

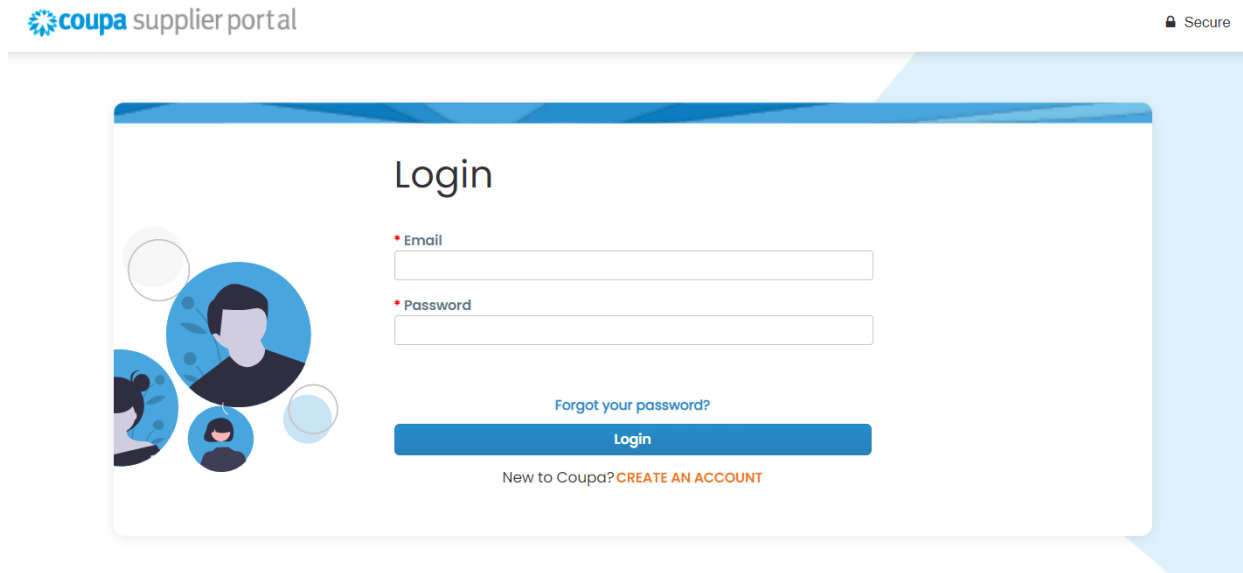


Manage Your Admin Setups

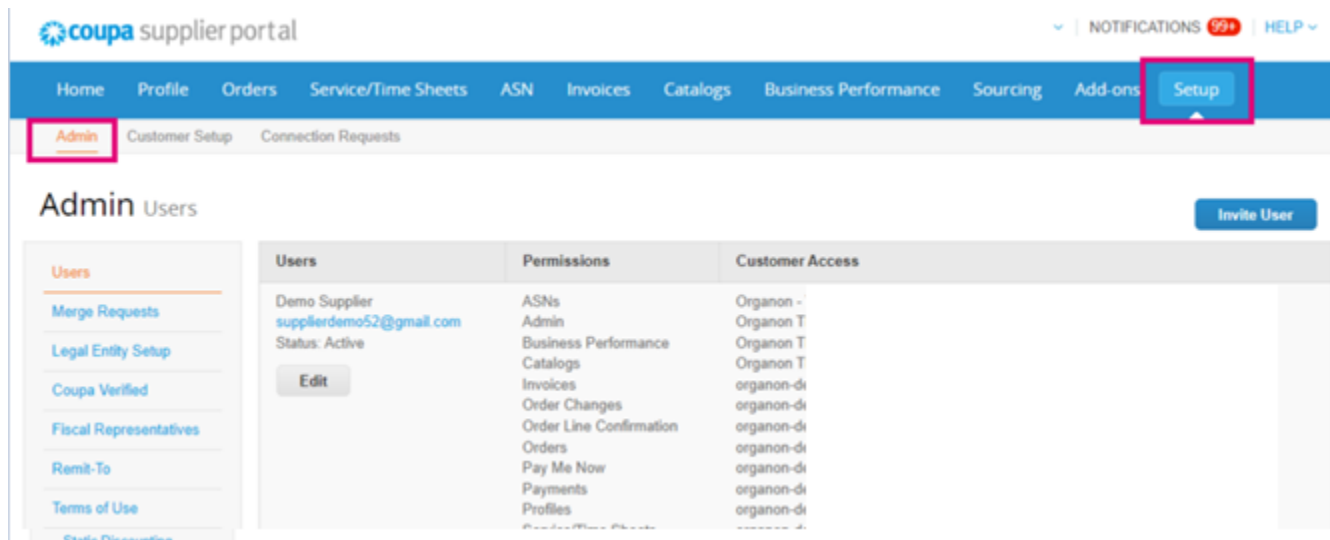
How To Guide

How to Manage Your Admin Setups

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

