Preparing to Transact With ACS

The American Cancer Society (ACS) uses Coupa as our procure-to-pay system. Internally we call it ACS Marketplace. In order to conduct business, make payments and meet IRS requirements, we need you to create a supplier account in our Coupa system. Through it, we will send you purchase orders and change orders and you will use it to acknowledge purchase orders, submit invoices, view payment details, and manage your supplier information. Setting up your account is easy and secure. Your ACS staff partner will initiate this process.

- You will receive an email from do_not_reply@supplier.coupahost.com containing links to two different methods of transacting. See chart below to determine the appropriate method.

<table>
<thead>
<tr>
<th>How will you transact with ACS?</th>
<th>Recurrent business with ACS</th>
<th>Infrequent business with ACS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>CSP – Coupa Supplier Portal</td>
<td>SAN – Supplier Actionable Notification (email)</td>
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<tr>
<td>Benefits</td>
<td>You can efficiently manage and track orders, invoices and payments directly in the portal.</td>
<td>You will receive purchase orders from Coupa and create invoices, all directly from email notifications.</td>
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**Set up your supplier account**

1. Select **Join and Respond** in the email you receive to set up your supplier account.
2. After completing registration log into the CSP, click the Profile tab, and fill out and submit the Supplier Request for Information form.

Refer to **How to Complete the Supplier Information Form** if you have questions.

**Want payment faster?**

- While setting up your supplier account, please select ACH (Direct Deposit) as your payment method (ACS preferred). Direct Deposit is a prompt and reliable method for receiving payments that eliminates handling and mail delays and puts the funds directly into your bank account.

**What now?**

- Once your supplier account is active, our staff can begin transacting with you through Coupa. You will use the method you selected (CSP or SAN) to receive purchase orders, change orders and submit invoices. Submitting invoices this way is efficient and expedient and reduces the potential for invoices to be disputed or rejected.

- Contact customerservice@cancer.org if the form link in the email you receive expires (if you haven’t completed your account setup within 15 days), or if you have questions about ACH (Direct Deposit).

Refer to Resources for Suppliers for additional Coupa step guides and reference materials.

For system issues, click the Chat button to visit with Coupa support. For process questions, email MPEnablement@cancer.org or contact your ACS Staff Partner.