

LEARN MORE

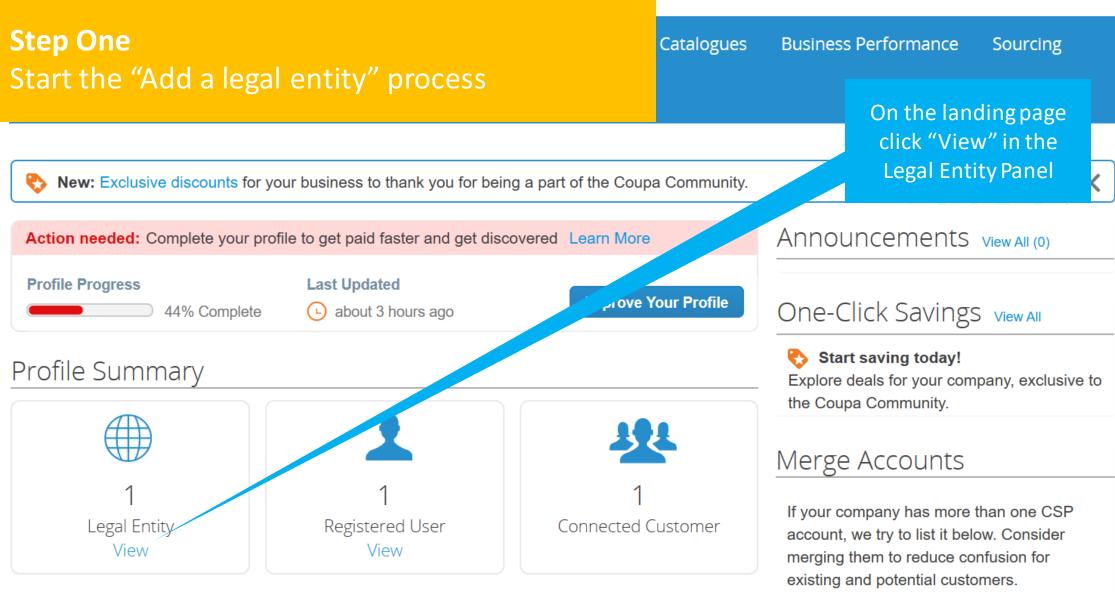
# **Supplier Portal**

# Setting up a legal entity



### 🗱 coupa supplier portal

#### ACCOUNT V NOTIFICATIONS 59 HELP V



#### **Coupa** supplier portal ACCOUNT - NOTIFICATIONS 59 | HELP -**Step Two Business Performance** Sourcing Add-ons Setup ogues Start entering your information Admin Legal Entity Setup Add Legal Entity Legal Entity Users Actions ~ Sadia Limited Estates Merge Requests Legal Entity Setup Invoice From **Remit-To Accounts** Customers **Fiscal Representatives** 123 Test Road Address 123 Test Road FirstPort London London Remit-To Remit-To Address Jac NW10 0PJ NW10.0P.1 noon United Kingdom Terms of Use NW10 0PJ United Kingdom Payment Preferences 🗸 On the Admin page Active select "Add Legal Static Discounting 1 customer ress Entity" SFTP Accounts Remit-To Address 123 Test Road London cXML Errors NW10 0PJ United Kingdom SFTP Errors Active

🗱 coupa supr	lierportal			OTIFICATIONS 59   HELP ~
<b>Step Three</b> Business Na	me and Location info	ess located	1?	× Setup
Admin Leg Users Merge Requests		s in Coupa will help you meet your custo with current and future customers, compl		Add Legal Entity Enter the relevant information in the
Legal Entity Setup   Fiscal Representat   Remit-To   Terms of Use   Payment Preference   Static Discounting   SFTP Accounts	* Legal Entity Name Country/Region		This is the official name of your business that is registered with the local government and the country/region where it is located.	boxes and select "Continue"
CXML Errors SFTP Errors			Cancel Contin	nue

### Coupa supplier port al

X

| HELP ~

## **Step Four** Fill in the "Miscellaneous Information"

### Admin Leg

Users Merge Requests Fiscal Representa Remit-To Terms of Use Payment Preference SFTP Accounts cXML Errors SFTP Errors

