screenshots below to complete the required profile details.

coupa supplier portal

Home Invoices Orders **Business Profile** Payments Setup Service Sheets ASN Sourcing Forecasts Cat

Business Profile **Legal Entities** Information Requests Performance Evaluation Subscriptions

Legal Entities

Create Search

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers

Per page 5 | 10 | 20

Create Legal Entity

* Legal Entity Name * Country/Region

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region * Address Line 1 Address Line 2

* City * State * Postal Code

Invoice From Code ⓘ

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

☒ Same as Invoice From Address

Cancel Save

Once the new **Legal Entity profile** has been created, it can be used to auto-populate requested information forms sent by your customers to send banking account details to their systems for automated payment account creation.

After the Legal Entity has been created, a **Payment Method** is required to be created for either address only or banking details (section **G** below)

← Legal Entities

Legal Entity Name

Invoice From

Ship From [Manage](#)

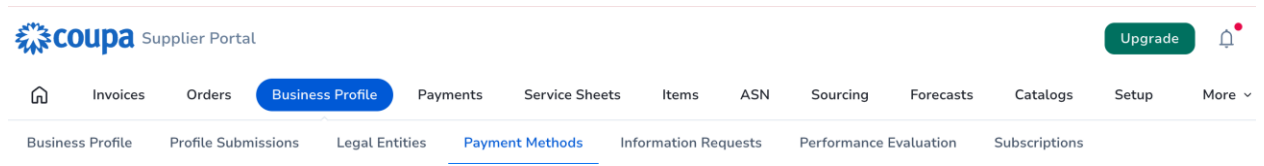
Tax Registrations None

Accepted Payment Methods [\(Payment Methods\)](#)

Linked Customers

F. Creating a New Payment Method

Navigate to **Business Profile > Payment Methods > Add Payment Method** and follow the prompts for adding business and financial information. Ensure to select Payment Type: Bank Transfer, as this Remit-to type is the most used and required by customers.



Add Payment Method

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ

Beneficiary Legal Name * ⓘ

Bank Branch Country / Region *

Bank Account Currency *

Bank Branch State / Province *

Bank Name *

Account Number *

ACH Routing Number *

Wire Routing Number ⓘ

SWIFT / BIC Code ⓘ

Additional Information

Remittance Email ⓘ

Remit-To Code ⓘ

Cancel

Save

Add Payment Method

Great News! The payment information has been successfully saved.

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It is important to ensure all applicable customers are selected in the check boxes in the above window. All accounts should be checked by default, in which you may want to uncheck customers that should not be assigned to the new remit-to details. Once all are selected, the necessary banking and remittance details are sent to the customer's instance who use Coupa Pay.

G. Submitting Requested Information

A secondary email should have been sent requesting the updating of your company information to Aspen One's system. This can be completed by selecting the **Update Profile** button within the email or within the supplier portal by going to **Business Profile > Information Requests > Aspen One**. All required sections are denoted with a red asterisk (*).

 **ASPEN ONE**

You are Connected to Aspen One on Coupa

Powered by 

Hello Supplier,

wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

You can easily update your company information if it ever changes, as well as do things with (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

Welcome!

Log In

 Supplier Portal Upgrade ? PH

[Invoices](#) [Orders](#) [Business Profile](#) [Payments](#) [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Catalogs](#) [Setup](#) [More](#)

[Business Profile](#) [Profile Submissions](#) [Legal Entities](#) [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#) [Subscriptions](#)

Aspen One - Select Customer Aspen One -

Forms

Fill out and submit the **New** or **Draft** forms. You can update your information on forms at any time.

Form	Status	Created Date	Submitted At
External Supplier Response Form 	New	07/31/2026	None

Click on the External Supplier Response Form and start filling out the details.

Please ensure that all of the following questions are completed

*** What location(s) do you provide goods/services?**

- ☐ Aspen One (Corporate Services)
- ☐ Aspen Skiing Company
- ☐ Limelight Hotel Aspen
- ☐ Limelight Hotel Boulder
- ☐ Limelight Hotel Charleston
- ☐ Limelight Hotel Denver
- ☐ Limelight Hotel Ketchum
- ☐ Limelight Hotel Mammoth
- ☐ Limelight Hotel Snowmass
- ☐ The Little Nell Aspen
- ☐ The Nell New York
- ☐ Other

If Other, please include the location here:

Tax Information

* Are you a US-based or International Supplier?

Select

▼

* Are you 1099 eligible?

- ☐ Yes
- ☐ No

* W8/W9 Attachment

* Type

▼

* Attachments

Add [File](#)

* Will you be providing services on or at any properties owned, operated, or managed by Aspen One and its businesses?

- ☐ Yes
- ☐ No

* Are you a food and beverage supplier?

- ☐ Yes
- ☐ No

* Are you or any principal of your organization related to a current employee, consultant, or elected official of Aspen One who has the authority to influence, award, or manage this vendor relationship?

- ☐ Yes
☐ No

Aspen Terms and Conditions

 ASPEN-PURCHASE_REQUEST_TERMS_AND_C...

* Do you accept the terms and conditions?

Select ▼

Please ensure that you have read the terms and conditions and provided your consent. Then, click **Submit for Approval**.

Decline

Save

Submit for Approval

Once complete, submit the requested form details will be sent for approval to Aspen One.

