

# Supplier Profile Information Request Guide

## About this Guide:

This guide provides an overview of the process to complete the **Profile Information Request** from Waste Management as initiated through the email received from Coupa. You will be able to add your company as a supplier, or review and update your supplier information.



The Coupa Supplier Portal (CSP) is a **free, online portal** that allows Suppliers to **transact electronically** with Waste Management.

By joining Coupa, you will be able to submit your supplier profile updates, receive POs, submit invoices against POs, and see payment status – all in one place. Join today and enjoy the benefits of a no-cost CSP account!

## Step 1 – Choose How to Respond

A screenshot of an email invitation from Waste Management. The email header includes the Waste Management logo and the text 'Profile Information Request - Action Required'. It is powered by Coupa. The main body of the email addresses the 'Valued Supplier' and explains that Waste Management has initiated the process to add or update their company as a supplier. It provides instructions for new suppliers, including a preferred option to 'Join and Respond' and an alternative to 'Respond Without Joining'. The 'Join and Respond' button is highlighted with a red box in the screenshot. The email also includes links to a 'Supplier Request for Information guide' and a 'suppliers.wm.com' page for questions.

Waste Management Profile Information Request - Action Required

Powered by coupa

Dear Valued Supplier,

Waste Management has initiated the process to **add or update your company as a supplier**. Your next step is to complete your registration on the Coupa Supplier Portal (CSP). CSP is a free tool for suppliers to easily do business with Waste Management. To expedite your onboarding process, please respond within 48 hours using one of the following options:

**New Suppliers**

- **Preferred! JOIN AND RESPOND** (link below): Create a CSP account and submit your information directly from your account. Once registered, you are automatically connected to Waste Management. With an account, you will be able to view purchase orders, submit invoices and see the payment status of your invoices all in one place. Also, you can update your information and manage it at any time.

Ready to Onboard?  
Get started with the Supplier Request for Information guide:  
<https://www.wm.com/content/dam/wm/assets/inside-wm/suppliers/request-for-information.pdf>

Not the Right Person?  
Forward this request to the appropriate person by using the "Forward" link in the upper right corner of this email.

Questions?  
Visit [suppliers.wm.com](https://suppliers.wm.com) to learn more about Coupa supplier registration, electronic invoicing, and working with Waste Management.

We look forward to working with you!

Waste Management

**Join and Respond**      Respond Without Joining

**FIRST**, you will receive an email invitation requesting information from the Coupa Supplier Portal (CSP) like the one displayed above.

**SECOND**, based on your response decision, click on the corresponding email link below the Waste Management signature:

*New Suppliers:*

- 1) (Preferred)** To join the Coupa Supplier Portal and create an account, click **Join and Respond**
- 2)** To provide the required supplier information without registering on the CSP, click **Respond Without Joining**

*Existing Suppliers:*

- 3)** If you have a CSP account, click **Update Profile** to respond to the information request. Once you have logged in, *update your form starting from Step 6 – Company Information* in this guide.

## Step 2 - Create Your Coupa Account

After selecting **Join and Respond**, a new window will open for you to create your CSP account.

1. The **Email** field will be the email address which received the Request for Information and cannot be changed
2. Create your password and confirm by entering the same password again
3. Check the box to accept the Privacy Policy and Terms of Use
4. Click **Get Started**

*NOTE: If the invitation should be forwarded to another contact, then select the **Forward this to someone** option and follow those instructions*

**coupa**

### Create your business account

Waste Management Test is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Waste Management Test so you're ready to do business together.

Email

Password

Use at least 8 characters and include a number and a letter.

Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

**Get Started**

[Having an issue with signup?](#)

[Forward this to someone](#)

## Step 3 – Provide Information for Your Profile

Coupa asks you to provide some basic information about your company for your public profile.

The information entered by the initial Waste Management requester is provided.

This information should be updated to your company's address where orders should be sent.

*NOTE: This address should be a store location or physical address.*

If your Remit-To address is different from your ordering address, uncheck the **Pay to location (Remit-To)** box to open and complete the Remit-To address fields.

Click **Next**.

