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.

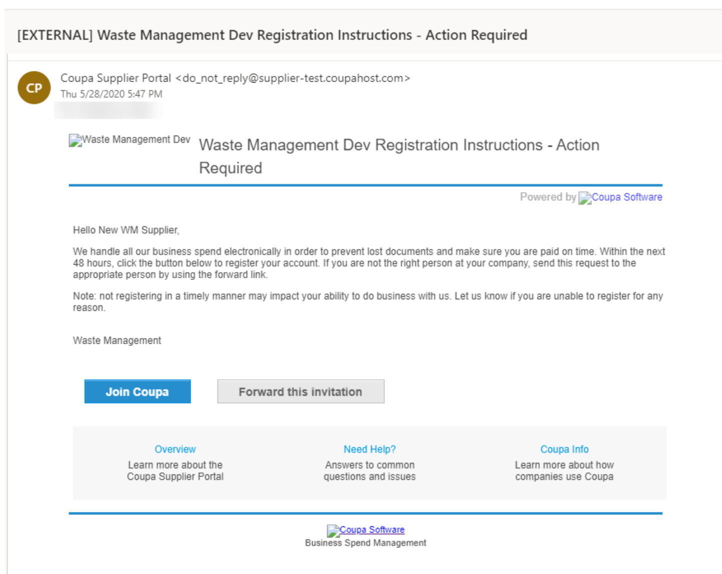
Already have an account with Coupa? Jump to Step 3 to set up e-Invoicing.

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.


[EXTERNAL] Waste Management Dev Registration Instructions - Action Required

CP Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
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Waste Management Dev Registration Instructions - Action Required

Powered by Coupa Software

Hello New WM Supplier,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Waste Management

Join Coupa | Forward this invitation

Overview	Need Help?	Coupa Info
Learn more about the Coupa Supplier Portal	Answers to common questions and issues	Learn more about how companies use Coupa

Coupa Software
Business Spend Management

Step 2:

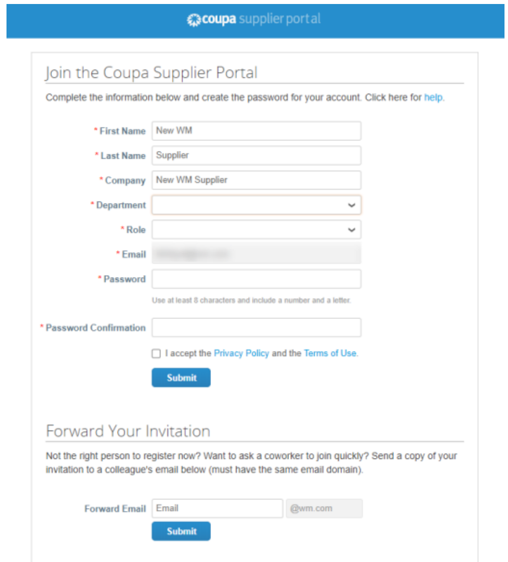
Join the Coupa Supplier Portal.

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.

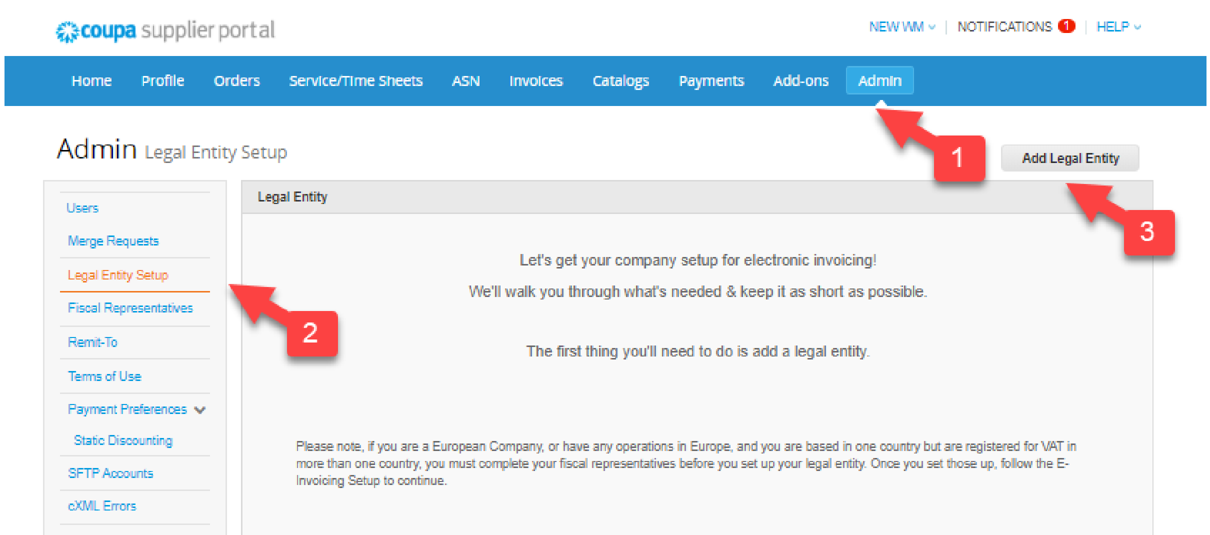
Note: If you get a notice for 2-factor authentication, click "No."



