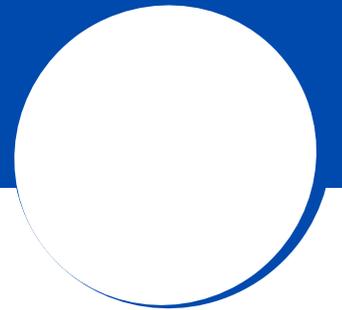


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Completing Your Invitation to the Coupa Supplier Portal (CSP)

For suppliers Lifespace has done business with before, who need to transition to Coupa.



Completing Your Invitation to the Coupa Supplier Portal

Overview

All existing suppliers who work with Lifespace have been invited to join the Coupa Supplier Portal (CSP). When we initiate the invitation, you will receive an email to join.

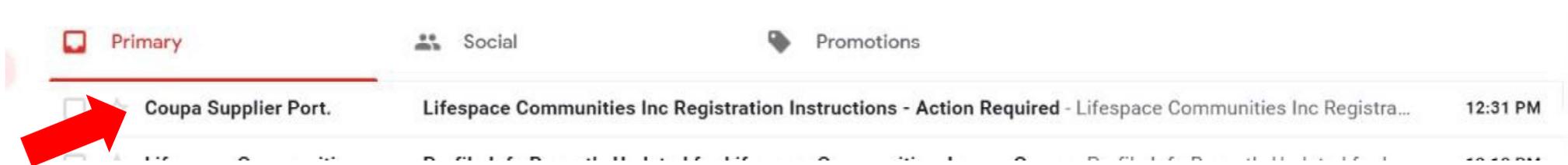
Quick FAQ –

- Do I have to have a CSP account? – No, but it will make it easier for you to interact with Lifespace for POs, invoices, and payments.
- I already have a CSP – do I have to create another? If not, what do I do? – You don't create another one, no. You will use the link to us once you receive the invitation email.

For more FAQ's please visit our website [here](#).

Completing Your Invitation to the Coupa Supplier Portal

➔ Step I: Receiving the Email Invitation



When the CSP invitation is initiated, you will receive an email from *Coupa Supplier Portal*.

What is a CSP Account?

A CSP account can be used to create and manage Remit-To addresses and payment accounts, as well as accept POs, track POs, create and submit invoices, and track all payments due to you.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step I: Receiving the Email Invitation

Lifespace Communities Inc Registration Instructions - Action Required Inbox x



Coupa Supplier Portal
to coupalife+tropical ▾

12:31 PM (0 mi)



Lifespace Communities Inc Registration Instructions - Action Required

Powered by coupa

Hello,

Lifespace Communities, Inc. looks forward to doing business with you. Before we begin, we need to capture some information about your company. Click the Join & Respond button below to set-up your company as a supplier with our organization. If you'd like to first review what information you'll need, please visit the resource section on our website: <https://www.lifespacecommunities.com/lifespace-for-suppliers/>. Please respond and provide this information within 48-hours. Please note: Not providing this information in a timely manner may impact your ability to do business and get paid. If you have questions, concerns or need assistance, please contact us at coupahelp@lifespacecommunities.com.

Thank you,

Lifespace Communities, Inc.

Join Coupa

Forward this invitation

Once you open the email, it will look similar to what you see here. You will click the “Join Coupa” button to start the process.

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Completing Your Invitation to the Coupa Supplier Portal

➔ Step 2: Create Your Account

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Create your business account

Invoices must include: (1) Lifespace Communities' purchase order (PO) number when applicable. (2) Suppliers must invoice by PO. This means that only 1 PO can be included on an invoice. Lifespace Communities will not remit payment for an invoice that includes multiple POs. (3) Item descriptions must match the Lifespace Communities' PO. (4) A unique invoice number (5) Invoice Date (6) Total amount due and the currency type (7) Vendor name, address, and contact information for any questions (8) Lifespace Communities' location where service is performed or goods were ordered. (9) Lifespace Communities' contact who ordered the goods/services. (10) Invoices must be sent to Lifespace Communities the same day they are dated. (11) If payments are made in intervals, please also list the frequency. (12) Lifespace Communities' standard payment terms are Net 30 days on invoices unless otherwise specified in an executed contract. Questions and comments can be sent to ap@lifespacecommunities.com

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](#).

[Having an issue with signup?](#)

If you don't already have a CSP account for your business, you'll establish one by adding your email and password as your login credentials. You'll then click "Get Started" to create your CSP account.