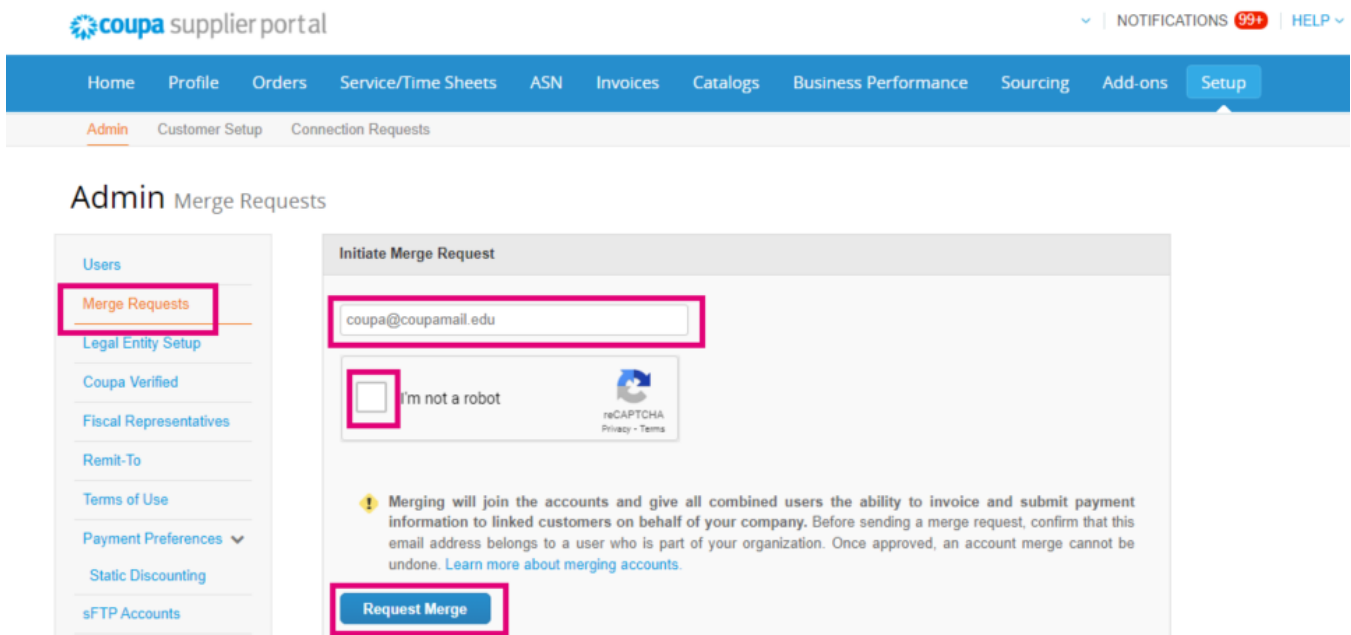


2. Select **Setup** and then **Admin**



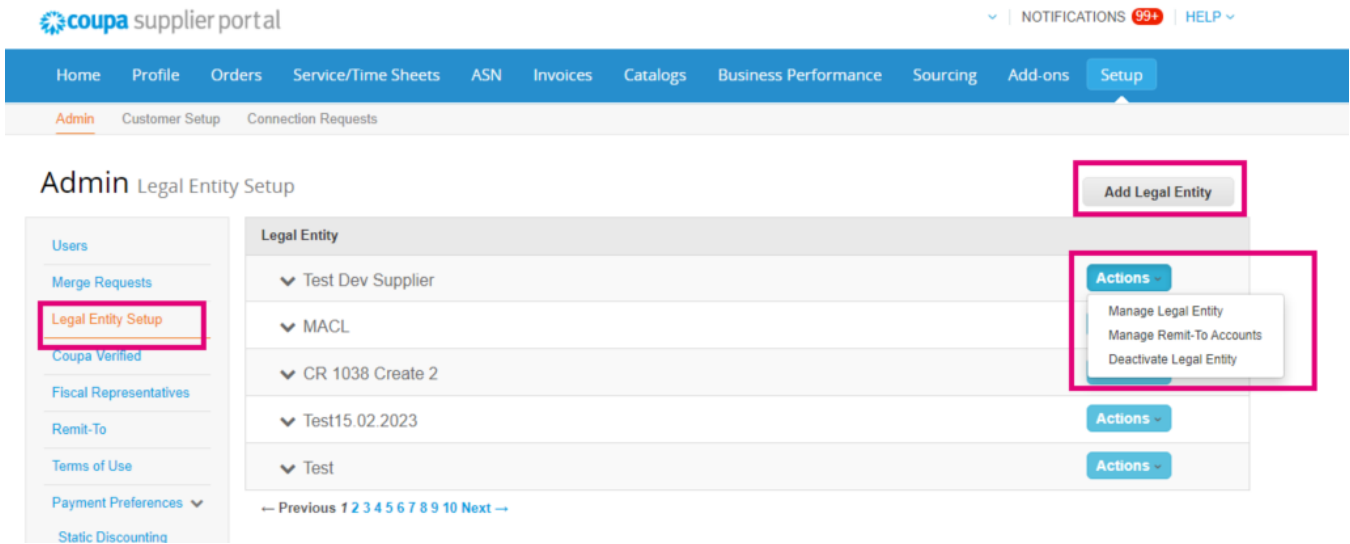
- **Users** section - will show your permissions and allows you to invite other users.

