

A person wearing a grey coat and teal sneakers is walking on a stone-paved street. The person is carrying a grey bag. The background is a light-colored stone wall.

# SUPPLIER GUIDE

Coupa Supplier Portal (CSP)  
Adding a Legal Entity



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## NAVIGATION

Click on the section name to navigate to the topic



Click on Home button to return to Table of Contents



HOME

# Adding a legal entity

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# Add legal entity from Home page

coupa supplier portal

MANDY | NOTIFICATIONS 5 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

**New:** Exclusive discounts for your business to thank you for being a part of the Coupa Community.

**Action needed:** Complete your profile to get paid faster and get discovered. [Learn More](#)

Profile Progress: 32% Complete | Last Updated: 2 months ago | [Improve Your Profile](#)

Announcements: [View All \(1\)](#)

Welcome (THE FOSCHINI GROUP LIMITED)  
Dear valued supplier, TFG welcomes you to the Coupa Supplier Portal (CSP). Please click here for

Profile Summary

Legal Entity: 1 [View](#)

Banking Info  Diversity

Top Commodities:   
Select the top 5 UNSPSC categories you serve

Policy:  Yes, we have a policy  No

Diversity:

Corporate Social Responsibility Rating:  Yes  No  Not Sure  
If your company has been rated by a social responsibility agency, indicate it here.

Mandyquins Mannec

Financial & Legal Information

Accelerate: Disabled [Edit Preferences](#)

Currencies:   
Select all the currencies you prefer

DUNS Number:   
Secure Information - not published to your public profile

[Add Legal Entity](#) **!** Most customers require Legal Entity information for invoicing

