



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.

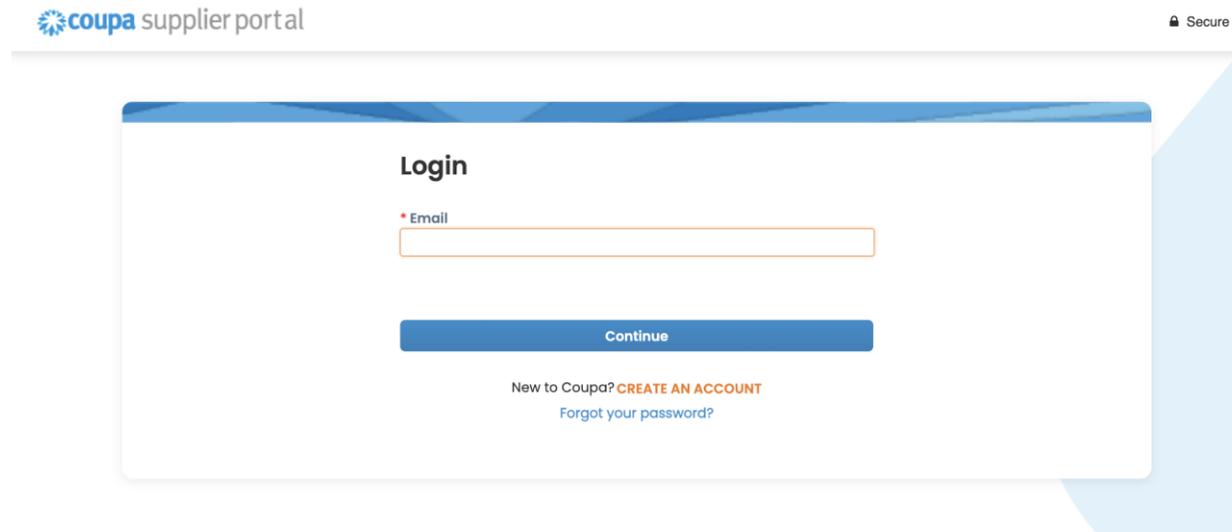
- Your company address.
- Bank & Remit-To Details
- VAT/ Tax registration number (UTR number for UK sole traders)
- Ship from addresses (If shipping from country to country)

“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

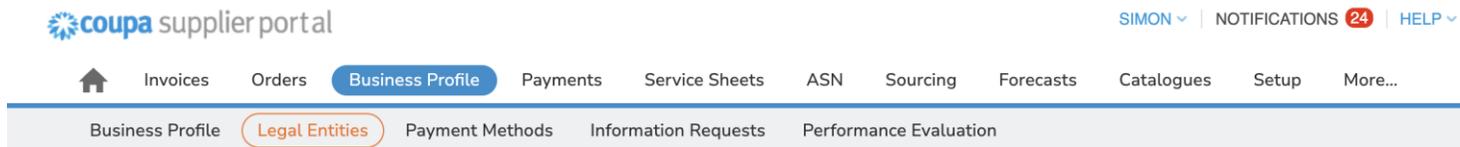
1. Log in to the CSP.



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: Test Supplier

* Country/Region: United Kingdom

Tax Registrations

* Country/Region: United Kingdom

* VAT ID: GB123456789

I don't have a Tax ID Number

[+ Add Tax Registration](#)

Additional Company Information

* Type of Company: Ltd

Board of Directors

Invoice From Address

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

* Country/Region: United Kingdom

* Address Line 1: 32 London Bridge Street

Address Line 2

* City: London

* State: London

* Postcode: SE1 9SG

Invoice-From Code

Preferred Language: English (UK)

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.

- **Tax Registrations**
- Country/region where your business is located
- VAT ID
Please enter your Tax/ VAT code associated with the selected country starting with the country prefix and no spaces e.g:
 - GB123456789
 - FR12345678901
 - DE123456789

If you have more than one Tax/ VAT code you can add additional Tax ID click on

[Add additional Tax ID](#)

Please note when creating an invoice in Coupa you will have to remember to select the relevant Tax/Vat code from the supplier tax number field as this can cause tax issues

If your organisation is exempt from tax registration in some countries/ regions please select box 'I do not have a VAT/GST Number' and another field will open up below against which you must capture either a Unique Tax Reference (UTR) registered with your local government or write N/A in the appearing **Local Tax ID** field.