- **Merge Requests** section will join the accounts and give users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone



The screenshot shows the 'Admin Merge Requests' page in the Coupa Supplier Portal. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' menu is open, showing 'Admin', 'Customer Setup', and 'Connection Requests'. The 'Merge Requests' option in the sidebar is highlighted. The main content area is titled 'Initiate Merge Request' and contains a form with an email address field (coupa@coupamail.edu), a reCAPTCHA checkbox, and a 'Request Merge' button. A warning message is displayed below the form: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organization. Once approved, an account merge cannot be undone. Learn more about merging accounts.'

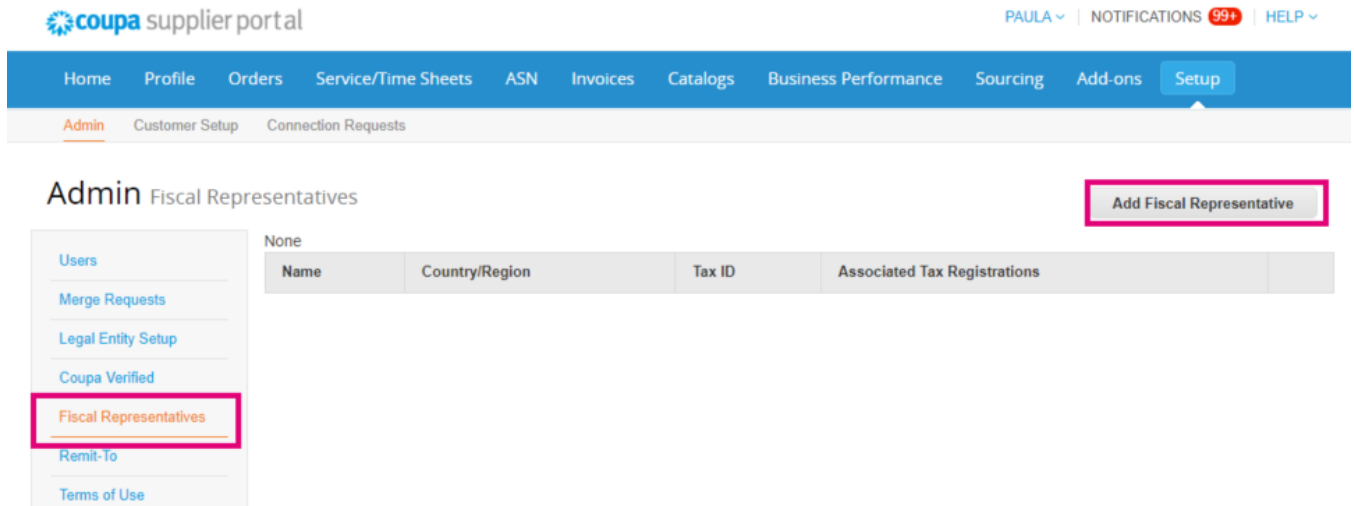
- **Legal Entity Setup** where you can **Add a Legal Entity**, or by pressing Actions for an existing one, you have the possibility to select one of the options captured in the print screens



The screenshot shows the 'Admin Legal Entity Setup' page in the Coupa Supplier Portal. The left sidebar contains a menu with 'Legal Entity Setup' highlighted. The main content area features a table of legal entities with columns for 'Legal Entity' and 'Actions'. The 'Add Legal Entity' button is located at the top right of the table. The 'Actions' dropdown menu for each row includes options: 'Manage Legal Entity', 'Manage Remit-To Accounts', and 'Deactivate Legal Entity'.

