



PENGATURAN ENTITAS LEGAL

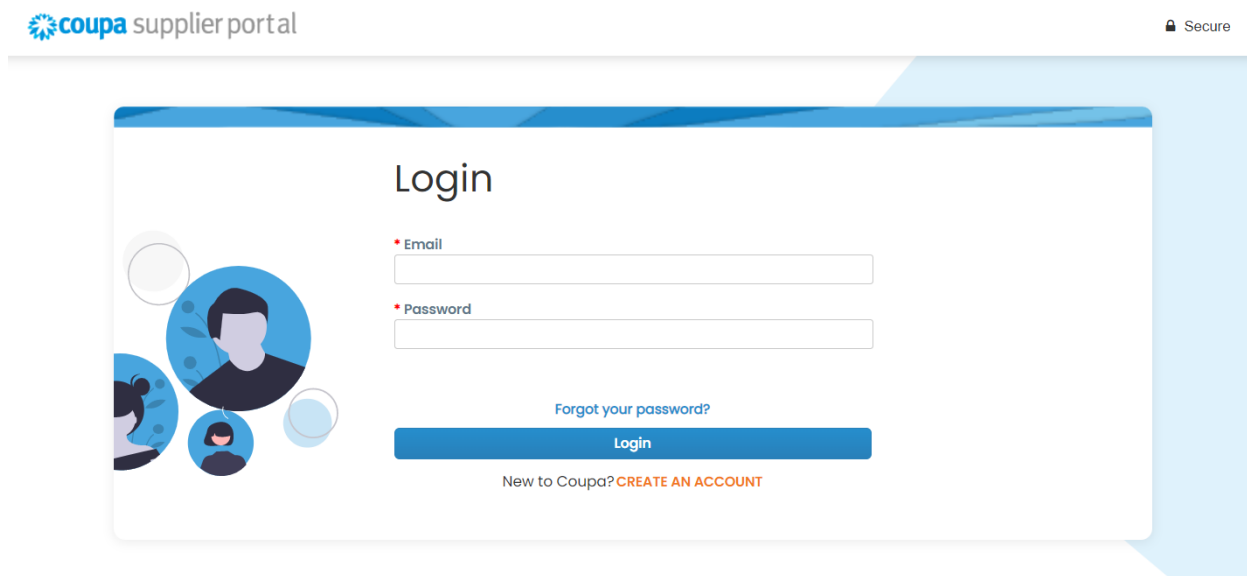
Panduan Proses

Cara Pengaturan Entitas Hukum di Portal Pemasok Coupa

Melengkapi profil utama anda dapat menyimpan semua Informasi bisnis di satu lokasi dan memungkinkan Anda untuk memilih Informasi yang ingin Anda bagi kepada setiap customer. Pada bagian berikutnya akan menyediakan panduan tentang bagaimana membuat perubahan pada [profil Organon](#) Anda.

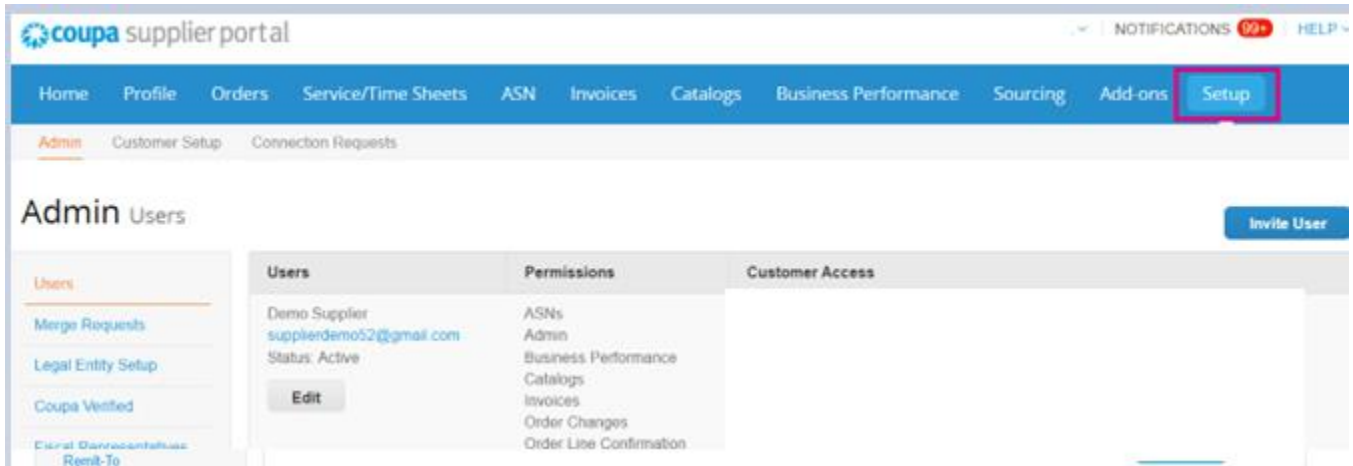
Hingga Mei 2023, Anda akan diminta untuk menggunakan autentikasi dua faktor untuk melihat atau membuat perubahan entitas legal, pengiriman dan Informasi rekening bank pada Coupa Supplier Portal.

