

Preparing to Transact With ACS

The American Cancer Society believes diversity, equity, and inclusion are vital to our life-saving mission. We are committed to providing diverse businesses opportunities to participate in our competitive procurement processes. Diverse-owned businesses interested in becoming a supplier are encouraged to complete the registration form. [Learn more.](#)

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, you will need to transact using the Coupa system. Through it, we will send you purchase orders and change orders and you will use it to acknowledge purchase orders and submit invoices.** Submitting invoices electronically through the Coupa ensures efficient transactions and expedient payment.

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.coupa.com containing links to two different methods of transacting. **See chart below to determine the appropriate method.**

How will you transact with ACS?	Recurrent business with ACS (recurrent/multiple invoices per order or contract)	Infrequent business with ACS (one or two invoices per order or contract)
Method	CSP – Coupa Supplier Portal	SAN – Supplier Actionable Notification (email)
Benefits	You can efficiently manage and track orders, invoices and payments directly in the portal.	You will receive purchase orders from Coupa and create invoices, all directly from email notifications .
Set up your supplier account	<ol style="list-style-type: none"> 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 > Your Customer Profiles, and fill out and submit the Supplier Request for Information form. 	Select Respond without Joining in the email you receive to set up your supplier account.

Refer to [How to Complete the Supplier Information Form](#) if you have questions.

	What now?	Want payment faster?
For your information	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.	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.
Help	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).	

▶ **Access [Supplier Resources](#) for additional step guides and reference materials**