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➔ Step 3: Add Your Information | Basics

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Basics Payment Coupa Profile

Tell us about your business [?](#)

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1
Address Line 2

* City
State

* Postal Code

Also use this address as Invoice-from location
Must match your official registered company address

Pay to location (Remit-To)

Ship from location

Advanced invoicing We support integration for invoicing (cXML or SFTP) and plan to use it with Lifespace Communities Inc

Preferred Invoicing Language

After clicking “Get Started” you’ll come to this screen where you will fill in and/or confirm your business address. Be sure to check all the boxes that pertain to this address.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 3: Add Your Information | Basics

Country/Region United States

Address Line 1 123 main

Address Line 2

City VADNAI Helghts

State MN

Postal Code 55127

Also use this address as Invoice-from location
Must match your official registered company address

Pay to location (Remit-To)

Ship from location

Advanced invoicing We support integration for invoicing (cXML or SFTP) and plan to use it with Litespace Communities Inc

Preferred Invoicing Language English (US)

Tax Country/Region United States

Tax ID 123456789

Please provide only tax identification information that is in public domain. Do not provide company internal tax identification numbers or personal identification like social security numbers. Coupa does not accept responsibility for personal information provided by Vendors

I don't have Tax ID Number

[Add additional tax id](#)

Scrolling down, you'll also enter your tax region and Tax ID. Once those are filled, you'll click "Next."

Next

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 4: Add Your Information | Payment Account

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Basics Payment Coupa Profile

Get paid by credit card

Confirm Email Address

This is the email address you use for credit card payment

My company does not accept credit card payment

Back Next

On this screen, you will start the process of creating your payment account. **If your company takes credit card, and processes them as a form of payment, complete the prompts on the screen.**

- Enter an email address for credit card credential processing.
- Select “Next”

If your company does not take credit card as a form of payment, select “My company does not accept credit card payment” and continue to slide 41.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 4: Add Your Information | Payment Account (ACH)

The screenshot shows the 'Get paid by bank transfer' form in the Coupa Supplier Portal. At the top, the 'LIFESPACE COMMUNITIES' logo is on the left, and 'Powered By coupa' is on the right. A progress bar below the logo shows three steps: 'Basics' (completed), 'Payment' (current step), and 'Coupa Profile'. The main heading is 'Get paid by bank transfer' with an information icon. Below this is the instruction 'Add account where Lifespace Communities Inc should pay you.' The form is titled 'Bank Information' and contains the following fields: 'Country/Region' (United States), 'State' (Iowa), 'Currency' (USD), 'Bank Name' (fake bank), 'Account Number' (123456789), 'Confirm Account Number' (123456789), 'ACH Routing Number' (999999999), 'Wire Routing Number', and 'SWIFT/BIC Code'. At the bottom of the form is a checkbox labeled 'My company does not accept bank transfers'. A 'Back' link is on the left and a 'Next' button is on the right.

If you clicked on “My company does not accept credit card payment” you will be brought to this screen to create an ACH payment account. Please be sure you fill in every pertinent field so we can get you paid. Once completed, click the “Next” button.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 5: Discounts

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Basics **Payment** Coupa Profile

Would you like to offer discounts to get paid faster? ⓘ

Lifespace Communities Inc has chosen to offer your company optional payment terms to get paid faster. These terms can always be updated or removed from the Setup menu in this portal.

Payment Discount Preferences

Your default payment term

- Net 30 ▶
- Net 45 ▶
- Net 60 ▶
- Net 75 ▶
- Net 90 ▶
- Net 120 ▶

Automatically replace with this discount
(you can change this later)

