

NEW VENDOR PROCESS

DOING BUSINESS WITH DARDEN

01

Your first invoice(s) will be processed by the restaurant.

- Drop off the paper invoice to restaurant where you performed work/service.
- Include your billing contact name and email on the invoice.

Starting in Spring 2020, Darden is moving to a new invoice processing system called Coupa. Exciting new benefits for our vendors will include the ability to send electronic invoices directly to restaurants as well as access to view real-time invoice and payment status.

Darden invites you, the Vendor, to participate in our new system by completing the three steps.

02

You will receive an invitation to our Vendor Management Portal.

After you access the portal, update your company information, including your bank account info for direct deposit of your invoice payments and your W9.

Once your registration is approved, you can elect to receive an early payment of invoices after a small discount deduction.

03

You will also be asked to provide a contact email for Coupa in the Vendor Management Portal. (*Coupa allows you to submit your invoices online and receive messages regarding the invoice status.*)

Once you complete your Vendor Management Portal registration, you'll receive an email with an invitation to Coupa within a few business days.

For more helpful resources, please visit www.darden.com/localvendor

