

Completing Legal Entity setup in Coupa supplier portal

It's very important to complete your Legal entity setup in Coupa Supplier portal before you start sending Invoices.

Remit-To Account must contain Address and Bank Account details
To add your bank account information, please follow these simple steps:

1. Go to "Profile" ->"Manage Legal Entities", click on "Actions" and select "Manage Remit-To Account"
2. Click "Add Remit-To" and Select "Bank Account" from the "Payment Type" drop down
3. Select your currency and provide bank account details for the payments to be received
4. Confirm if the Remit-To address is the same (Select from the drop-down box under "Saved Addresses") OR add new Remit-To address
5. Once you have entered all the required bank details, please save/click Done - you will receive a notification that your CSP account setup is complete

Where do you want to receive payment?

1 2 3 4

Address
Bank Account
Virtual Card

* Payment Type Bank Account

What are your Bank Account Details?

Bank Account Country/Region: United Kingdom

Bank Account Currency: GBP

Beneficiary Name: KantarSupplier1

Bank Name:

Account Number:

Confirm Account Number:

Sort Code:

SWIFT/BIC Code:

Bank Account Type: Business

Supporting Documents No file chosen

Legal Entity				
The Best Company Ever				
Invoice From	Remit-To Accounts	Locations	Customers	
45 Bond Street Sydney NSW 112233 Australia	Address 1 customer	45 Bond Street Sydney NSW 112233 Australia	Kantar	
	Remit-To Address		45 Bond Street Sydney NSW 112233 Australia Active	
	Bank Account 1 customer			
	Bank Name	Metro		
	Beneficiary Name	The Best Company Ever		
	Account Number	*****3344		
	Transit Code	121212		
	SWIFT/BIC Code	*****2312		
	Remit-To Address	45 Bond Street Sydney NSW 112233 Australia Active		

Example

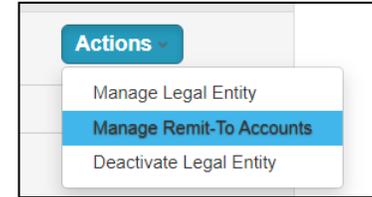
Setting up Coupa account for multiple Currencies & Bank Accounts

IMPORTANT: If you are providing invoices in multiple currencies, then you **MUST** add separate Remit-To Addresses (with corresponding bank account details) for every currency.

1. Go to Profile -> Manage Legal Entities -> click on “Actions” and select “Manage Remit-To Accounts”
2. Click “Add Remit-To”
3. Select Payment Term = “Bank Account”
4. Select the additional currency and bank account details for the payments to be received in that currency
5. Confirm if the Remit-To address is the same (Select from the drop-down box under “Saved Addresses”) OR add new Remit-To address

Once completed, you will be able to view multiple remit to addresses for invoicing.

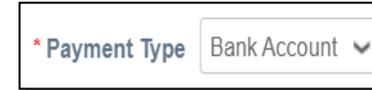
#1



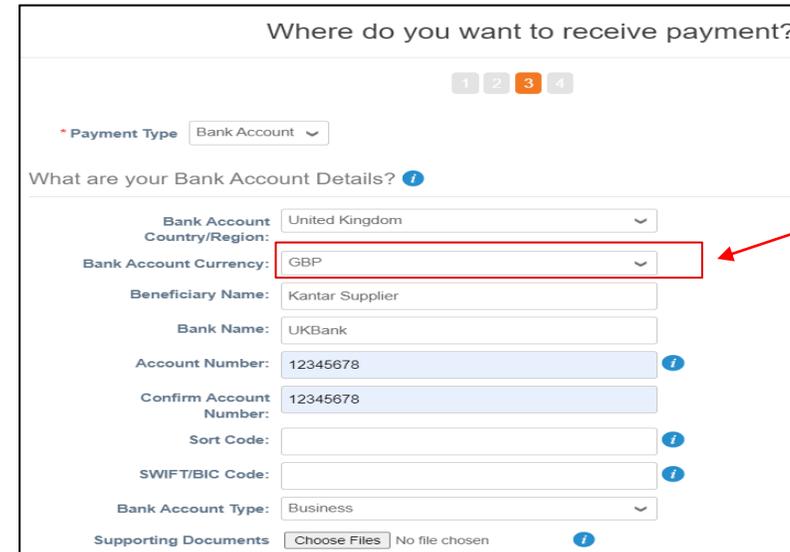
#2



#3

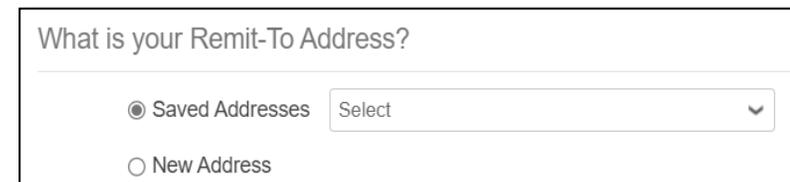


#4

A screenshot of a multi-step form titled 'Where do you want to receive payment?'. Step 3 is active. The form includes a 'Payment Type' dropdown set to 'Bank Account'. Below, under 'What are your Bank Account Details?', there are several fields: 'Bank Account Country/Region' (United Kingdom), 'Bank Account Currency' (GBP, highlighted with a red box and an arrow), 'Beneficiary Name' (Kantar Supplier), 'Bank Name' (UKBank), 'Account Number' (12345678), 'Confirm Account Number' (12345678), 'Sort Code', 'SWIFT/BIC Code', and 'Bank Account Type' (Business). There is also a 'Supporting Documents' section with a 'Choose Files' button.

You can submit invoices in different currencies, please enter your currencies here

#5

A screenshot of a form titled 'What is your Remit-To Address?'. It features a radio button selected for 'Saved Addresses' next to a dropdown menu currently showing 'Select'. There is also an option for 'New Address' with an unselected radio button.