

Zip Reference Guide for Coinbase Vendors

What to expect post contract/ order form execution:

- Coinbase will issue a Purchase Order to vendors post contract execution. Purchase Orders will be the formalized authorization for Vendors to commence work.
- A Coinbase PO will be sent directly to the PO email contact provided during the onboarding process.
- Upon receiving the PO, please review the PO accuracy (description, amount, and billing entity)
- Vendors should only submit invoices post completion of services and no later than 60 days post the last day of service.

How to Submit an invoice from a PO Notification from Zip

NOTE:

- Only submit invoices upon completion of services.
- Vendors still have the option of submitting invoices directly to the invoice processing mailbox

Sample email - Subject: Coinbase sent you a purchase order

The screenshot shows an email interface. At the top, it says "Coinbase Sandbox sent you a purchase order" with a "Show" button. Below this, the sender is identified as "Korinne Wallace via Zip" with a profile picture and a note: "Coinbase Sandbox sent you a purchase order attached to this email Message from Korinne Wallace Please see the attached Purchase Order. Please make sure to refer".

The main body of the email features the Zip logo and the heading "Coinbase Sandbox sent you a purchase order attached to this email". Below this is a "Message from Korinne Wallace" section with the following text: "Please see the attached Purchase Order. Please make sure to reference the relevant PO number in any invoices. Kindly forward all invoices to invoices_us@coinbase.com. Please forward all your queries to ACCOUNTS@SUPPORT.COINBASE.COM".

A "Purchase order details" section follows, containing the following information:

- Send invoice to: invoices_us@coinbase.com
- PO number: 583
- Payment terms: Net 30
- Total amount: \$ 1,000.00
- Start date: Jan 01, 2024
- End date: Feb 29, 2024

At the bottom of this section is a black button labeled "View PO".

The footer of the email includes the Zip logo and the text: "One place for employees to request a new purchase and control spend. [Learn more.](#) Copyright © 2024 Zip. All rights reserved."

Upon clicking on “View PO” you will be able to see the PO number and “Create invoice” against it.



Purchase order #583

Create invoice

Purchase order details Invoices

2024-01-17-3bbe942d-... 1 / 1 - 60% +

Coinbase India Services Private Limited
HD 005, VS, 130P and 1151P, WellWork Rajaposthpa Summit
Nanakramguda Rd, Range Reddy District, Financial District
GST: 36AAJCC3778E12K
Hyderabad, TG, 500032
India

coinbase

Purchase Order

Created	Send invoices to	P.O. Number
1/7/24	emores.globe@coinbase.com	583

Start date	End date	Terms
1/1/24	2/29/24	Net 30

Memo

Vendor	Ship to
ABC Vendor	HD 005, VS, 130P and 1151P, WellWork Rajaposthpa Summit Nanakramguda Rd, Range Reddy District, Financial District GST: 36AAJCC3778E12K Hyderabad, TG, 500032 India

Item #	Description	Qty	Unit price	Total price
1	Test PO	-	-	\$1,000.00

From here, upload your company’s invoice - invoice numbers & date must match on what is listed on the PDF. Click ‘Submit’.

Upload invoice

Submit

Microsoft Word - Invoice Upload.docx 1 / 1 - 100% +

Invoice #INVKW011023A

Date	Invoice No.
12/30/2022	INVKW011023A

Invoice Due	Purchase Order Number
1/31/2022	62

Description	Quantity	Rate	Amount (USD)
Expense 1	1.00	-100.00	-100.00
		Subtotal	-100.00
		Total Due (USD)	-100.00

Invoice Notes

Upon submitting your company invoice, you will see the below status:



Purchase order #583

 Create invoice

Purchase order details Invoices

Invoice #	Sent	Status
INVKW011023A	Jan 17	Submitted

Visit the [Coinbase for Vendors](#) website for more information.

FREQUENTLY ASKED QUESTIONS

Q: I have already submitted my invoice to the AP Inbox prior to receiving my Zip PO notification, should I resubmit the invoice?

A: DO NOT RESUBMIT the invoice via Zip if you already submitted via email. Please only submit invoices ONCE to prevent delay on processing your invoice. Please only select one method for invoice submission.

Q: How can I check when my invoice will be paid?

A: Invoices will be paid according to contract terms listed on the PO.

Q: How can I check the status of my invoice?

A: Navigate to the original email you received for the vendor portal invite for your purchase order. Click on the link to open the vendor portal, then click on the 'Invoices' tab of the purchase order to see the status of your invoice.

Purchase order #583

 Create invoice

Purchase order details

Invoices

Invoice #	Sent	Status
INVKW011023A	Jan 17	Submitted

Zip Invoice submission statuses:

- DRAFT - not submitted to Coinbase
- SUBMITTED - bill /invoice exists with Coinbase
- REJECTED - bill /invoice rejected by Coinbase
- PAID

Q: I have not received a PO Notifications for an existing PO, who should I contact?

