



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.

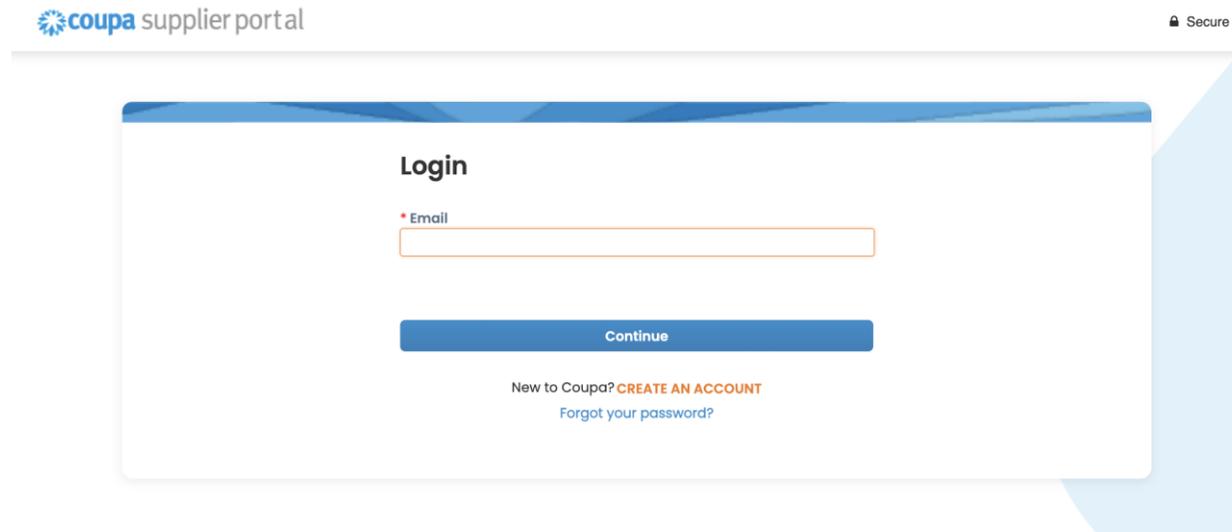
- Your company address.
- Bank & Remit-To Details
- VAT/ Tax registration number (UTR number for UK sole traders)
- Ship from addresses (If shipping from country to country)

“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

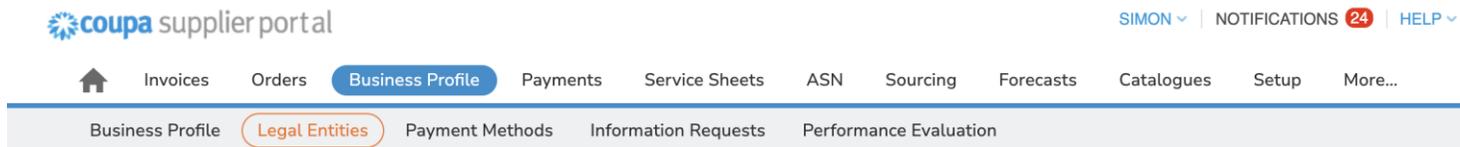
1. Log in to the CSP.



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

United Kingdom

I don't have a Tax ID Number

[+ Add Tax Registration](#)

Additional Company Information

Type of Company * 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 *	Address Line 1 *	Address Line 2
<input type="text" value="United Kingdom"/>	<input type="text" value="32 London Bridge Street"/>	<input type="text"/>
City *	State	Postcode *
<input type="text" value="London"/>	<input type="text" value="England"/>	<input type="text" value="SE1 9SG"/>
Invoice-From Code <input type="text"/>	Preferred Language <input type="text" value="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

Remit-To Address

Please enter the address to which you receive in-person payments.

Same as Invoice-From Address

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.

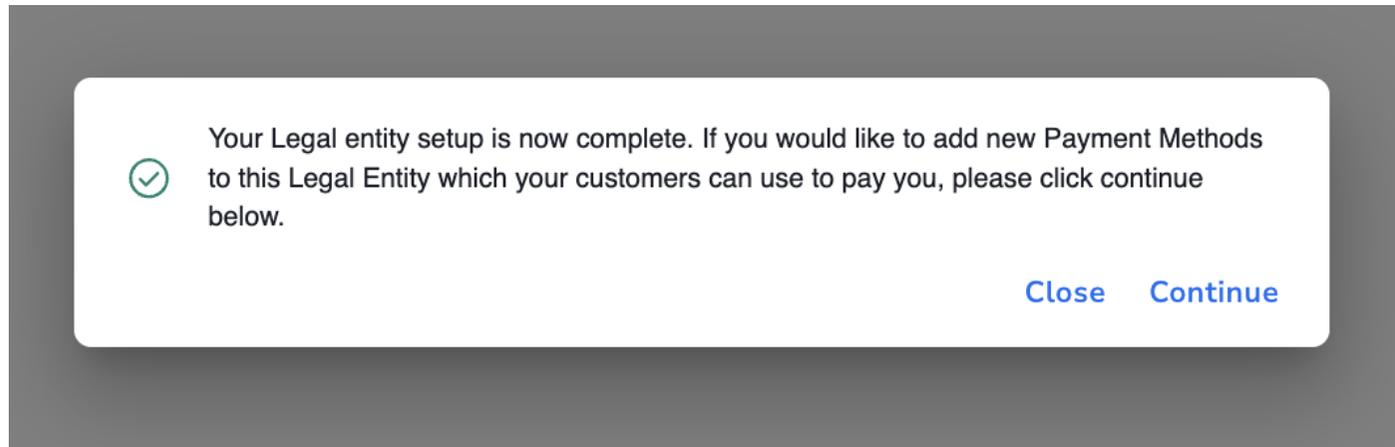
Gibraltar (TIN) add your taxpayer reference number issued by your Income Tax Office.