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 Miked Associates Conducting busing an United Kingdom Country/Region  $\sim$ countries/ ... requires your \* Type of Company Limited • ...e to contain specific ipy  $\times$ Board of Directors Miekd Davros Rick Parfitt Francis Rossi 0 information about your

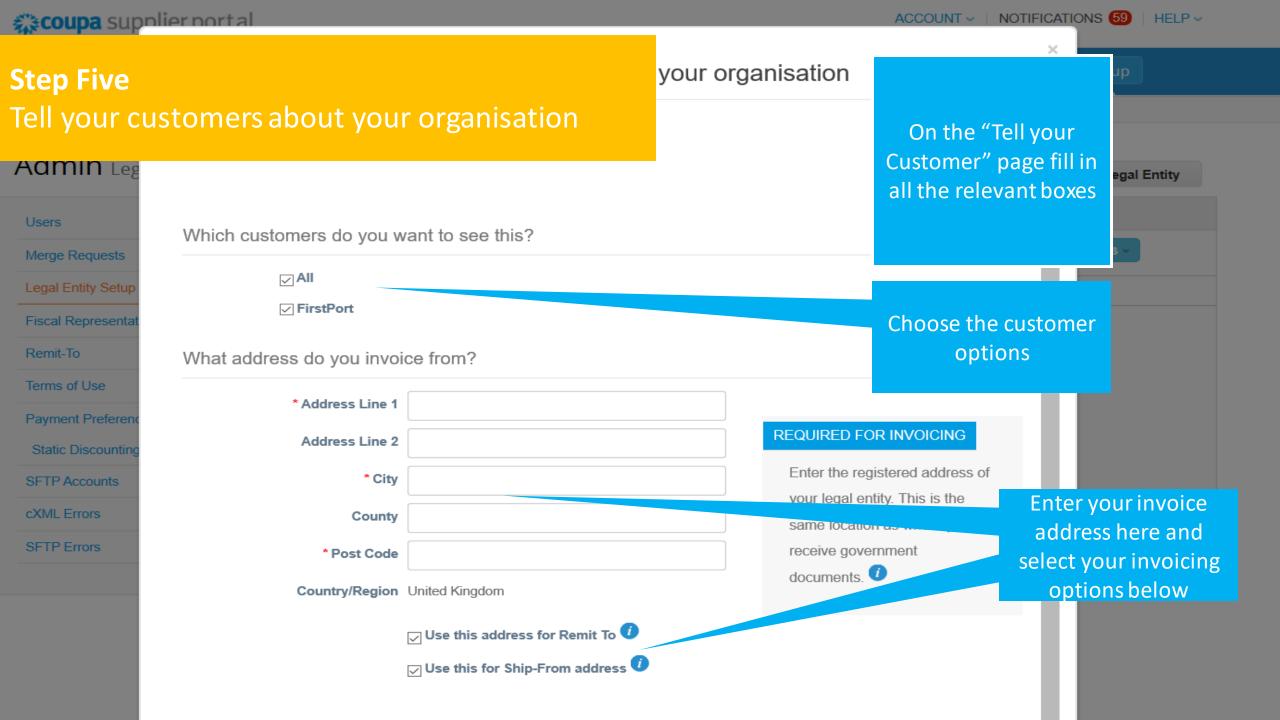
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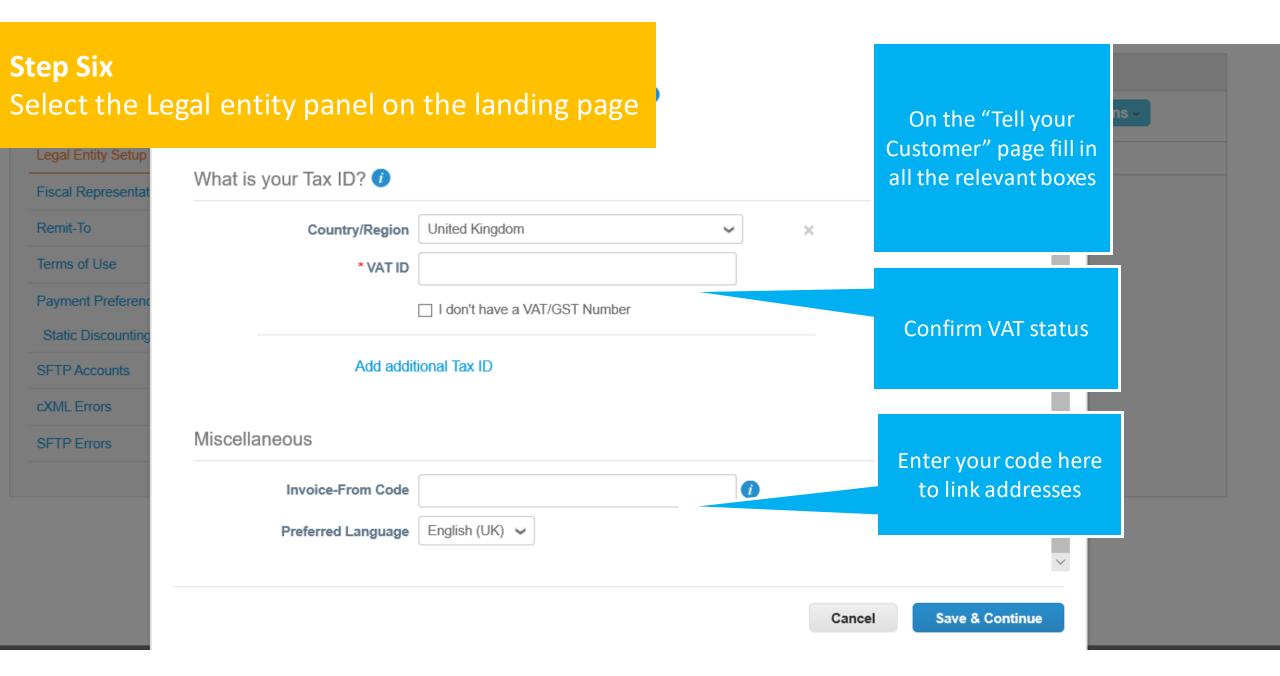
company.