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.



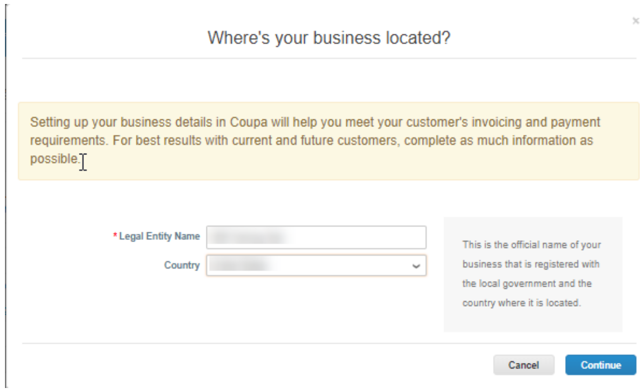
Step 4:

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.



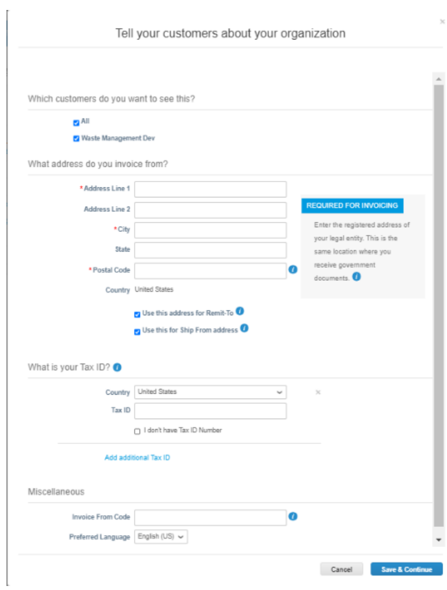
Step 4:

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.

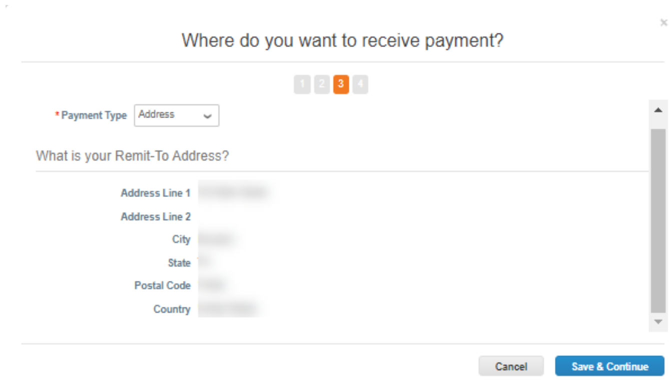


Step 5A:

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.”

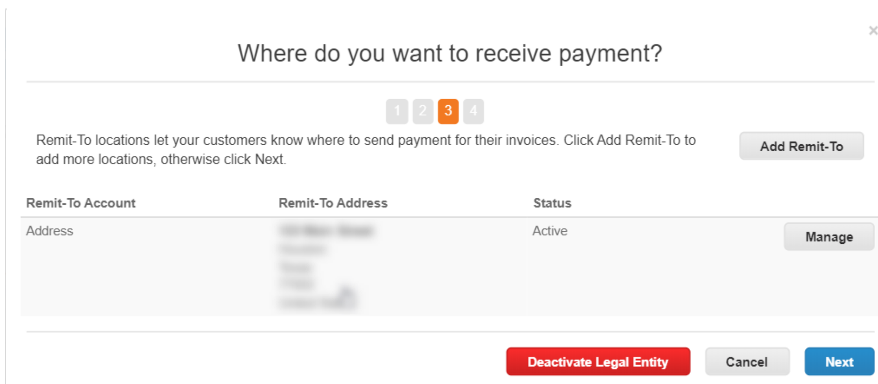


Step 5B:

Where do you want to receive payment?

Review the information listed.

If everything is correct, click “Next.”

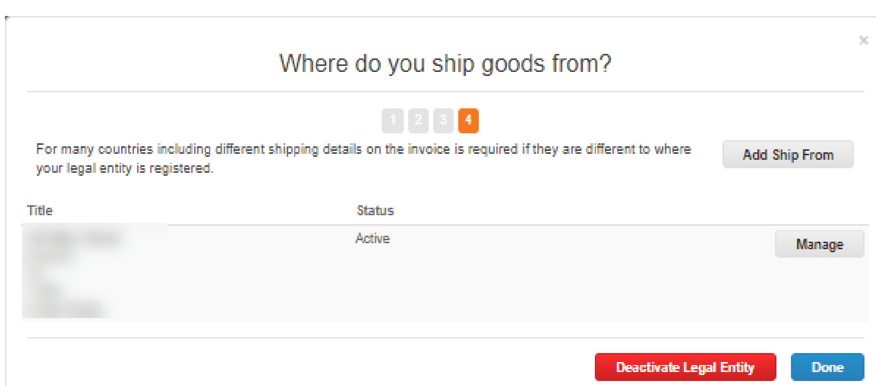


Step 6:

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.”



Step 7:

Setup Complete.

Congratulations, your setup is complete!

This legal entity can now be used on new invoices.