



# Legal Entity Set-up

## How to set-up your legal entity in your CSP

This guide will help you to create your legal entity in your Coupa supplier portal (CSP) you will need the following information. You will need to have a legal entity set-up before you can invoice Mitie. Coupa will require 2 Factor-authentication to be set-up to create/ manage your legal entity.

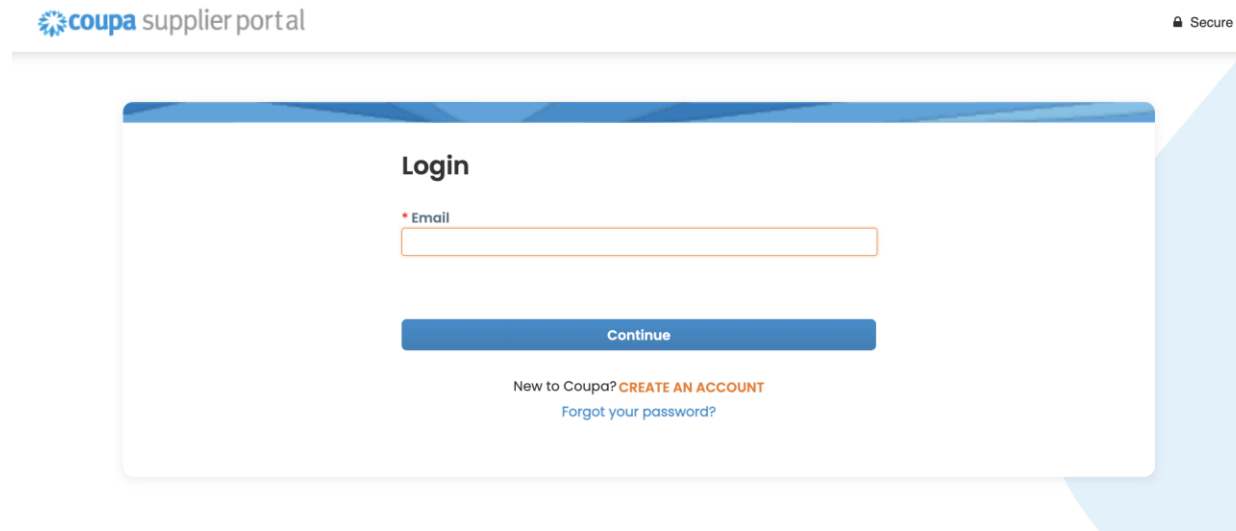
- Your company address.
- Bank & Remit-To Details
- VAT/ Tax registration number (UTR number for UK sole traders)
- Ship from addresses (If shipping from country to country)

“This How to Document” assumes the supplier is already onboarded and have a Coupa supplier portal log-in.

It is recommended that you have one legal entity setup in your CSP account for Mitie, multiple Legal entities attached to the same customer will not default your Remit to details on while creating your Invoice and won't match Mitie's supplier master records. To cancel any old or incorrect Legal entities, click actions and Deactivate Legal Entity. This will delete the current legal entity and will need to click add legal entity for a new one. Manage Legal entity does not allow you to edit allot of your Company information i.e. VAT number bank details etc.

**Please note and stop your invoices being disputed:** When adding your companies Tax registration/ VAT Number please ensure you enter your Tax/ VAT code associated with the selected country starting with the country prefix and no spaces e.g: • GB123456789 • FR12345678901 • DE123456789

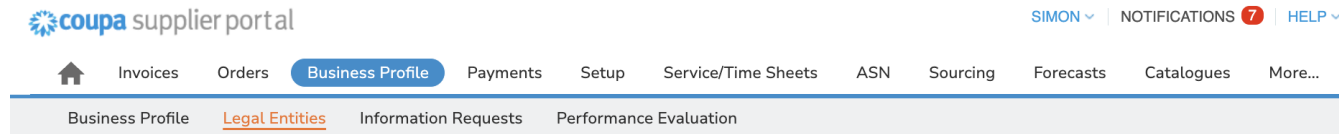
1. Log in to the CSP.