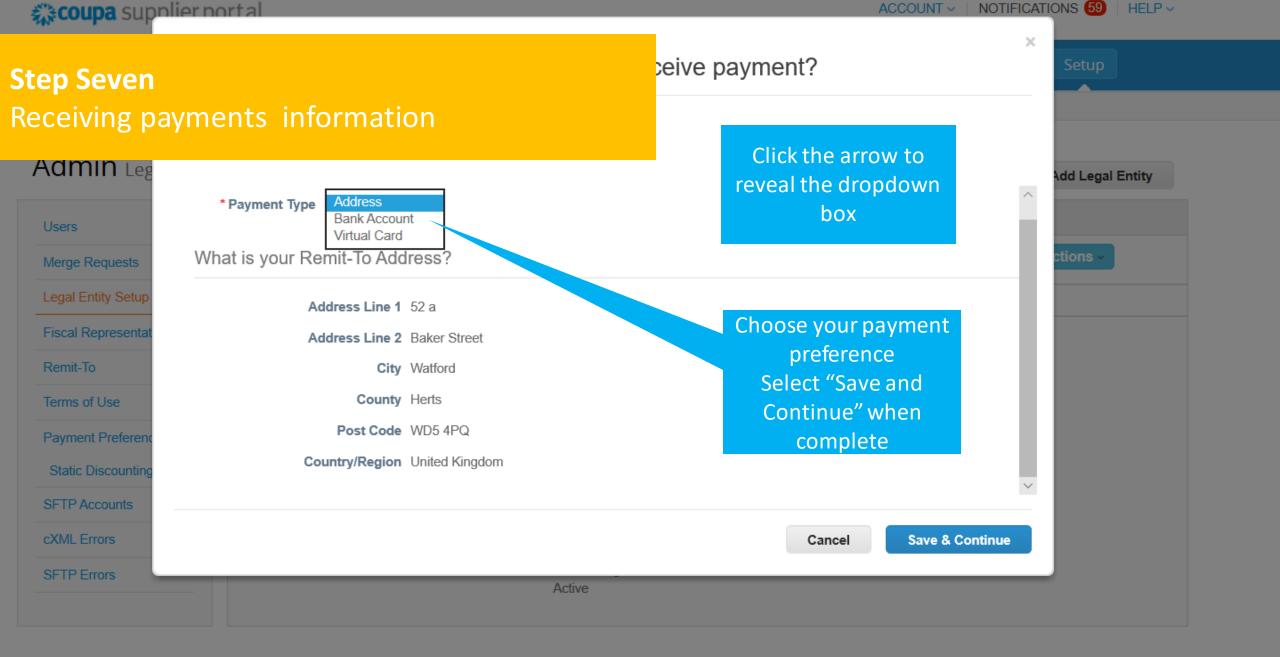
Cancel

Save & Continue

Add Legal Entity Click on the blue circles for guidance on what to add into the boxes Select "Save and Continue" when complete









#### Coupa supplier port al ACCOUNT - | NOTIFICATIONS 59 | HELP -**Step Eight** ve payment?

# Confirm "Remit – To" addresses

Admin Leg	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 Legal Entity
Merge Requests	Remit-To Account	Remit-To Address		Status		
Legal Entity Setup Fiscal Representat Remit-To	Bank Account Barclays Miked Associates ***********5678 789345	<b>52 a</b> Baker Street Watford Herts WD5 4PQ		Active	Manage	Confirm Remit to Address
Terms of Use	100010	United Kingdom				Add in extra addresses
Payment Preference				Deactivate Legal Entity	Cancel Next	if required here
Static Discounting		Address	1 custor	ner		
SFTP Accounts		Remit-To Address				Select "Next" when complete
SFTP Errors						

×



#### **Coupa** supplier port al ACCOUNT - NOTIFICATIONS 59 HELP ~ X **Step Nine** from? Confirming "Ship From" address Admin Leg Add Legal Entity For many countries/regions, including different shipping details on the invoice is required if they are different to Add Ship From where your legal entity is registered. Users Title Status Merge Requests 52 a Active Manage Baker Street Watford Fiscal Representa Herts WD5 4PQ Remit-To Confirm "Ship From" United Kingdom address Terms of Use Add more here if Payment Preferen Deactivate Legal Entity Done needed Select "Done" when Herts SFTP Accounts complete WD5 4PQ United Kingdom cXML Errors Active Sadia Limited Estates **HR & Talent** #FirstPortPeopleInvoice From **Remit-To Accounts** Locations Customers

### Coupa supplier