



SETUP LEGAL ENTITIES

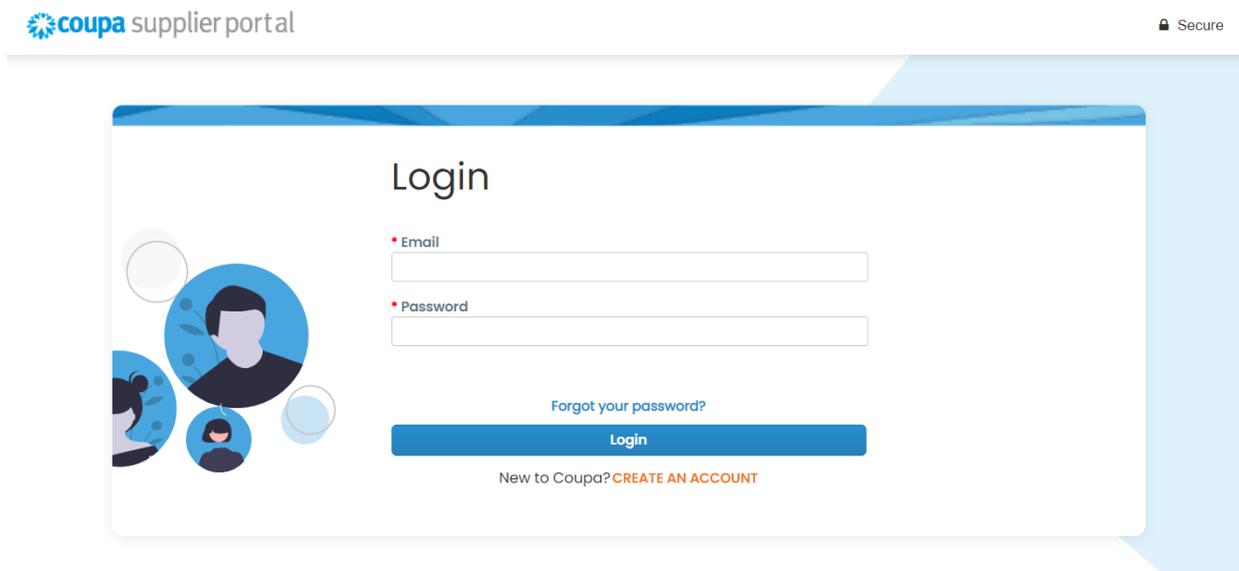
How To Guide

How to Setup Legal Entities in the Coupa Supplier Portal

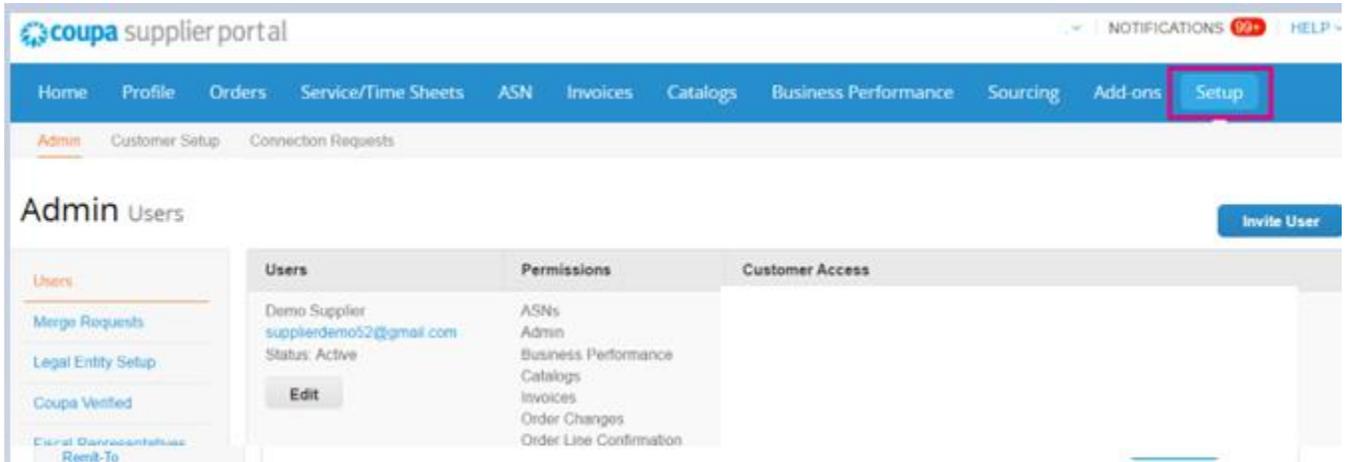
Completing your main profile keeps all your business information in one location and allows you to choose the information you would like to share with each customer. The next section will provide guidance on how to make these changes in your [Organon profile](#).