**WMT** Waste Management Powered By **coupa**

Basics Payment Profile

### Tell us about your business

\* Company Name   
Your official registered company name

Website

\* Country/Region

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Also use this address as  **Invoice-from location**  
Must match your official registered company address

**Pay to location (Remit-To)**

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

**Ship from location**

Advanced invoicing  We support integration for invoicing (cXML or SFTP) and plan to use it with Waste Management Test

**Next**

## Step 4 – Discounts (skip this section)

Skip this section and click **Next**.

*NOTE: Waste Management does not use payment discounts offered through Coupa.*

*For payment discounts, contact your local WM contact.*

Waste Management logo | Powered By Coupa

Progress: Basics (selected), Payment (highlighted), Profile

Would you like to offer discounts to get paid faster?

### Payment Discount Preferences

Your default payment term	Automatically replace with this discount <small>(you can change this later)</small>
Net 30	None
Net 45	None
Net 60	None
Net 75	None
Net 90	None
Net 120	None

Back | **Next**

## Step 5 – Open Supplier Information Form

After you provide the basic information, click **Take Me There** to go to Waste Management's Supplier form.

Waste Management logo | Powered By Coupa

Progress: Basics, Payment, Profile (highlighted)

You are one step away from doing business with Waste Management

Waste Management requires some additional information

**Take Me There**

## Step 6 - Company Information

Complete or update the following fields, carefully following the form instructions:

- **Company Name (DBA)**
- **Legal Entity Name**

### IMPORTANT

**Ensure supporting documentation files are uploaded** where required. Coupa will not allow incomplete forms to be submitted for approval.

**Supplier Information** Not a valid vendor - Placeholder

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### ABOUT THIS FORM

The form below is required as part of Waste Management's supplier onboarding and maintenance process.

FOR ALL SUPPLIERS - Please refer to the Supplier Request for Information (RFI) Guide on [www.suppliers.wm.com](http://www.suppliers.wm.com) at the bottom of the FAQ & Guides section for help completing this form. Please note that errors in submission will cause the form to be rejected.

FOR EXISTING SUPPLIERS - You will be provided with the information we have as part of your supplier record. Please REPLACE any information below with updated information.

FOR NEW SUPPLIERS - Please complete the required fields below to complete your supplier profile. To complete the form, you will need to attach a signed W-9, a current Certificate of Insurance, and a voided check or letterhead with your banking information if requesting ACH/EFT payments.

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### Company Information

\* **Company Name (DBA)**

Does Business As (DBA)

\* **Legal Entity Name**

Name that is used on your Federal Tax Return. For a Sole Proprietor business, the name of the owner is required

## Step 7 - Ordering Address (Primary Address)

Complete or update the Ordering Address information to reflect the primary company address.

The following fields should be left blank – *do not populate*:

- **Address Name**
- **Location Code**
- **PO Box**
- **PO Box Postal Code**

**Ordering Address (Primary Address)**

This will be used as your address for placing orders. This information is required to complete your supplier profile.

\*IMPORTANT\* - Do not fill out the fields "Address Name", "Location Code", "PO Box" and "PO Box Postal Code" as these are not valid fields.

\* **Primary Address**

<b>Country/Region</b>	United States
<b>Address Name</b>	DO NOT USE
<b>Street Address</b>	123 Order Street
<b>Street Address 2</b>	
<b>City</b>	City
<b>State Region</b>	Texas - TX
<b>Postal Code</b>	123456
<b>Location Code</b>	DO NOT USE
<b>PO Box</b>	DO NOT USE
<b>PO Box Postal Code</b>	DO NOT USE

\* **PO Email**  ⓘ

## Step 8 - Remittance Currency & Payment Method

This section contains information about receiving payments from Waste Management. It is important to follow all instructions on the form carefully to prevent payment delays.

### Remittance Currency & Payment Method

**Payment Currency**

Leave blank if both USD and CAD are accepted

**\* Requested Payment Method**

Please select the correct payment method. Please note ACH/EFT is Waste Management's preferred method

### Payment Currency (select one)

- USD
- CAD
- None (blank) indicates that both CAD and USD are accepted

*NOTE: Payment Currency should be specified if requesting ACH / EFT payments*

### Requested Payment Method (select one)

- ACH (Waste Management preferred method)
- Virtual Card by Email
- Credit Card by Phone
- Paper Check

## Step 9 - Remittance Form Instructions & Current Remit-To Information

**Remittance Address & ACH Information Instructions** are displayed at the top. Carefully follow all instructions.

**Existing Suppliers:** Current Remit-To information is displayed below the instructions. This information cannot be edited. Continue to Step 10 to make changes to your Remit-To address or ACH information.