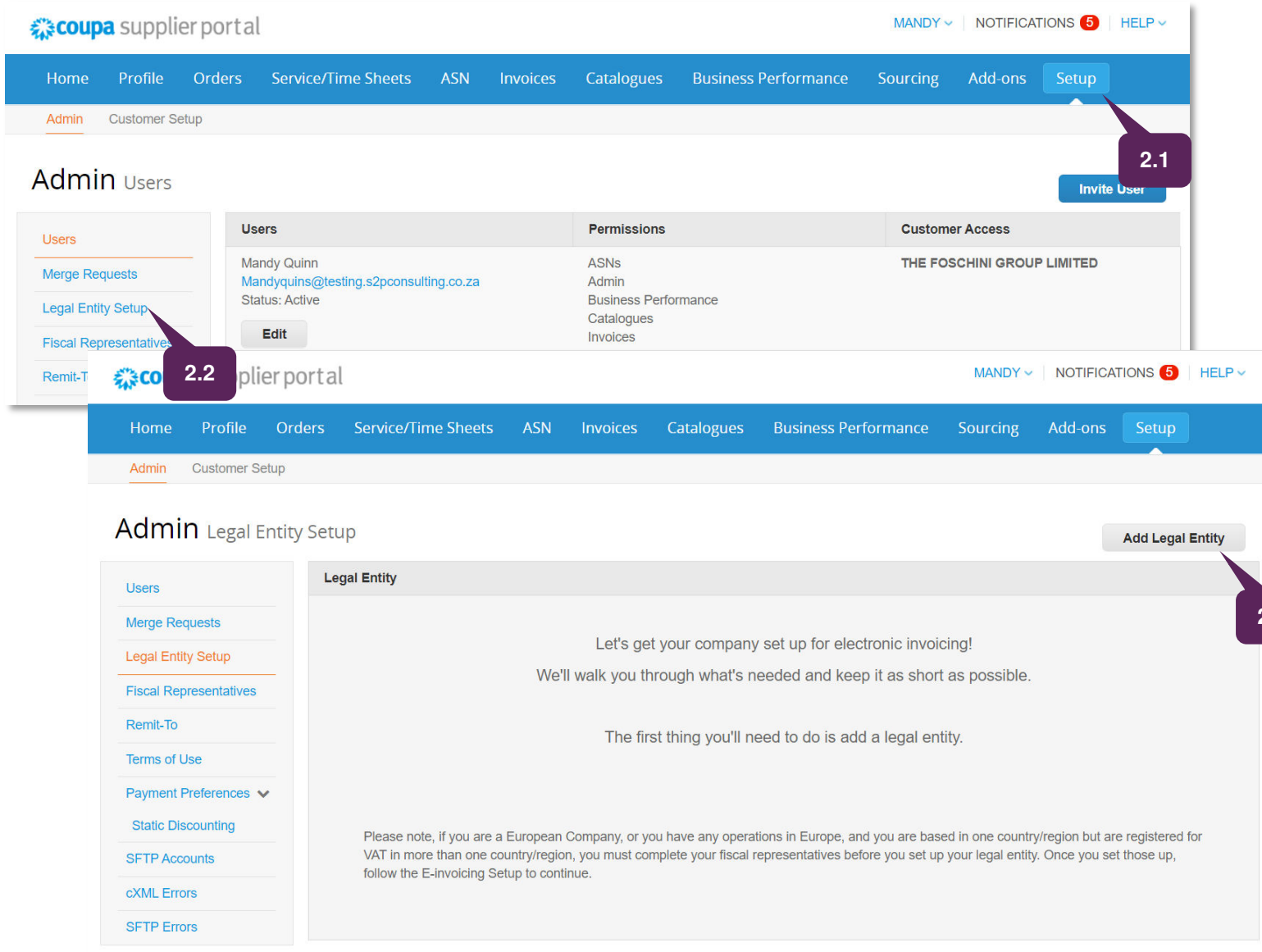
Cancel Save

1 Add legal entity from Home page

1.1 From your Home page, click 'Improve your Profile'.

1.2 Scroll to the bottom of the profile page and click on the 'Add Legal Entity' button.

# Add legal entity from Setup page



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' tab is highlighted. Below the navigation bar, the 'Admin' menu is visible, with 'Legal Entity Setup' selected. The main content area displays the 'Legal Entity Setup' page, which includes a table of users and a section for adding a legal entity. A callout box labeled '2.1' points to the 'Setup' tab, and another callout box labeled '2.2' points to the 'Legal Entity Setup' link in the Admin menu. A third callout box labeled '2.3' points to the 'Add Legal Entity' button on the Legal Entity Setup page.

**2.1** Click on the 'Setup' tab

**2.2** Click on 'Legal Entity Setup' under the Admin menu.

**2.3** In the Legal Entity Setup page, click on 'Add Legal Entity'.

2	Add legal entity from Setup page
2.1	Click on the 'Setup' tab
2.2	Click on 'Legal Entity Setup' under the Admin menu.
2.3	In the Legal Entity Setup page, click on 'Add Legal Entity'.

# Where is your business located?

### Where's your business located?

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/Region**

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

3	Where is your business located?
3.1	Populate the fields accordingly: <ul style="list-style-type: none"><li>• Legal Entity Name</li><li><b>Note:</b> Please enter your company's full registered name as it is displayed on your company registration documents</li><li>• Country</li></ul>
3.2	Click on ' <b>Continue</b> ' to move to the next step.

3.1

3.2

Tell your customers about your organisation ×

1
2
3
4

Which customers do you want to see this?

3.1

All  
 THE FOSCHINI GROUP LIMITED

What address do you invoice from?

3.2

\* Address Line 1

Address Line 2

\* City

County

\* Post Code

Country/Region South Africa

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location as where you receive government documents. [i](#)


3.3


Use this address for Remit To [i](#)  
 Use this for Ship-From address [i](#)

3	<b>Tell us about your organisation</b>
<b>Which customers do you want to see this?</b>	
3.1	Select all or the specific customer(s) that you want to see your legal entity information.
<b>What address do you invoice from?</b>	
3.2	<p>Required for invoicing. Is critical for compliance.</p> <p>Registered address of your legal entity. This is the same location where you receive official documents. It might differ from the physical address.</p> <p>Sometimes this is called your address of record or registered company address.</p>
3.3	Indicate if this address can be used for <b>'Remit To'</b> and if it can be used for <b>'Ship-From'</b> address.