As of May 2023, you will be required to use two-factor authentication to view or make changes to the legal entity, remit-to and bank account information in the Coupa Supplier Portal.

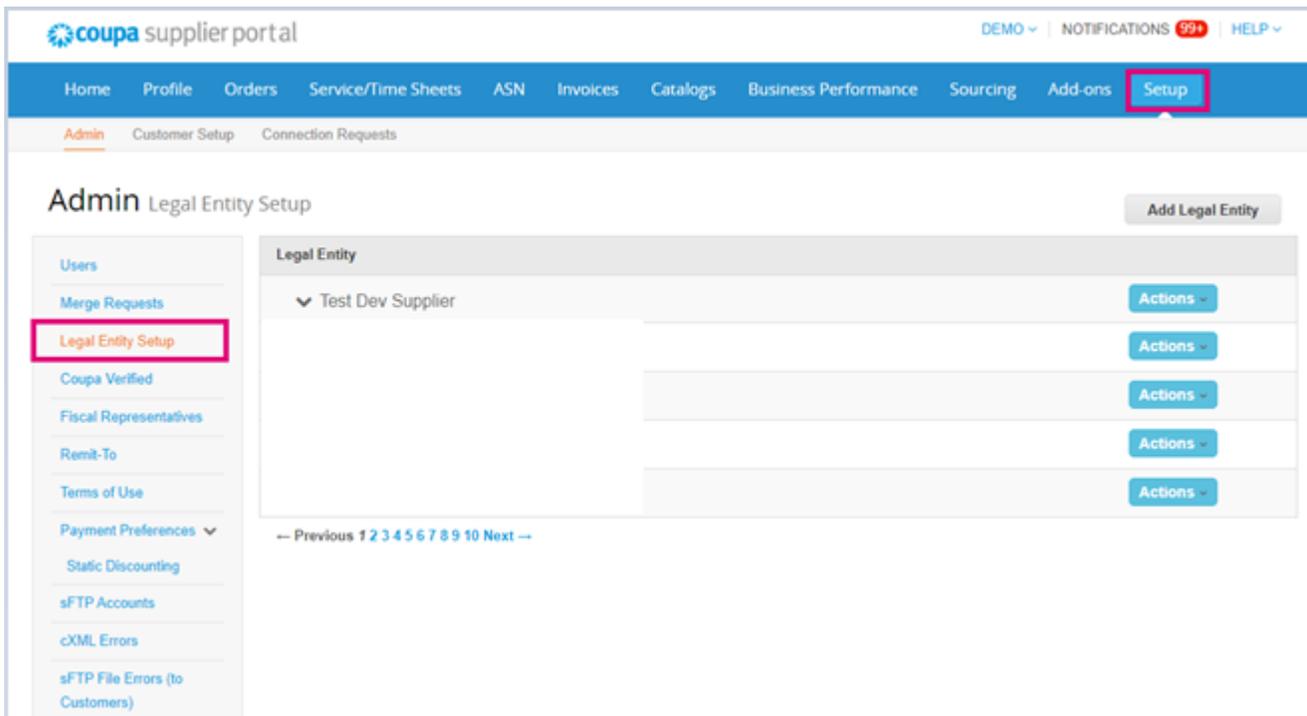
1. Log in to the Coupa Supplier Portal with **Email** and **Password**