**New Suppliers:** You will not see this display section. Go to Step 10.

### Remittance Address & ACH Information - Please read all instructions below

**\*IMPORTANT - Please Read\***

FOR ALL SUPPLIERS - Please refer to the Supplier Request for Information (RFI) Guide on [www.suppliers.wm.com](http://www.suppliers.wm.com) in the FAQ & Guides section for help completing this section.

IF ACH/EFT was selected as the payment method, please indicate that ACH/EFT was selected as Yes to open the banking information fields. You must attach documentation of your bank account information including a voided check, account information on bank letterhead, or a PDF document on company letterhead that provides banking details.

FOR EXISTING SUPPLIERS - Your existing Remit To address will be displayed below and cannot be edited.  
- If there are CHANGES to your Remit To address OR you need to change or add ACH information, please note that the existing Remit To information cannot be edited. You will need to INACTIVATE the existing Remit To information and then click the "ADD REMIT TO" button to ADD a new remit to section and/or ACH information  
- For any changes related to your Remit To information, Waste Management will contact you to VERIFY the changes.  
- If NO changes are required, please skip this section.

FOR NEW SUPPLIERS - Please Click the "ADD REMIT TO" button below to provide your Remit To address and / or provide your ACH information.

**\*IMPORTANT\* - PLEASE SUBMIT ONLY ONE ACTIVE REMIT TO SECTION.**

Remit-To Address

If you are an existing supplier, below is your current Remit To information. This information CANNOT BE EDITED. Please inactivate the current Remit To section and click the "ADD REMIT TO" button to CHANGE your Remit To information.

<b>Street Address</b>	Do not use
<b>Street Address 2</b>	
<b>City</b>	Houston
<b>State Region</b>	TX
	Must be in 2 character format (i.e. TX, CA, ON)
<b>Postal Code</b>	77002
	Must be a valid postal code
<b>Country/Region</b>	United States

## Step 10 - Remit-To Address

*For New Suppliers:*

Complete Step 10 beginning with the **REMIT-TO ADDRESSES** instructions below

*For Existing Suppliers:*

If **no changes are required** to your Remit-To address or ACH information, go to Step 13

If **changes are required** to the current Remit-To address or ACH information, you must first inactivate the existing Remit-To information prior to submitting new information

To inactivate an existing Remit-To address:

1. Scroll to the end of the Remit-To Addresses form
2. Under the Remit-To Status, select **Inactive**
3. You can now complete changes as follows:  
**To add a new Remit-To address,** continue on Step 10  
**To change your current ACH information,** go to Step 12

Remit-To Address

If you are an existing supplier, below is your current Remit To information. This information CANNOT BE EDITED. Please inactivate the current Remit To section and click the "ADD REMIT TO" button to CHANGE your Remit To information.

Street Address: PO Box 933004  
Street Address 2:   
City: Atlanta  
State Region: GA  
Must be in 2 char (TX, CA, ON)

Remit To Status: Active

Please select inactive if the remit to information is no longer valid

### REMIT-TO ADDRESSES

Your Remit-To Address and ACH / EFT information are in the Remit-To section. If ACH / EFT is selected as the payment method, click the **Add Remit-To** button to add a Remit-To section for the remitting address and / or banking details.

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

After clicking **Add Remit-To**, a new *Choose Remit-To Address* box will open.

To select an available Remit-To address created previously as part of your initial Coupa Supplier Portal setup, click **Choose**. You can then *skip to Step 12*.

To create a new Remit-To address, click **Create New** and continue to Step 11.

*NOTE: To see this "Choose Remit-To Address" box, you may need to scroll down.*

Choose Remit-To Address

Create new Compliant Remit-To Address

**+ Create New**

Do not use  
Houston, Texas 77002  
United States  
United States

**Choose**

Cancel

## Step 11 – Create New Remit-To Address

In Coupa, a new Remit-To address must initially be associated with a legal entity.