#### Note

You will be required to enable Multi Factor Authentication (MFA) for financial data, the CSP prompts you to authenticate before you can create a new Legal Entity. For more information check out [Mitiesuppliers.com](https://www.mitiesuppliers.com)

2. From the top navigation bar, select Business Profile > Legal Entities.



3. Select the Create button under the Legal Entities header.

### Legal Entities

Create

This will display a form.

#### Create Legal Entity

\* Legal Entity Name  \* Country/Region

##### Invoice From Address

Please enter the address that you invoice from or the address where you receive posted and in-person payments.

\* Country/Region  \* Address Line 1  Address Line 2

\* City  \* State  \* Postcode

Invoice-From Code

##### Ship-From Address

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

Same as Invoice-From Address

Cancel Save

4. Fill out the fields in the form.

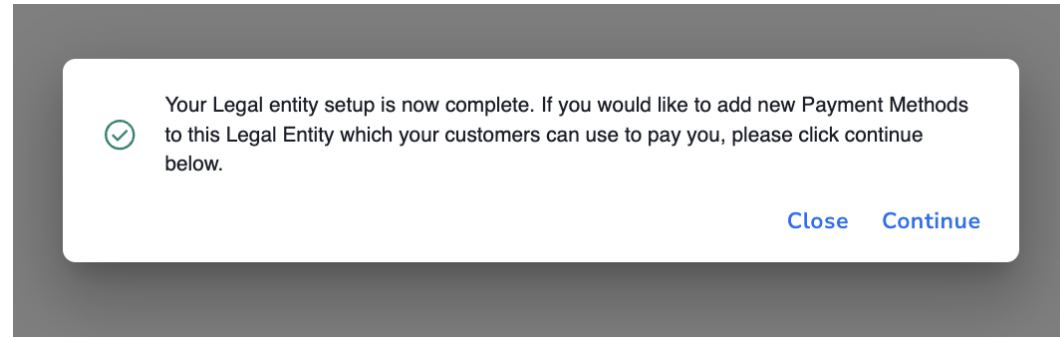
The form contains the following fields:

- Legal Entity Name:  
Official name of your business that is registered with the local government.
- Country/Region:  
Country/region where your business is located.
- Invoice from Address section:  
Address that you invoice from or the address that you receive mailed and in-person payments.
- Ship from Address section:  
Address that you send your commodities from. It can be the same Invoice from Address or a different one.

5. Select the Save button.



The page displays a message on screen:



"Your Legal entity setup is now complete. If you would like to add new Payment Methods to this Legal Entity which your customers can use to pay you, please click continue below."

6. Select Continue to add new Payment Methods to this Legal Entity or Close to return to the Legal Entities page.

Admin Remit-To

The screenshot shows the 'Admin Remit-To' interface. On the left is a sidebar menu with options: Users, Merge Requests, Merge Suggestions, Requests to Join, Fiscal Representatives, Payment Methods (highlighted), Early Pay Discounts, sFTP Accounts, cXML Errors, and sFTP File Errors (to Customers). The main content area has a blue header with 'Add Remit-To', 'View All', and a search box. Below is a table with columns: Remit-To Account, Remit-To Address, Payment Type, Legal Entity, Customer Sharing Status, and Actions. The table contains one row with four entries under Customer Sharing Status, all marked as 'Active'. Below the table is a pagination control: 'Per page 5 | 10 | 15'.

| Remit-To Account | Remit-To Address   | Payment Type | Legal Entity     | Customer Sharing Status  | Actions                              |  |
|------------------|--|--------------|------------------|--|--------------------------------------|--|
| None             | The Shard<br>London<br>London<br>SE1 9SG<br>United Kingdom | Address      | SCRL Ltd<br>Test | Mitie Group Plc - Filmtek Ltd<br>Mitie Group Plc - SRCL LTD_0000601291<br>Mitie Group Plc - Test Supplier SH<br>Mitie Group Plc - Vodafone PLC Test Site | Active<br>Active<br>Active<br>Active |  |

END

For all Coupa supplier help and guides Click here for Mitie Suppliers website.