

SUPPLIER PORTAL – CREATING A REMIT TO ADDRESS

Creating a Remit To Address

Click on **'Admin'** on the banner at the top of the screen, then select **'Fiscal Representatives'** once in the admin screen

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation banner with the following items: Home, Profile, Orders, ASN, Invoices, Catalogs, and Admin. The Admin menu is expanded, showing a list of options: Users, Merge Requests, E-Invoicing Setup, Fiscal Representatives (highlighted in orange), Remit-To, and Terms of Use.

Once the Add Fiscal representative has been entered select **'E-Invoicing Setup'**

The screenshot shows the Admin E-Invoicing Setup page. The left sidebar menu is expanded to show: Users, Merge Requests, E-Invoicing Setup (highlighted in orange), and Fiscal Representatives.

Once in the E-Invoicing Setup select **'Add Fiscal Representative'** and complete the pop up box that appears, once complete please select Continue

The screenshot shows the Admin Fiscal Representatives page. At the top right, there is a button labeled "Add Fiscal Representative". Below the header, there is a table with columns: Name, Country, Tax ID, and Associated Tax Registrations. The table is currently empty.

Once in the E-Invoicing Setup select **'Add Legal Entity'**

The screenshot shows the Admin E-Invoicing Setup page with the "Add Legal Entity" button clicked. The "Legal Entity" form is displayed, showing fields for Company Name, Address Line 1, Address Line 2, City, County, and Tax ID (with a dropdown menu showing "GB N/A"). There is an "Actions" button on the right.

The following pop up box will appear, follow through completing each * stage. Select Save & Continue at the bottom of each page.

The screenshot shows a pop-up form titled "Fiscal Representatives". It has sections for "Address" and "Contact". The "Address" section includes fields for Name, Code, Address Line 1, Address Line 2, City, State, Postal Code, Country (dropdown), and VAT ID. The "Contact" section includes fields for First Name, Last Name, Email, Work Phone, Mobile Phone, Fax Number, and Web Site. There are "Cancel" and "Continue" buttons at the bottom.

The screenshot shows a pop-up form titled "Where's your business located?". It has a field for "Legal Entity Name" (with a dropdown menu showing "Company Name") and a field for "Country" (with a dropdown menu showing "United Kingdom"). There is a text box on the right that says: "This is the official name of your business that is registered with the local government and the country where it is located." There are "Cancel" and "Continue" buttons at the bottom.

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VAT ID & Local Tax Number

If you are VAT registered, please enter your VAT number in the 'VAT ID' field. Please note your VAT number will need to contain the country code as well as the number – e.g. GB 123 4567 89

If you are not VAT registered please tick 'I would like to enter a local tax number' and enter GB N/A in the VAT ID field.

What is your Tax ID? ⓘ

Country

* VAT ID

I would like to use this as a local tax number

What is your Tax ID? ⓘ

Country

* VAT ID

I would like to use this as a local tax number

Once all of the information has been entered, click on '**Done**' at the bottom of the final page. This address will appear for selection next time an invoice is created.

