

DOING BUSINESS WITH DARDEN

Darden has two new tools to assist with invoice processing and payments!

VENDOR MANAGEMENT PORTAL

Exciting features available for vendors using this tool include ability to:

- Maintain important company information like W9 and bank account details. This allows for speedy electronic payment of invoices!
- Receive early payment of invoices after a small discount deduction (after registration approval)

WHEN DOES THIS GO-LIVE?

- It's live for all vendors now!

COUPA

Exciting features available for vendors using this tool include ability to:

- Submit invoices electronically to restaurant. This saves you time since you don't have to drop off copies to restaurant and wait for manual processing!
- Maintain current invoice status for electronically submitted invoices

WHEN DOES THIS GO-LIVE?

- All of our Darden restaurants will gradually go live starting March 2020 through November 2020. For the roll-out schedule, go to www.darden.com/localvendor



GETTING STARTED

HAVE YOU ACCESSED THE VENDOR MANAGEMENT PORTAL YET?

YES

1

Log into the Vendor Management Portal. Need credentials re-sent?



APPortalSupport@Darden.com

2

Confirm your Coupa Contact then we'll send your Coupa contact an invite.

3

After your Coupa Contact has registered in Coupa, you can begin electronically invoicing the restaurant as soon as the restaurant is live on Coupa.




Important: Please do not send Restaurant Invoices to Corporate locations in Coupa.

NO

1

Submit your contact information to <https://krowdweb.wufoo.com/forms/vendor-management-portal-access-request-darden/>. You'll receive a invitation within 5 days instructing you to access your profile.

2

Review and/or update your profile  including the required Coupa contact then we'll send your Coupa Contact an invite

3

After your Coupa Contact has registered in Coupa, you can begin electronically invoicing the restaurant as soon as the restaurant is live on Coupa.



Important: Please do not send Restaurant Invoices to Corporate locations in Coupa.

STILL NEED HELP? Go to www.darden.com/localvendor or contact APPortalSupport@Darden.com