

Register with Coupa and Set up e-Invoicing

About this Guide

If this is your **first time using Coupa** you will need to register an account by following the steps below.

Already have an account with Coupa? Jump to Step 3 to set up e-Invoicing.

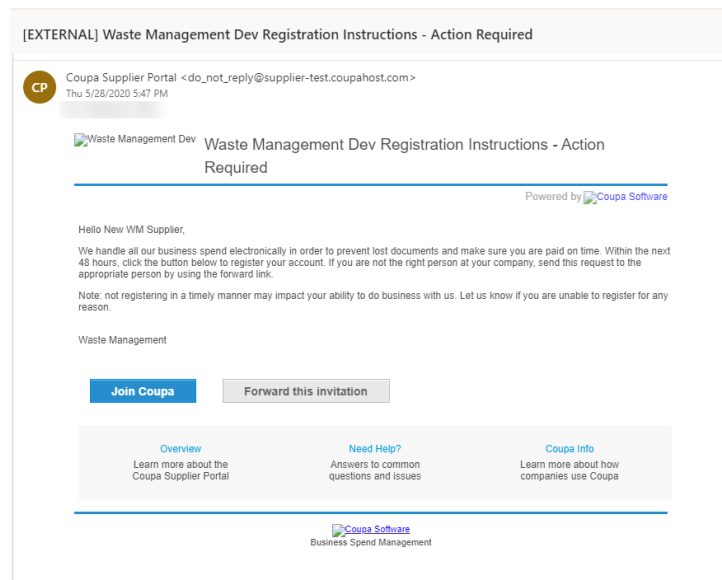


Step 1:

Before you can begin connecting with Waste Management and taking advantage of the many great features offered in the Coupa Supplier Portal, you must first receive an invitation to enroll.

Didn't receive an invitation? Contact Supplier Support at wmsuppliersupport@wm.com. Please include your company name and contact information so that we can reach out to you.

To begin the registration process, click “Join Coupa,” at the bottom of the email from WM.



Step 2:

Join the Coupa Supplier Portal.

You will be prompted to enter your Department and Role and to create a password.

Read and review the Privacy Policy and Terms of Use, click the “I Accept” if you agree.

Click “Submit” to login to Coupa.

Note: If you get a notice for 2-factor authentication, click “No.”

The screenshot shows the 'Join the Coupa Supplier Portal' registration form. It includes fields for First Name (New WM), Last Name (Supplier), Company (New WM Supplier), Department (dropdown), Role (dropdown), Email (masked), and Password. A Password Confirmation field is also present. Below the form is a checkbox for 'I accept the Privacy Policy and the Terms of Use' and a 'Submit' button. A section titled 'Forward Your Invitation' includes a 'Forward Email' field and another 'Submit' button.

Step 3:

Once you've created an account, you can set up a Legal Entity to enable electronic invoicing.

1. Click on "Admin" tab at the top of the page.
2. Click on "Legal Entity Setup" from the choices on the left.
3. Click on "Add Legal Entity" button on the upper right side of the page.

The screenshot displays the 'Admin' page in the Coupa Supplier Portal. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Add-ons', and 'Admin'. The 'Admin' tab is highlighted. On the left, a sidebar menu lists various options, with 'Legal Entity Setup' selected. The main content area is titled 'Legal Entity' and contains instructions: 'Let's get your company setup for electronic invoicing! We'll walk you through what's needed & keep it as short as possible. The first thing you'll need to do is add a legal entity.' A note at the bottom states: 'Please note, if you are a European Company, or have any operations in Europe, and you are based in one country but are registered for VAT in more than one country, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.' Three red arrows with numbers 1, 2, and 3 point to the 'Admin' tab, the 'Legal Entity Setup' menu item, and the 'Add Legal Entity' button, respectively.

Step 4:

Where's your business located?

Enter your Legal Entity Name and the Country where it is located.

Click "Continue."

Note: Hints are provided on the right of your Coupa screen.

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

Cancel Continue

Step 4:

Tell your customers about your organization.

You will only need to fill out the fields with the red asterisk* and your Tax details.

Once this information is complete, click “Save & Continue.”

Note: The “Use this address for Remit-To” and “Use this for Ship From,” boxes are auto-checked. If you need to add a different address, you will need to un-check them manually.

Tell your customers about your organization

Which customers do you want to see this?

All

Waste Management Dev

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country: United States

Use this address for Remit-To

Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country: United States

Tax ID

I don't have Tax ID Number

Add additional Tax ID

Miscellaneous

Invoice From Code

Preferred Language: English (US)

Cancel Save & Continue

Step 5A:

Where do you want to receive payment?

This information will be populated from the Step 4 if “Use this address for Remit-To” was left checked.

Click “Save & Continue.”

Where do you want to receive payment?

1 2 3 4

*Payment Type: Address

What is your Remit-To Address?

Address Line 1
Address Line 2
City
State
Postal Code
Country

Cancel Save & Continue

Step 5B:

Where do you want to receive payment?

Review the information listed.

If everything is correct, click “Next.”

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Address		Active

Manage

Deactivate Legal Entity Cancel Next

Step 6:

Where do you ship goods from?

This information will be populated from the Step 4 if “Use this for Ship From” was left checked.

If everything is correct, click “Done.”

Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status
	Active

Manage

Deactivate Legal Entity Done

Step 7:


Setup Complete.

Congratulations, your setup is complete!

This legal entity can now be used on new invoices.

Setup Complete ✕

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in in addition to providing it on the invoice. [?](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

[Go to Orders](#) [Go to Invoices](#) [Return to Admin](#) [Done](#)