# Tell us about your organisation

Country \* Post Code Country/Region  Use this address for Remit To  Use this for Ship-From address 

same location as where you  
receive government  
documents. 

What is your Tax ID? Country/Region  \* VAT ID  I don't have a VAT/GST Number[Add additional Tax ID](#)

Miscellaneous

Invoice-From Code  Preferred Language  

Cancel

Save &amp; Continue

## What is your Tax ID?

3.4

Enter your tax/VAT registration number.

**Note:** If you are exempt from tax registration in some regions/countries, select the I don't have TAX ID Number checkbox and enter your local tax.

## Miscellaneous

3.5

**Invoice-from code:** Tie your CSP invoice-from address (that is, registered address) with the corresponding address in your ERP.

**Preferred Language:** Select your language from the drop-down list.

3.6

Click on '**Save & Continue**'



# Where do you want to receive payment?

Where do you want to receive payment? ×

1 2 3 4

\* Payment Type Bank Account ▾

What are your Bank Account Details? ⓘ

Bank Account Country/Region: South Africa ▾

Bank Account Currency: ZAR ▾

Beneficiary Name: Mandyquins Mannequins & Displays

\* Bank Name: Bank One

\* Account Number: 7655988762 ⓘ

Confirm Account Number:

Bank Code:  ⓘ

SWIFT/BIC Code:  ⓘ

Bank Account Type: Business ▾

What is your Bank's Branch Address?

4

Where do you want to receive payment?

What are your bank account details?

4.1

Populate all the necessary fields. Mandatory fields are marked with an Asterix.

4.1

# Where do you want to receive payment?

SWIFT/BIC Code: Bank Account Type: Business 

What is your Bank's Branch Address?

Address Line 1: Address Line 2: City: State: Post Code: 

4.2

What is your Remit-To Address?

Address Line 1 Address Line 2 City County Post Code Country/Region 

4.3

4.4

Cancel

Save &amp; Continue

4

Where do you want to receive payment?

What is your Bank's Branch Address?

4.2

Populate all the necessary fields. Mandatory fields are marked with an Asterix.

What is your Remit-To-Address?

4.3

Populate all the necessary fields. Mandatory fields are marked with an Asterix.

4.4

Click on 'Save & Continue'.

# Where do you want to receive payment?

### Where do you want to receive payment?

1 2 3 4

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.

Remit-To Account	Remit-To Address	Status	
Bank Account Bank One Mandyquins Mannequins & Displays *****8762 0045	23 Time street Johannesburg 2001 South Africa	Active	<b>Add Remit-To</b>  <b>Manage</b>

**Deactivate Legal Entity** Cancel **Next**

The 'Where do you want to receive payment' window shows both the Remit-To Account and the Remit-To Address.

4.5

To manage your legal entities or remit-to accounts, click on the '**Manage**' button.

4.6

Should your organisation have more than one remit-to account, you can add by clicking on the '**Add Remit-To**' button.

4.7

Click on '**Next**' to continue.

# Where do you ship goods from?

## Where do you ship goods from?

1 2 3 4

For many countries/regions, including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Title

Status

23 Time street  
Johannesburg  
2001  
South Africa

Active

5.2  
Add Ship From

5.1  
Manage

5.2  
Done

Deactivate Legal Entity

Done

5

Where do you ship goods from?

The 'Where do you ship goods from' window shows the Ship From address.

5.1

To manage your Ship From address, click on the '**Manage**' button.

5.2


Should your organisation have more than one 'Ship-From' address, you can add by clicking on the '**Add Ship-From**' button.

5.3

Click on '**Done**' to complete the update.

## 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 **in addition to providing it on the invoice.** [i](#)

- 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](#)

A screen appears showing 'Setup complete'.

5.3

Click on '**Done**'.

5.3



HOME

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THANK YOU