

## STEP 1

### ACCESS Vendor Management Portal

- 1 Visit <https://www.darden.com/our-company/doing-business-with-darden/portal>
- 2 Select [“Submit a Request for Access”](#)
- 3 Fill out the request (\*\*if you do not know your Vendor Number, please reach out to your Darden contact).
- 4 After you receive credentials for the Vendor Management Portal, you will then be ready to register your company in the portal.

#### **Are you an Existing Supplier?**

You might have already received Vendor Management Portal credentials in your email. Please log in to the Vendor Management Portal to verify that you have updated your vendor profile with all the required information detailed in this guide. Please email [APPortalSupport@darden.com](mailto:APPortalSupport@darden.com) if you need credentials resent

## STEP 2

### REGISTER in the Vendor Management Portal

- 1 Complete your Vendor Management registration.
- 2 To add your Business Address click “add new record” or “edit” for each address type. A “Registered Address”, “Remit Address” and “Purchase Order Address” are needed. “Purchase Order Address” must have a PO Delivery Email ID.
- 3 Supplier Contact Information for both “Primary” and “Coupa Primary” contact types are required. Click “add new record” to add the “Coupa Primary” contact.

## STEP 3

### REGISTER in Coupa

- 1 Once you have finished your registration our AP team will review it and reach out if needed. If your Vendor Management Portal registration is confirmed, your primary Coupa contact will receive an email to register.
- 2 Complete your Coupa Registration.
- 3 Now your company is ready to use Coupa to manage your catalogs and process invoices!

## Interested in more helpful resources?



Be sure to visit and bookmark our Supplier Information Site located at <https://darden.com/supplier>



Watch the following videos for more detailed information

- “Vendor Management Portal Tutorial” located on the following webpage <https://darden.com/our-company/doing-business-with-darden/portal>
- “Coupa Supplier Portal Tutorial” located on the following webpage <https://darden.com/our-company/doing-business-with-darden/register-for-coupa>