A: Please allow until March 1, 2024 to receive the PO notification from the Coinbase Procurement team. You do not have to wait to receive the PO notification to submit your invoices. If you still have not received your PO notification by March 1, 2024 please email accountspayablesupport@coinbase.com

Q: I would like to send this PO to another team member, how can I share this PO?

A: If you are the original recipient of the PO and clicked on the View PO information only that recipient can view the PO.

Once in the vendor portal, you can add more recipients to the vendor portal by clicking the Manage users button in the upper right hand corner of the vendor portal

The screenshot shows the ZIP Vendor Portal interface. At the top left is the ZIP logo and 'Vendor Portal'. A yellow notification bar states: 'Your user is in Redis, but you are accessing data in Coinbase Sandbox. Join Coinbase Sandbox'. In the top right, there is a 'Manage users' button (highlighted with a red box) and a 'Log out' link. The main content area is titled 'Purchase order #579' and includes a 'Create invoice' button. Below this, there are tabs for 'Purchase order details' and 'Invoices'. The 'Purchase order details' tab is active, displaying a preview of the purchase order document on the left and a detailed view on the right. The detailed view includes the following information:

Coibase, Inc.
248 3rd Street, No. 434
Oakland, CA, 94607
United States

Purchase Order

Created	1/1/24	Sent invoices to	invoices@co.coibase.com	P.O. Number	579
Start date	1/1/24	End date	2/29/24	Terms	Net 30

Memo

Vendor	TRENDENCE INC	Ship to	248 3rd Street, No. 434 Oakland, CA, 94607 United States
--------	---------------	---------	----------------------------------------------------------------

Item #	Description	Qty	Unit price	Total price
1	Net	-	-	\$700.00
Subtotal				USD \$700.00
				USD \$700.00

Click Invite new user and then enter then enter the contact details and click Send Invite button.

The screenshot shows the 'Manage users' section of the ZIP Vendor Portal. At the top left is a 'Back to home' link. The section is titled 'Manage users' and has two tabs: 'Users' (active) and 'Permission groups'. Below the tabs is a '+ Invite new user' button. The main area contains a table with the following user listed:

Name	Groups
Korinne Wallace korinne+230498435084308@ziphq.com	Default Admin

×
Invite teammate
Your user is in Redis, but you are accessing data in Coinbase Sandbox. [Join Coinbase Sandbox](#)
Send invite

First name*
Mark

Last name*
Smith

Job title

Email*
mark.smith@abc.com

Phone number

Message

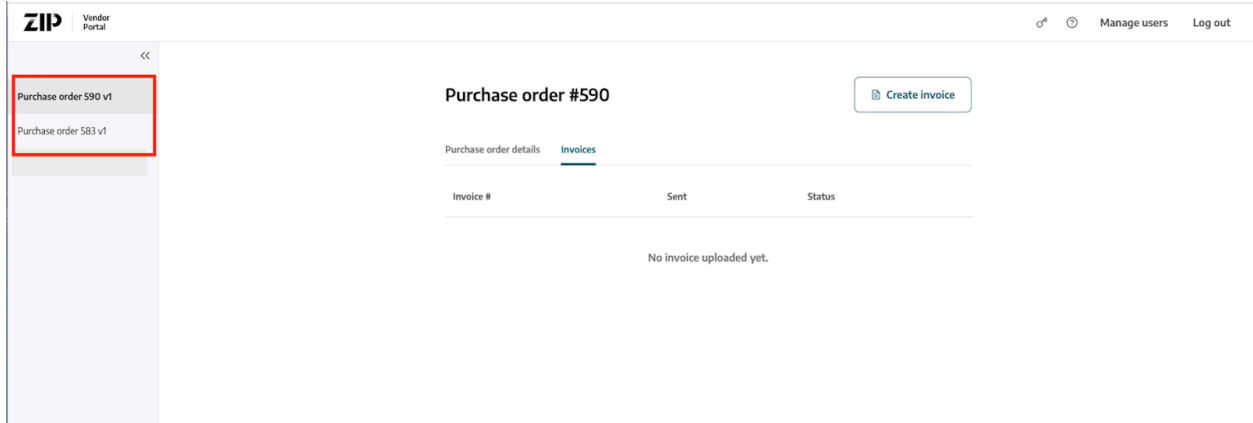
Vendor portal admin

User will be able to view and manage everything within vendor portal, including permission groups and granting other users access.

If the PO email recipient is a group email alias, only the first user who opens the vendor portal would be able to access the portal, so follow the steps above if additional users need to be added to the vendor portal.

Q: How do I see my multiple POs in the Vendor Portal?

You will receive an email per purchase order sent to you to open the Zip vendor portal. Once you open the portal you will see a tab on the left hand side of the screen to navigate to different purchase orders shared with you:



Q: I need to update Company Information (tax, address, banking information) how do I do this via the Zip Vendor Portal?

A: Submit your request to accountspayablesupport@coinbase.com to request for changes to your account. An email will be sent to the contact email Coinbase has on record to validate this request. An email invitation to the vendor portal will be sent to the company contact to make the appropriate changes.