Provide your **Legal Entity Name**.

Select the **Country/Region** for your Remit-To address.

Click **Continue**.

The screenshot shows a modal window titled "Where's your business located?". At the top, there is a yellow informational box stating: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, there are two input fields: "\* Legal Entity Name" (a text box) and "Country/Region" (a dropdown menu). Both fields are highlighted with a red rectangular box. To the right of these fields is a grey text box that reads: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom right of the modal, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red rectangular box.

Select the customers that should see the Remit-To address.

To avoid having to manually type information from your Coupa profile, ensure you **select the Waste Management checkbox**.

Provide your company's address details under **What address do you invoice from?**

Provide your Legal Entity **Country/Region** and **Tax ID**.

Skip the **Miscellaneous** fields.

Click **Save & Continue**.

The screenshot shows a modal window titled "Tell your customers about your organization". The first section is "Which customers do you want to see this?", with two checked checkboxes: "All" and "Waste Management". The second section is "What address do you invoice from?". It contains several input fields: "\* Address Line 1" (text box with "PO Box 123"), "Address Line 2" (text box), "\* City" (text box with "City"), "State" (dropdown menu with "Texas - TX"), "\* Postal Code" (text box with "12345"), and "Country/Region" (text box with "United States"). These fields are highlighted with a red rectangular box. To the right of these fields is a grey text box with a blue header "REQUIRED FOR INVOICING" that reads: "Enter the registered address of your legal entity. This is the same location where you receive government documents." Below the address fields are two checked checkboxes: "Use this address for Remit-To" and "Use this for Ship From address". The third section is "What is your Tax ID?", with a "Country/Region" dropdown (set to "United States"), a "Tax ID" text box (containing "123456789" and a red 'X' icon), and an unchecked checkbox "I don't have Tax ID Number". Below this is a blue link "Add additional Tax ID". The fourth section is "Miscellaneous", with an "Invoice From Code" text box and a "Preferred Language" dropdown (set to "English (US)"). At the bottom right, there are two buttons: "Cancel" and "Save & Continue". The "Save & Continue" button is highlighted with a red rectangular box.

## Step 11 – Create New Remit-To Address (Cont'd)

Select **Address** for Payment Type.

*NOTE: In this Remit-To section, the only Payment Type accepted by Waste Management is **Address**.*

Click **Save & Continue**.

Where do you want to receive payment?

1 2 3 4

Payment Type Address

What is your Remit-To Address?

Address Line 1 PO Box 123

Address Line 2

City City

State TX

Postal Code 12345

Country/Region United States

Cancel Save & Continue

Confirm the address information is correct.

Click **Next**.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	PO Box 123 City TX 12345 United States	Active	Manage

Deactivate Legal Entity Cancel Next

### OPTIONAL

If goods are shipped from a different location, a Ship From address can be added to the legal entity by clicking **Add Ship From**.

Click **Done**.

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
PO Box 123 City TX 12345 United States	Active	Manage

Deactivate Legal Entity Done

Click **Add Now** to add the Remit-To address to the form.

The Remit-To address is now added to the form.

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now



## Step 11 – Create New Remit-To Address (Cont'd)

Once the Setup box closes, return to the previous *Remit-To Addresses* section and provide the **Remittance Notification Email Address**\*

*\*Remittance notification emails are not yet available, but this information will be used in the future.*

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

**Add Remit-To**

Remit-To Address

Street Address PO Box 123

Street Address 2

City City

State Region TX  
Must be in 2 character format (i.e. TX, CA, ON)

Postal Code 12345  
Must be a valid postal code

Country/Region United States

Remittance notification e-mail address remi@email.com

### REMINDER FOR EXISTING SUPPLIERS:

*Waste Management only accepts one Remit-To address.*

If there is a previous Remit-To address on the form, the status for that existing Remit-To address must be changed to **inactive** prior to setting up a new Remit-To address.

To change the status of an existing Remit-To address to inactive, reference the Step 10 introduction.

## Step 12 – Provide ACH / EFT Information

If ACH / EFT was **NOT** selected as the payment method previously, select **No** to the question if ACH / EFT was selected as the payment method.