- 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:



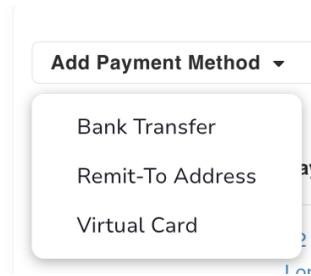
7. By clicking continue you will see the Payment method open,

Payment Methods

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Remit-To Address	32 London Bridge Street, London, England, SE1 9SG, United Kingdom			TEST1		Active	   

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8. Click on the Add Payment Method button and select Bank transfer



9. Complete the following fields as a min (depending on your country) and click Save

Payment Method Name

Choose a relevant and easy to remember nickname for this payment method. Avoid including customer names as you may want to share this with multiple customers.

Beneficiary Name

The Name on your Bank Account

Bank Name

Who you bank with

Account Number

must be 8 digits

Confirm Account Number

Enter your account number again to confirm

Sort Code

Please enter the 6 digit sort code without any dashes. It is used to identify the branch and bank of this account.

Add Payment Method



Payment Method (Bank Account)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Payment Method Name * ⓘ

Bacs

Bank Account Country/Region *

United Kingdom ▼

Bank Account Currency *

GBP ▼

Beneficiary Name

Test supplier

Bank Name

LLOYDS BANK PLC

Account Number ⓘ

12345678

Confirm Account Number

12345678

Sort Code ⓘ

000000

My company expects to receive urgent/wire payments

Branch Code

Beneficiary Type

Business ▼

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

Cancel

Save

Great News! The payment information has been successfully saved. ✕

10. Select customers with whom you want to share Bacs and click Save (you can select all).

Add Payment Method ✕

Great News! The payment information has been successfully saved. ✕

Select customers with whom you want to share Bacs and click Save.

🔍

Customer	 Bacs
Select All	<input checked="" type="checkbox"/>
Mitie Group Plc - Vodafone PLC Test Site 	<input checked="" type="checkbox"/>
Mitie Group Plc - Filmtek Ltd 	<input checked="" type="checkbox"/>
Mitie Group Plc - Test Supplier SH 	<input checked="" type="checkbox"/>
Mitie Group Plc - SRCL LTD_0000601291 	<input checked="" type="checkbox"/>
Mitie Group Plc - Test Supplier SH 	<input checked="" type="checkbox"/>
Mitie Group Plc - ADVANCED TECHNICAL PRODUCTS LIMITED_0000557739 	<input checked="" type="checkbox"/>
Mitie Group Plc - ACQUISITION TEST SUPPLIER SH 	<input checked="" type="checkbox"/>
Mitie Group Plc - MOBILISATION TEST SUPPLIER SH 	<input checked="" type="checkbox"/>

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Cancel Save

11. You will see your payment methods set up with your sharded customers showing which Mitie Group PLC

Payment Methods

✓ Sharing process for Bacs has started. We will notify you by email if there are any issues with the sharing. ✕

Add Payment Method ▾



Search



Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	Bacs	United Kingdom	GBP	TEST1	Mitie Group Plc - ACQUISITION TEST SUPPLIER SH, Mitie Group Plc - ADVANCED TECHNICAL PRODUCTS LIMITED_0000557739 +6 more	Active	
Remit-To Address	32 London Bridge Street, London, England, SE1 9SG, United Kingdom			TEST1	Mitie Group Plc - ACQUISITION TEST SUPPLIER SH, Mitie Group Plc - ADVANCED TECHNICAL PRODUCTS LIMITED_0000557739 +6 more	Active	

12. Being that we have set up a Bank transfer payment method you can delete the Remit-To-Address payment method by clicking on the  and then

Click Deactivate Payment Method

Please confirm

 8 customers will be affected by this deactivation. Please be aware that deactivating a payment method, even if it is a duplicate, can cause disruptions to your payments. This may affect your customers' ability to make payments to you. Please only deactivate a payment method if you are closing the associated bank account or address.

Affected Customers

Mitie Group Plc - Vodafone PLC Test Site

Mitie Group Plc - Filmtek Ltd

Mitie Group Plc - Test Supplier SH

Mitie Group Plc - SRCL LTD_0000601291

Mitie Group Plc - Test Supplier SH

Mitie Group Plc - ADVANCED TECHNICAL PRODUCTS LIMITED_0000557739

Mitie Group Plc - ACQUISITION TEST SUPPLIER SH

Mitie Group Plc - MOBILISATION TEST SUPPLIER SH

[Cancel](#) [Deactivate Payment Method](#)

13. You will now see that you have one payment method as Bank Transfer

Payment Methods

✔ None has been successfully deactivated. ✕

[Add Payment Method](#) ▼ Search 🔍

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	Bacs	United Kingdom	GBP	TEST1	Mitie Group Plc - ACQUISITION TEST SUPPLIER SH, Mitie Group Plc - ADVANCED TECHNICAL PRODUCTS LIMITED_0000557739 +6 more	Active	✎ 🔗 ⚙️ 🗑️

Your Legal entity setup is now complete

For all Coupa supplier help and guides [Click here for Mitie Suppliers website.](#)