Your information has been submitted



[View All Responses](#)

External Supplier Response Form 

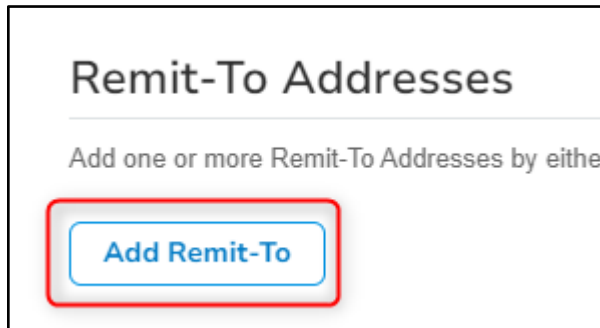
Pending Approval



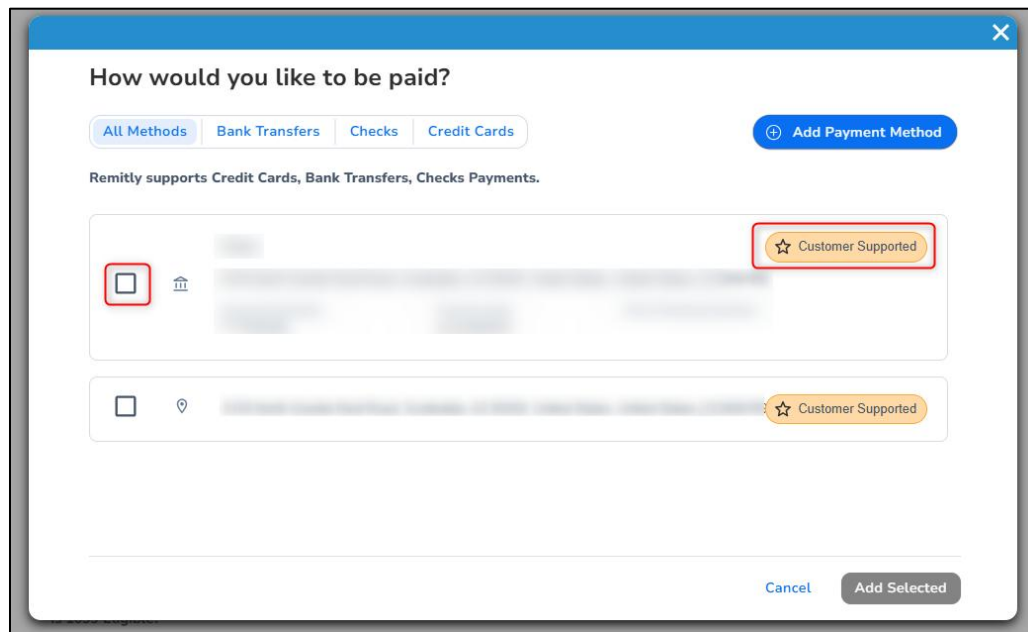
Once approved, you will receive a notification via email and you will be fully onboarded at that time.

If you would like to receive PO notifications, please select **E-mail** for PO Method and PO Change Method and add an applicable email address under **PO Email Address**.

A Remit-To-Address is required to be added, and this information will import automatically from the Remit-to **previously created in the above prior steps**



The screenshot shows a section titled "Remit-To Addresses". Below the title is a sub-header that says "Add one or more Remit-To Addresses by either". A blue button with the text "Add Remit-To" is highlighted with a red rectangular border.



The screenshot shows a pop-up window titled "How would you like to be paid?". At the top, there are tabs for "All Methods", "Bank Transfers", "Checks", and "Credit Cards". To the right of these tabs is a blue button labeled "Add Payment Method". Below the tabs, a line of text states "Remitly supports Credit Cards, Bank Transfers, Checks Payments." The main area of the pop-up contains two input fields. The first field has a red square icon on the left and a "Customer Supported" label on the right. The second field has a red square icon on the left and a "Customer Supported" label on the right. At the bottom of the pop-up, there are "Cancel" and "Add Selected" buttons.

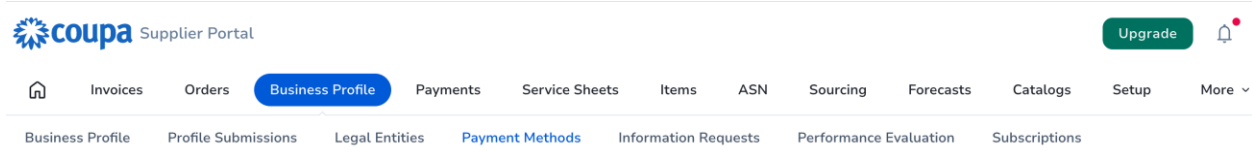
NOTE: If the available remit-to is greyed out and does not state "Customer Supported" to the right of it, that means it is not an accepted type by the customer, and a different type (most likely including banking details) should be created and added to the form. Select **Add Payment Method** in the top right of the pop-up window and ensure banking information is added in the new remit-to.



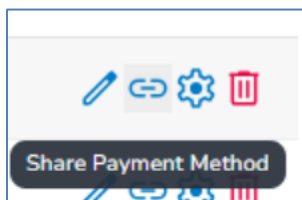
DO NOT INACTIVATE THE OLD REMIT-TO as it may be linked to other client accounts.

H. Adding Customers to Active Remit-To's

1. If you have linked with new customers and need to send them pertinent financial information, the below steps will outline how to add their account to your active remit-to profile. Scroll to the top menu bar at the top and select '**Business Profile**'.
2. In the sub bar, select '**Payment Methods**' from the menu.



3. Find your active remit-to profile with banking information under the '**Payment Method Name**' column and select the connection icon to the right under '**Actions**' that looks like a paper clip icon.



4. In the pop-up window, all new applicable customers will appear and you can share with the respective customer.

Share Payment Method



- Once added, you will see the customer's name under the **'Shared with Customer'** column as seen below. The remit-to banking profile will then be sent to Aspen One's instance to ensure they're using the banking details managed within your portal.

Payment Methods

Add Payment Method ▾		Search					
Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	GS Const	United States	USD	PepperHouse	Aspen One - Gaurvi Consulting-New	Active	