- ▶
- ▶
- ▶
- ▶
- ▶
- ▶

Use these preferences for all your customers

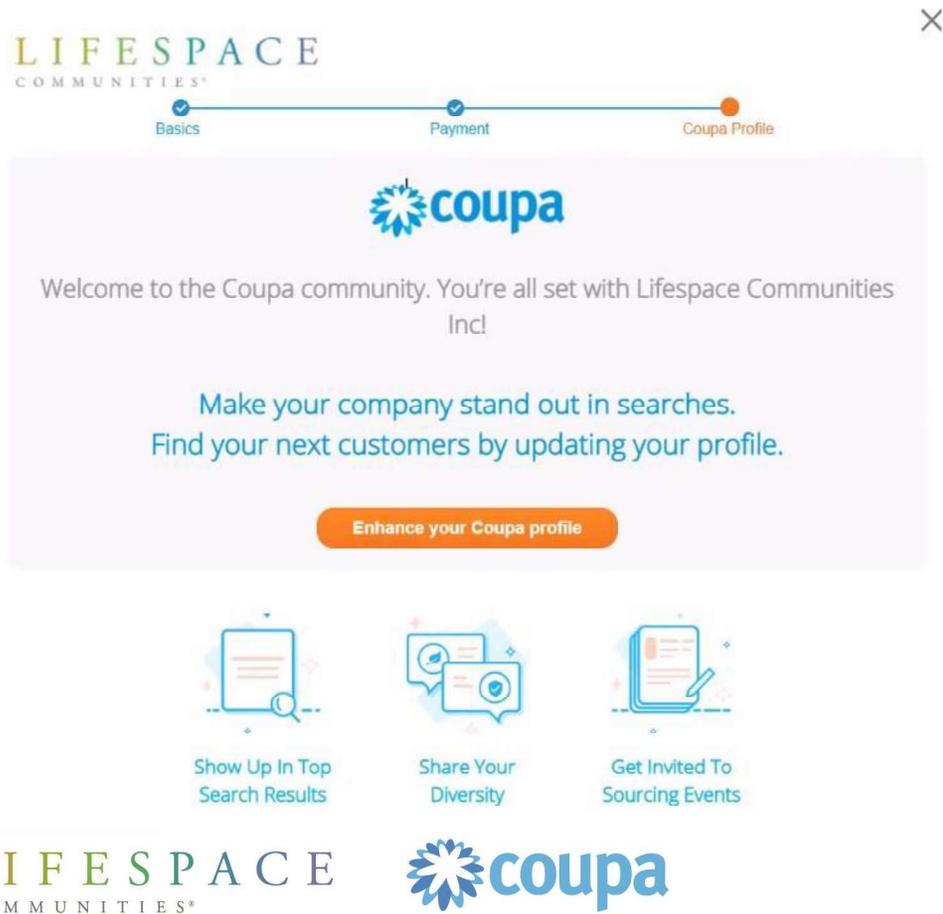
My company does not offer discounts

Back **Next**

On this screen, you can offer dynamic discounting if you wish. We would also be willing to provide payment terms of less than 30 days if you would like to offer a payment discount. You can fill in any fields that are pertinent here and click the “Next” button.

Completing Your Invitation to the Coupa Supplier Portal (CSP)

➔ Step 6: Complete!



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Basics Payment Coupa Profile

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Welcome to the Coupa community. You're all set with Lifespace Communities Incl

Make your company stand out in searches.
Find your next customers by updating your profile.

Enhance your Coupa profile

Show Up In Top Search Results

Share Your Diversity

Get Invited To Sourcing Events

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At this point, you have completed the basic setup of your CSP account and established an electronic payment account for us to pay you with.

You are welcome to click the “Enhance your Coupa profile” button if you’d like to. We have resources available on our website that can provide you with more information about the CSP and all that you can use it for. You can also find more information right on the CSP.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 6: Complete!

Customer Setup



We have all the basic info we need for you to begin transacting with Lifespace Communities Inc.

[Edit Your Setup](#)

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[Edit Public Profile](#)

Lifespace Communities Inc

Request Connection +

Once you've completed the basics and closed the popup, you'll see this message that you've provided all the basic information necessary to do business with Lifespace.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 7: Lifespace Receives Account Set-Up Notification

<input type="checkbox"/>	Subject	Received	Status
<input type="checkbox"/>	New Supplier Payment Account added	06/14/22	New

New Supplier Payment Account added

Hi Scott,

As a security measure we would like to inform you that first name last name has added a new Supplier Payment Account for [13061 Tropical Drywall & Carpentry](#) in your Coupa Instance. This notification requires no action, it is simply to inform you of the change.

The new Account details are as follows:

Account Name fake bank ****6789

Once you've provided all the basic information, Lifespace receives a notification that you've completed the steps and have created your new supplier payment account. Lifespace now has the ability to pay you digitally.

Completing Your Invitation to the Coupa Supplier Portal

➔ Step 8: What's Next?

Now that you've linked to Lifespace in the CSP, you have the ability to accept and track POs, send us invoices, and track any payments due to you. You can also look to link to other potential customers that use Coupa.

QUESTIONS?

Please reach out to Lifespace at
CoupaHelp@lifespacecommunities.com