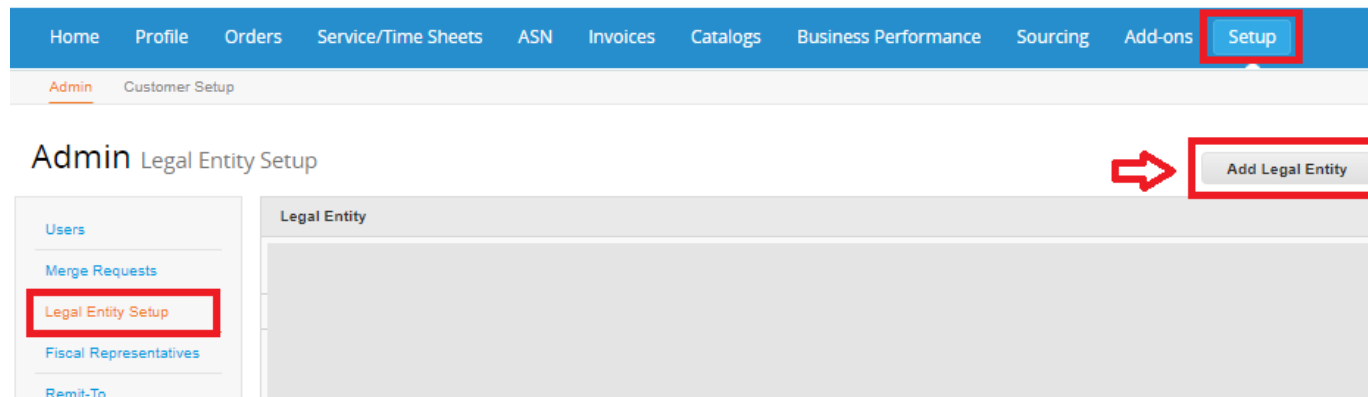


## Legal Entity Setup

### Set up Legal Entity

You can set up your account to create electronic invoices from the Setup/ Legal Entity Setup page. You can add, manage, deactivate legal entities or manage remit-to accounts.

Click on **'Setup'** tab on the banner at the top right of the screen, then select **'Legal Entity Setup'** and finally select **'Add Legal Entity'**



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

Where's your business located? ×

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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.

\* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

Cancel Continue

## VAT ID & Local Tax Number

If you are VAT registered, please enter your VAT number in the 'VAT ID' field.

What is your Tax ID? 



Country: United Kingdom  
 \* VAT ID: GB 123 4567 89  
 I don't have a VAT/GST Number

**Please note!** your VAT number will need to contain the country code as well as the number e.g. GB 123 4567 89

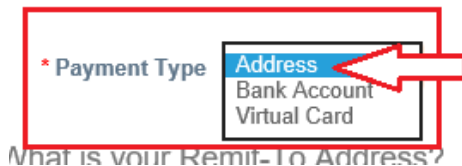


Country: United Kingdom  
 VAT ID:  
 I don't have a VAT/GST Number  
 \* Local Tax ID: GB N/A

If you are **NOT** VAT registered please tick 'I don't have a VAT/GST Number' and enter 'GB N/A' in the Local Tax ID field

## Where do you want to receive payment?

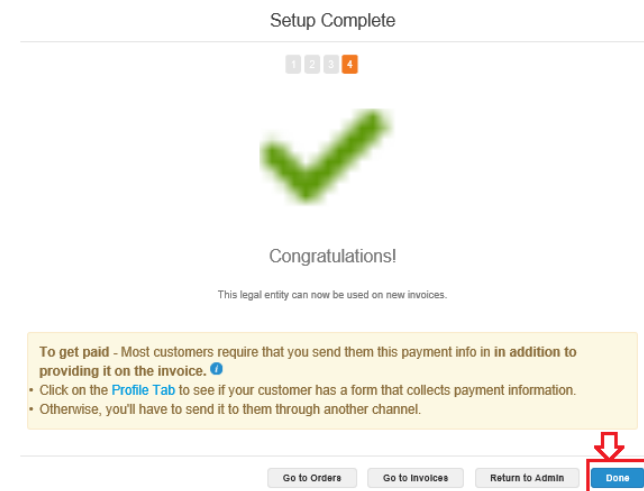
Always select the option for 'Address' to show both the Remit-To Account and the Remit-To Address.



\* Payment Type: Address  
 Bank Account  
 Virtual Card


**NOTE!** You don't need to add banking details information as our Accounts Payable department have them saved on our payment system.

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.




Setup Complete

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in addition to providing it on the invoice. 

- Click on the Profile Tab to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Go to Orders   Go to Invoices   Return to Admin   **Done**

## VERSION CONTROL

<b>Version:</b>	2.1
<b>Author:</b>	Susana Santos
<b>Date:</b>	30/12/2020
<b>Authorised by:</b>	Vedant Prajapati
<b>Date:</b>	30/12/20

### Document Review

The document will be reviewed annually to ensure the procedures remain accurate.

Review Details		
Author	Summary of changes	Date
Susana Santos	Guide rewritten taking into account R25 changes	08/07/2020
Susana Santos	Guide reviewed into account R28 upgrade	30/12/2020