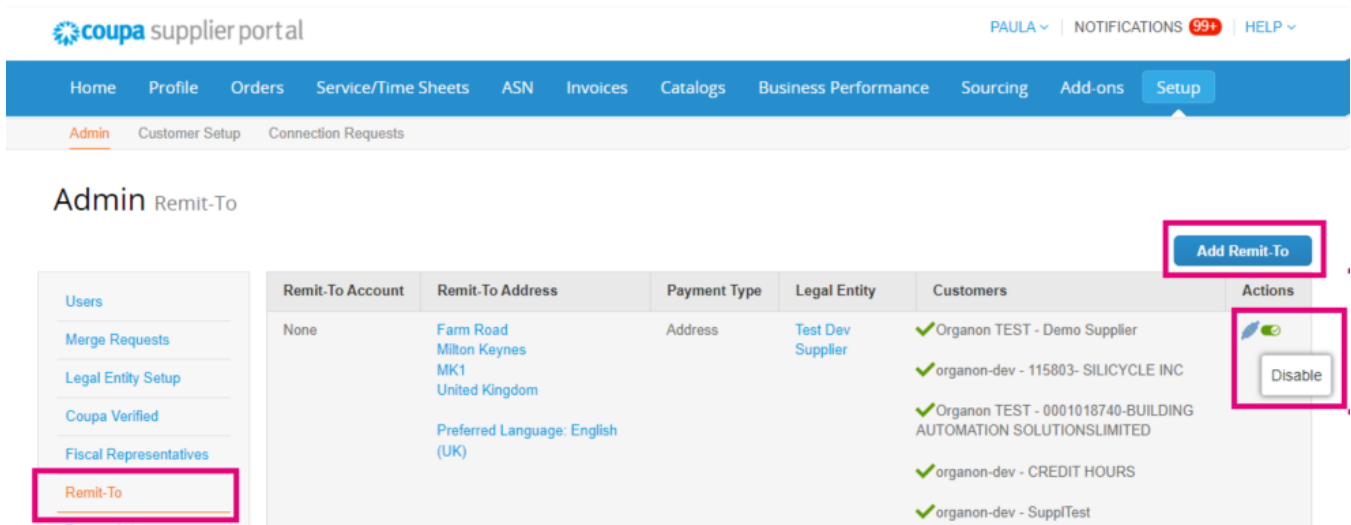
Legal Entity	Actions
Test Dev Supplier	Actions
MACL	Actions
CR 1038 Create 2	Actions
Test15.02.2023	Actions
Test	Actions

- **Coupa Verified** subscription program, meaning that a business works with Coupa to verify their contact information and submits business documentation as part of the verification process. Once Coupa has verified the account information, the business receives a Coupa Verified badge. This Verified badge indicates that Coupa has confirmed that the business has undergone a business data review and validation of the business contact information on their Coupa Supplier Community profile. This verification process increases Coupa's data quality confidence score for that business and results in the business appearing higher in supplier directory searches. This is a **paid** and **optional** service. [Verified FAQ | Coupa Suppliers](#)
- **Fiscal Representatives** allows you to assign a fiscal representative



The screenshot shows the 'Admin Fiscal Representatives' page in the Coupa Supplier Portal. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' menu is expanded to show 'Admin', 'Customer Setup', and 'Connection Requests'. On the left sidebar, 'Fiscal Representatives' is highlighted. The main content area shows a table with columns: Name, Country/Region, Tax ID, and Associated Tax Registrations. The table is currently empty. A red box highlights the 'Add Fiscal Representative' button in the top right corner.

- **Remit-To.** This section allows you to **Add Remit to**, or perform **Actions** like edit and disable



The screenshot shows the 'Admin Remit-To' page in the Coupa Supplier Portal. The navigation bar and sidebar are similar to the previous screenshot. The 'Remit-To' option in the sidebar is highlighted. The main content area shows a table with columns: Remit-To Account, Remit-To Address, Payment Type, Legal Entity, Customers, and Actions. The table contains one entry with the following details:

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	Farm Road Milton Keynes MK1 United Kingdom Preferred Language: English (UK)	Address	Test Dev Supplier	<ul style="list-style-type: none"> ✓ Organon TEST - Demo Supplier ✓ organon-dev - 115803- SILICYCLE INC ✓ Organon TEST - 0001018740-BUILDING AUTOMATION SOLUTIONSLIMITED ✓ organon-dev - CREDIT HOURS ✓ organon-dev - SuppTest 	<ul style="list-style-type: none"> Disable

Red boxes highlight the 'Add Remit-To' button in the top right and the 'Disable' button in the Actions column.

- **Terms of Use** is n/a for Organon
- **Payment Preferences** is n/a for Organon
- **SFTP Accounts, SFTP File Errors, CXML Errors.** SFTP and CXML accounts allow you to share invoicing, catalogs, and POs digitally with your customers and check for errors