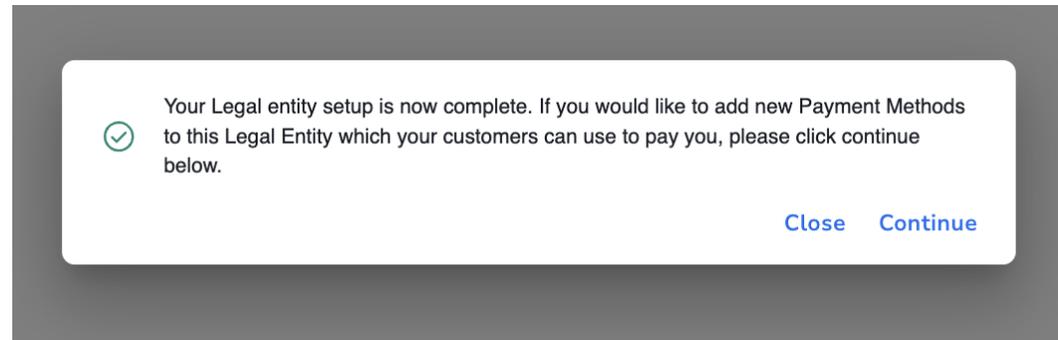
Gibraltar (TIN) add your taxpayer reference number issued by your Income Tax Office.

- 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.



6. The page displays a message on screen:



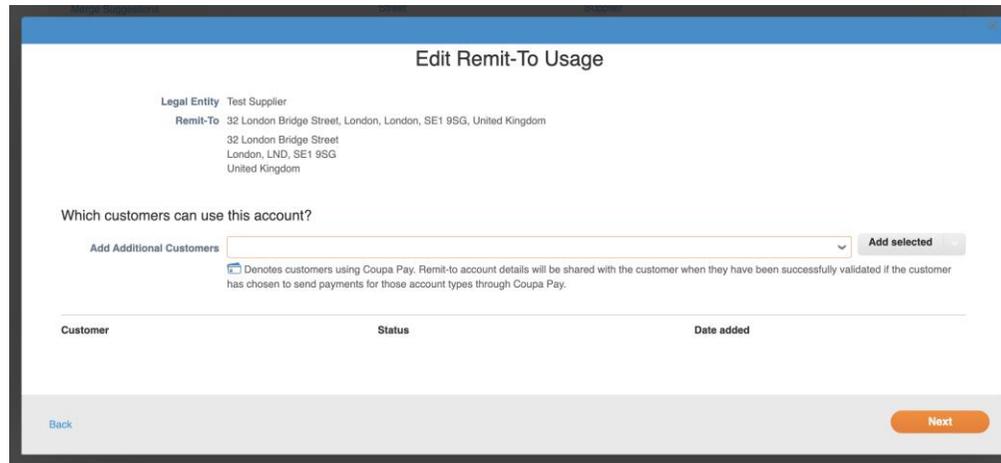
7. By clicking continue you will see the Payment method open,
Do not worry it shows as Payment type CHECK (this is a Coupa Bug which has been logged with them to fix)
Mitie pay all customers by electronically by the details we hold on our vendor master

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	32 London Bridge Street London LND SE1 9SG United Kingdom Preferred Language: English (UK)	Check	Test Supplier	None	 

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8. You will see that Customer Sharing status says 'None' to add Mitie click on the  Icon

9. This will open Edit Remit-To usage page



10. Click the Drop down on “add Additional Customers and select Mitie Group PLC

Which customers can use this account?



11. Once selected, click the [Add selected] Button

Which customers can use this account?



12. You will now see Mitie Group PLC is now showing as a customer at the bottom

Legal Entity Test Supplier
Remit-To 32 London Bridge Street, London, London, SE1 9SG, United Kingdom
32 London Bridge Street
London, LND, SE1 9SG
United Kingdom

Which customers can use this account?

Add Additional Customers Add selected

Denotes customers using Coupa Pay. Remit-to account details will be shared with the customer when they have been successfully validated if the customer has chosen to send payments for those account types through Coupa Pay.

Customer	Status	Date added
Mitie Group Plc - Vodafone PLC Test Site	Not linked	

Back Next

13. Click



14. You will now see Mitie Group PLC is showing as a customer

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	32 London Bridge Street London LND SE1 9SG United Kingdom Preferred Language: English (UK)	Check	Test Supplier	Mitie Group Plc - Vodafone PLC Test Site	Active  

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Your Legal entity setup is now complete

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