portal ACCOUNT - NOTIFICATIONS 59 HELP ~ × **Step Ten Confirmation of Legal Entity Added** AUTHITLE Add Legal Entity Merge Requests Fiscal Representa Select "Done" to Congratulations! Terms of Use finalise the process Payment Preferen This legal entity can now be used on new invoices. Static Discounting SFTP Accounts To get paid – Most customers require that you send them this payment info in in addition to cXML Errors 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. ons Go to Orders Go to Invoices Return to Admin Done United Kingdom United Kingdom

NIW/10 OP I

### **coupa** supplier portal

Add-ons

Sourcing

## Step Eleven Check and Manage Legal Entity details

#### / Commit Legal Entity Setup

Add Legal Entity

Setup

Users	Legal Entity						
Merge Requests	Miked Associates					Actions ~	
Legal Entity Setup	Invoice From	Remit-To Accounts		Locations	Customers		
Fiscal Representatives	52 a	Bank Account	1 customer	52 a	FirstPort		
Remit-To	Baker Street Watford Herts WD5 4PQ United Kingdom	Account Number Transit Code	Miked Associates	Baker Street Watford Herts WD5 4PQ United Kingdom			
Terms of Use							
Payment Preferences V							On the "Admin" page
Static Discounting			Baker Street Watford				
SFTP Accounts			Herts WD5 4PQ				Click "Actions" to
cXML Errors			United Kingdom Active				amend any
SFTP Errors			Active				information within
	Sadia Limited Est	ates				Actions -	the Legal Entity details
	Invoice From	Remit-To Accounts		Locations	Customers		
	123 Test Road	Address	1 customer	123 Test Road	FirstPort		
	London NW10 0PJ United Kingdom	Remit-To Address	dress 123 Test Road London	London NW10 0PJ United Kingdom			

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