IF ACH / EFT was selected as the payment method, select **Yes** to open the banking information fields.

Follow the form instructions to provide your banking details in the appropriate fields.

*NOTE: Documentation of your banking details is required. This documentation should be a voided check, bank letter, or document on company letterhead as noted on the form instructions.*

ACH / EFT Information

As part of WM's commitment to the environment, paper check remittances are discouraged. As paperless alternatives, WM offers ACH/EFT and virtual card payment options. Please indicate below if your company can accept ACH/EFT payments and provide your ACH/EFT remittance information below. If you prefer virtual card, select No and skip to the Virtual Card Information section

Was ACH/EFT selected as the payment method above?  Yes  No

Bank Details

Bank Name

Account Type   
Only indicate "Checking" or "Saving"

Account Currency

Bank Account Number  ⓘ

Bank Routing Number  ⓘ  
9 digit bank routing number is required for US suppliers. Should not be used by Canadian supplier. Please use the Canadian Branch and Bank ID fields below for your bank routing number

Canadian Bank ID   
A 4 digit bank ID is required for Canadian suppliers. NOTE: If a 3 digit Canadian Bank ID is provided, a leading zero will be added as it is required for EFT payments

Canadian Branch ID   
5 digit Branch ID is required for Canadian suppliers

Bank Country/Region

Bank Account Document  [Browse...](#)  
Please attach documentation of your bank account information. Acceptable documents include a voided check, letter or document from your bank, or a signed letter authorization from your company authorizing ACH and banking information

Active

Please select inactive if the remit to information is no longer valid

## Step 13 - Legal Entity Information

Legal Entity Information

\* Legal Entity Country  US Company  Non - US Based Company

\* Business/Tax Classification   
This selection should match your W9 form

\* Federal Tax ID  ⓘ

\* Federal Tax Form

\* Type

\* Attachments [Add File](#)

A current, signed W-9 is required. Required for US suppliers

Legal Entity Information

\* Legal Entity Country  US Company  Non - US Based Company

\* GST/HST Registration Number   
Please provide your GST account number. This should be your 9 digit business number followed by RT followed by a 4 digit reference number. Fran a/s: Indiquez votre num ro d'enregistrement TPS

\* QST Registration Number   
Please provide your QST account number. This field should also be used for Taxes des ventes du Quebec. Fran a/s: Veuillez fournir votre num ro d'enregistrement de TVQ

Select your **Legal Entity** type and complete the appropriate fields, including any required support documentation.

## Step 14 – Certificate of Insurance

Provide the **Expiration Date** for the insurance.

Attach your current **Certificate of Insurance**.

Certificate of Insurance

Waste Management requires all suppliers to provide proof of insurance that meets the minimum requirements, please refer to [www.suppliers.wm.com](http://www.suppliers.wm.com) for Waste Management's supplier insurance requirements

In the section below provide your policy state and end date, and attach your certificate of insurance.

\* Insurance

Effective Date

\* Expiration Date

\* Attachments [Add File](#)

Description

## Step 15 – Supplier Sustainability Program

Waste Management supports Supplier's efforts to **cut waste, use recycled materials, and maximize the use of their resources** to help us meet our sustainability goals.

If you have an **established sustainability program**, please let us know in this section.

Supplier Sustainability Information

Waste Management has positioned itself as the leader in environmental services, developing strategies and implementing actions to reduce our overall impact on the environment. We encourage our suppliers to develop and participate in sustainability programs and engage their supply chain networks to be aware of our joint impact on the environment. We will support supplier s efforts to cut waste, use recycled materials, and maximize the use of their resources to help us meet our sustainability goals.

\* Does your organization have an established sustainability program?  Yes  No

WM may contact you to discuss the program details as well as ways WM can partner with your company to meet sustainability goals

## Step 16 – Diversity Certification

WM is committed to **supporting diverse Suppliers**. We accept the following certifications:

- Small Business Enterprise
- Veteran-Owned
- LGBT
- Women Business Enterprise
- Minority Business Enterprise

If any of these apply, please provide your **certification details** and attach your **certification document** for verification.

Diversity Information

WM is committed to supporting diverse suppliers. Please see our supplier diversity information at [www.suppliers.wm.com](http://www.suppliers.wm.com) for the certifications we accept. If your company is a certified diverse supplier, please provide your certification details below and attach your certification document for verification.

