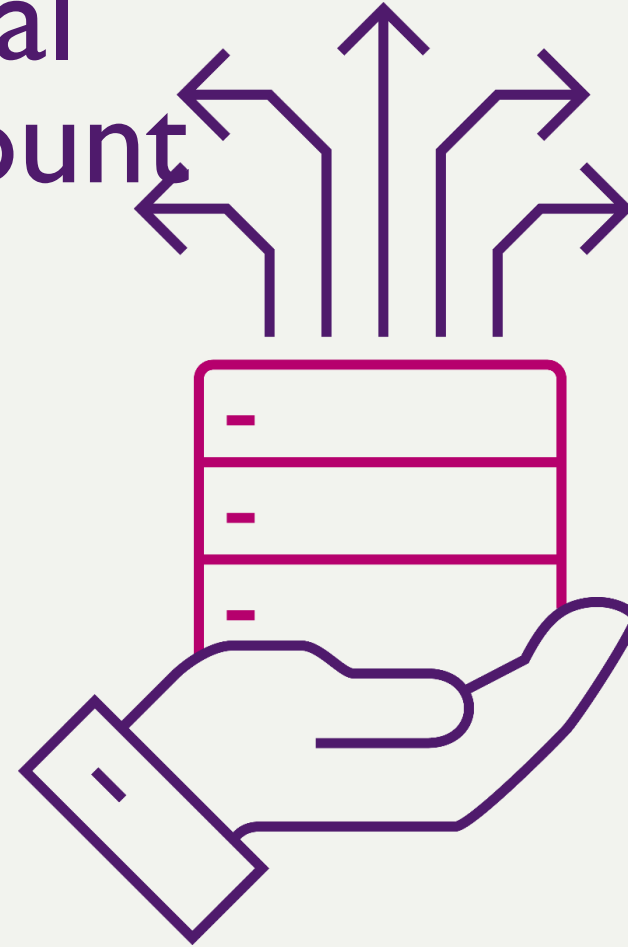


Supplier Instructions on How to Set up a New Legal Entity in your Coupa Account





Legal Entity Set Up

How to Set Up a Legal Entity Against your Coupa Account



Below is a link to the Coupa Supplier Portal (CSP) where you can log into Coupa or Register. Please be aware that the email address for registering your CSP account must be the same as the one that the CSP invite was sent to

Log into Coupa using URL
<https://supplier.coupahost.com/sessions/new>

A screenshot of the Coupa Supplier Portal login page. The page has a white background with a blue header containing the "coupa supplier portal" logo and a "Secure" indicator. The main content area features a central white box with a "Log in" button and a "Sign up" button. Below these buttons, the text "Login to your Coupa account" is displayed. There are two input fields: "Email Address" with the placeholder "Enter email address" and "Password" with the placeholder "Enter password". A "Forgot Password?" link is located below the password field. At the bottom of the central box is a large orange "Log in" button. The footer of the page is dark blue and contains links for "Features", "Solutions", and "Resources".

How to Set Up a Legal Entity Against your Coupa Account



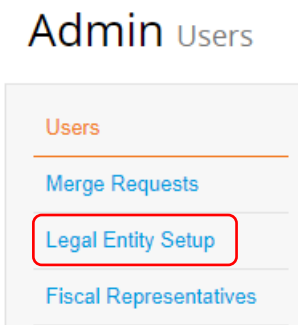
Once you have registered and are set up, please ensure your legal entity is set up, which can be found by the following path from the blue bar at the top



You must set up your organisation's Legal Entity. To do this, click 'Setup'



Click 'Legal Entity Setup'



How to Set Up a Legal Entity



Complete the information required relating to 'Where's your business located?'. The Legal Entity name **must** be the registered company name, and must be written in exactly the same format as it is registered at Companies' House (eg Ltd or Limited)



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.

Cancel Continue

Complete the company type (i.e. Ltd company/PLC) and other information if appropriate. Board of Directors is not required



Miscellaneous Information

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

* Type of Company

Board of Directors

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel Save & Continue

Capture relevant information against 'What address do you invoice from?'



What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Post Code

Country/Region

Use this address for Remit To

Use this for Ship-From address

REQUIRED FOR INVOICING:

Enter the registered address of your legal entity. This is the same location as where you receive government documents.

How to Set Up a Legal Entity



Fill in the information against 'What is your tax ID?'

If your organisation does not have a Tax ID tick the box 'I do not have a VAT/GST Number' and another field will open up below against which you must capture either a UTR number or a National Insurance Number



What is your Tax ID? ⓘ

Country/Region

VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)



What is your Tax ID? ⓘ

Country/Region

VAT ID

I don't have a VAT/GST Number

Local Tax ID


How to Set Up a Legal Entity

Complete 'Miscellaneous'. Use this field to tie your CSP invoice from address (i.e. registered address) with the corresponding address in your ERP. **Note: It is not mandatory that this is completed.**

Click **Save and Continue**



Miscellaneous

Invoice-From Code 



How to Set Up a Legal Entity Against your Coupa Account



Complete this form with the relevant and accurate information

Note: The Primary Contact (email) and Remit To (email captured by the Supplier once you have submitted the NSR) must match.

If you are an international organisation you are encouraged to complete your IBAN number



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: Algeria

Bank Account Currency: DZD

Beneficiary Name: Hart Limited

Bank Name:

Account Number:

Confirm Account Number:

IBAN:

Confirm IBAN:

Routing (Bank Code) Number: Bank Code

SWIFT/BIC Code:

Bank Account Type: Business

Supporting Documents Choose Files No file chosen

What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State:

Postcode:

Who is your Remit-To Contact? (optional)

What is your Remit-To Address?

Address Line 1 71 bluebell road

Address Line 2 Kingsnorth

City Ashford

State

Post Code tn23 3gj

Country/Region Algeria

Cancel Save & Continue

How to Set Up a Legal Entity Against your Coupa Account



Verify the information of where you want to receive payment, and click 'Next'

Note: You can only invite users from the same email domain

Verify the Ship From information and click 'Done'



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. [Add Remit-To](#)

Remit-To Account	Remit-To Address	Status	
Bank Account Hart Limited	71 bluebell road Kingsnorth Ashford tn23 3gj Algeria	Active	Manage

[Deactivate Legal Entity](#) [Cancel](#) [Next](#)

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. [Add Ship From](#)

Title	Status	
71 bluebell road Kingsnorth Ashford tn23 3gj Algeria	Active	Manage

[Deactivate Legal Entity](#) [Done](#)

How to Set Up a Legal Entity Against your Coupa Account




You will receive a message confirming that your set up is complete

Click **Done**



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.** ⓘ

- 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**