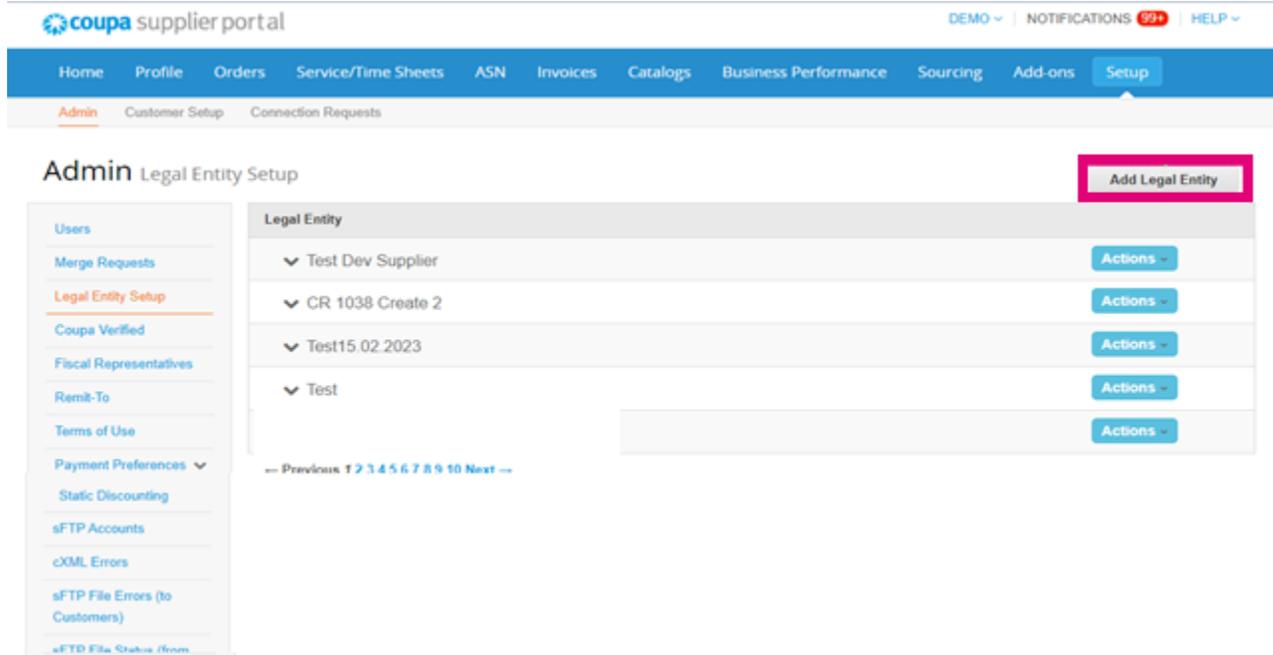
2. Click on the **Setup** button



3. Choose **Legal Entity Setup**.



4. Click on **Add Legal Entity**



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'DEMO', 'NOTIFICATIONS 99+', and 'HELP'. Below the navigation bar, there is a main menu with various options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Setup' option is currently selected. Underneath the main menu, there is a sub-menu with 'Admin', 'Customer Setup', and 'Connection Requests'. The 'Admin' section is active, and the 'Legal Entity Setup' page is displayed. On the right side of the page, there is a red-bordered button labeled 'Add Legal Entity'. The main content area shows a table of legal entities with columns for the entity name and an 'Actions' button. The entities listed are: 'Test Dev Supplier', 'CR 1038 Create 2', 'Test15.02.2023', and 'Test'. Below the table, there is a pagination control showing 'Previous 1 2 3 4 5 6 7 8 9 10 Next'.

5. Enter the official name of your business that is registered with the local government, select the country/region where it is located and click **Continue**.

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

6. Select the customers you would like to see the new legal entity, then click **Save & Continue**

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

- All
- Organon TEST - Demo Supplier
- organon-dev .
- Organon TES'
- organon-dev .
- organon-dev .
- organon-dev .
- Organon TES'

7. Add the address and the Tax ID, then click **Save & Continue**

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country/Region

Use this address for Remit-To ⁱ

Use this for Ship From address ⁱ

REQUIRED FOR INVOICING

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

What is your Tax ID? ⁱ

Country/Region

VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code ⁱ

Nov 1, 2022

New Feature Announcement

Beginning in December 2022, Coupa may validate your business name and Tax ID with the records held by the tax authorities to ensure accuracy of your records held by us, subject to availability of such validation services by the tax authorities. In case of any mismatches, you will be notified and will have an opportunity to make corrections.

8. On the next page, go to **Payment Type** and select from the drop down: **Address, Bank Account** and **Virtual Card**. The Address will pre-populate from the information provided in the previous steps.

Where do you want to receive payment?

1 2 3 4

* Payment Type Address ▾

What is your Remit-To Address?

Address Line 1 test
Address Line 2 test
City test
State test
Postal Code test
Country/Region Belgium

- a. Option **Address** if you would like a check mailed to you and enter the address.
- b. Option **Virtual Card** if you would like to be paid virtually and enter the card information (N/A for Organon)
- c. Option **Bank Account** where you must add all the required information

Where do you want to receive payment?

1 2 3 4

* Payment Type 

What is your Remit-To location?

- Address
- Bank Account
- Virtual Card

Address Line 1

Address Line 2

City

State

Postal Code

Country/Region

Note: Hover over the information icon for more details regarding required formatting.

Note: Accurate data must be maintained in Coupa and Organon to reduce payment delays.

Account Number:

Confirm Account Number:

 must be 1-34 characters without spaces (letters and numbers only)

9. Click **Save & Continue**

10. At this stage you can add another Remit-To location (Address and Bank Account), deactivate, or edit a Legal Entity (Manage)

×

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	Test	Active	Manage
x	Test		
Test 2	505100		
*****4012	Algeria		
A			
*****4012			

Deactivate Legal Entity
Cancel
Next

11. Select **Next**

12. Do not click on **Add Ship From**, nor on **Manage**

×

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	
test	Active	Manage
test		
Belgium		

Deactivate Legal Entity
Done

13. Select **Done**. Now the Legal Entity can be used on the new invoices.

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](#)

If you want any changes of your **Banking** or **Remit-To information** to reflect on Organon side as well, **contact your Organon representative.**

COUPA can create only one remit to per vendor.