\* Is your company a diverse supplier?  Yes  No

Small Business Enterprise Certification

Effective Date

Expiration Date

Attachments [Add File](#)

Description

## Step 17 – Certification of Accuracy and Contact Information

The **Primary Contact** information will be used for future information requests as well as requests to connect on the Coupa Supplier Portal.

Completing the information in this section serves as your signature certifying that all of the provided information in this form is **complete, true, and accurate**.

Certification and Contact Information

Completing the information below, serves as your signature certifying that all of the provided information in this form is complete, true and accurate. This contact information will also be used for any questions related to this request.

\* Primary Contact

\* First Name

\* Last Name

\* Email address  ⓘ

\* Work Phone

650-555-1212

## Step 18 – Completing the Form

Carefully **follow** form instructions.

Completing the Form - Please read below

**\*IMPORTANT\***

**DECLINE** - If this request for information is declined, you will not be added as a supplier for Waste Management and you will not receive orders or submit invoices for payment.

**SUBMIT FOR APPROVAL** - Waste Management will not receive the form until you click the "SUBMIT FOR APPROVAL" button.

- Once submitted, your form status will display "Pending Approval" at the top.
- Once approved, you will receive a notification that your information was approved by Waste Management

**REJECTING THE FORM** - If the form is completed incorrectly, the form will be rejected.

- If you have a Coupa Supplier Portal account, you will be able to edit the form and submit it again.
- If you do not have a Coupa Supplier Portal account, please reach out to your local WM contact to request a new form.
- Please refer to the Supplier Request for Information (RFI) Guide on [www.suppliers.wm.com](http://www.suppliers.wm.com) in the FAQ & Guides section for help completing this form correctly.

### IMPORTANT NOTES

#### 1) Supporting Documents

Required file attachments must be uploaded in order to submit for approval.

When you are ready to upload your file(s):

1. **Log in** to your Coupa account
2. Go to **Profile** from the top navigation ribbon
3. Go to **Your Customer Profiles**; the Waste Management form will display
4. **Complete** any missing information and **attach** any missing file(s) on the form
5. **Submit** the form for approval following Step 17

#### 2) Correcting Errors

After submitting for approval, scroll to the top of the form to ensure there are no errors that require correction.

**If you have errors in your form, you will be prompted to fix your errors at the top of the form.**

Go through the form carefully and correct any errors highlighted in red font.

When done, submit the form for approval following Step 18.

## Step 19 – Submitting the Form

Skip the **WM USE ONLY** section – it is for Waste Management use only.

Click **Submit for Approval** to submit the form to Waste Management for processing.

### For New Suppliers:

Selecting **Decline** will prevent your company from being a completed supplier for Waste Management.

### For Existing Suppliers:

Selecting **Decline** will cause your information to not be updated, resulting in payment delays.

### All Suppliers:

Waste Management will reject any incomplete forms or forms completed incorrectly, requiring you to complete the Request For Information process again.

WM USE ONLY - Please do not complete any of the information below

WM Use Only - Verification

Effective Date

Expiration Date

Attachments [Add File](#)

Description

WM Use Only Type of Goods or Services **Parts-Collection & Service Vehicle Parts**

WM Use Only RE **mlane@wm.com**

WM Use Only RA **K00033 / KL0033 - Shared Services**

PO Method **prompt**

PO Change Method **prompt**

WM Use Only CMPS **No**

WM Use Only CG **None**

WM Use Only VDRID **0000209207**

WM Use Only RAC **1**

WM Use Only CSID **21408**

WM Use Only SF2P **No**

## Next Steps

### What you can do next:

- Visit our Supplier page at [www.suppliers.wm.com](http://www.suppliers.wm.com) to view our:
  - Supplier Code of Conduct
  - Terms and Conditions
  - Additional Coupa guidance related to ordering and invoicing
- *After you receive notification of Waste Management approval of your information, you can begin submitting invoices*

### What we will do next:

- The information you provided will be **routed for proper approvals**
- Once approved, we will **update the information** in our system
- You will be notified when this update has been completed

*NOTE: This process may take up to two weeks*