1. Log in ke Coupa Supplier Portal dengan **Email** dan **Password**

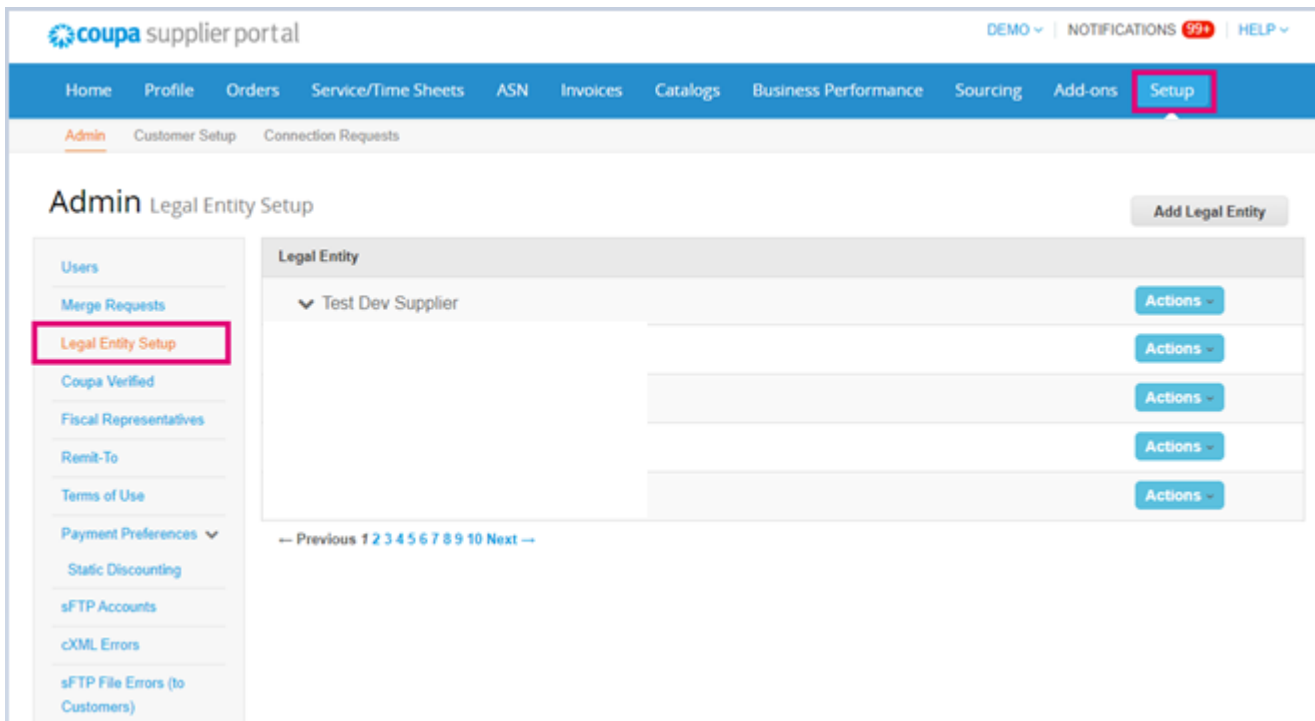


The screenshot displays the login interface of the Coupa Supplier Portal. At the top left, the 'coupa supplier portal' logo is visible. In the top right corner, there is a 'Secure' indicator with a lock icon. The main content area features a 'Login' form with the following elements: a 'Login' title, an 'Email' input field with a red asterisk, a 'Password' input field with a red asterisk, a 'Forgot your password?' link, a blue 'Login' button, and a 'New to Coupa? CREATE AN ACCOUNT' link. On the left side of the form, there is an illustration of three stylized human figures in blue and white circles.

2. Klik pada tombol **Setup**



3. Pilih **Legal Entity Setup**.



4. Klik **Add Legal Entity**

coupa supplier portal DEMO | NOTIFICATIONS 99+ | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup Connection Requests

Admin Legal Entity Setup

Add Legal Entity

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

— Previous 1 2 3 4 5 6 7 8 9 10 Next —

- Users
- Merge Requests
- Legal Entity Setup**
- Coupa Verified
- Fiscal Representatives
- Remit-To
- Terms of Use
- Payment Preferences ▼
 - Static Discounting
 - sFTP Accounts
 - cXML Errors
 - sFTP File Errors (to Customers)
 - sFTP File Status (from Customers)

5. Masukkan nama resmi bisnis Anda yang terdaftar pada pemerintah lokal, pilih negara/kawasan dan klik **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.

6. Pilih customer yang ingin Anda lihat entitas legal barunya, lalu klik **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. Tambahkan alamat dan ID Pajak, lalu klik **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 

Use this for Ship From address 

REQUIRED FOR INVOICING

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

What is your Tax ID? 


Country/Region

VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code 

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. Pada halaman berikutnya, buka **Payment Type** dan pilih pada list drop down: **Address, Bank Account** dan **Virtual Card**. Alamat akan diisi berdasarkan Informasi yang disediakan pada Langkah-langkah sebelumnya.

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. Gunakan opsi **Address** jika Anda ingin memeriksa email untuk Anda dan memasukkan alamat.
- b. Gunakan opsi **Virtual Card** jika Anda ingin dibayar secara virtual dan masukkan Informasi kartu (N/A untuk Organon)
- c. Opsi **Bank Account** adalah opsi dimana Anda harus menambahkan semua Informasi yang diperlukan

Where do you want to receive payment?

1 2 3 4

* Payment Type 

What is your Re ?

- Address
- Bank Account
- Virtual Card

Address Line 1

Address Line 2

City

State

Postal Code


Country/Region

Catatan: Arahkan kursor ke ikon Information untuk detail lebih lanjut mengenai pemformatan yang diperlukan.

Catatan: Data yang akurat harus dipertahankan dalam Coupa dan Organon untuk mengurangi penundaan pembayaran.

Account Number:

Confirm Account Number:

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

9. Klik **Save & Continue**

10. Pada tahap ini Anda dapat menambahkan lokasi Remit-To (pengiriman) lain (Alamat dan Rekening Bank), menonaktifkan, atau mengedit Entitas Legal (Kelola).

×

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

Manage

Deactivate Legal Entity

Cancel
Next

11. Pilih **Next**

12. Jangan klik **Add Ship Form**, atau **Manage**

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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

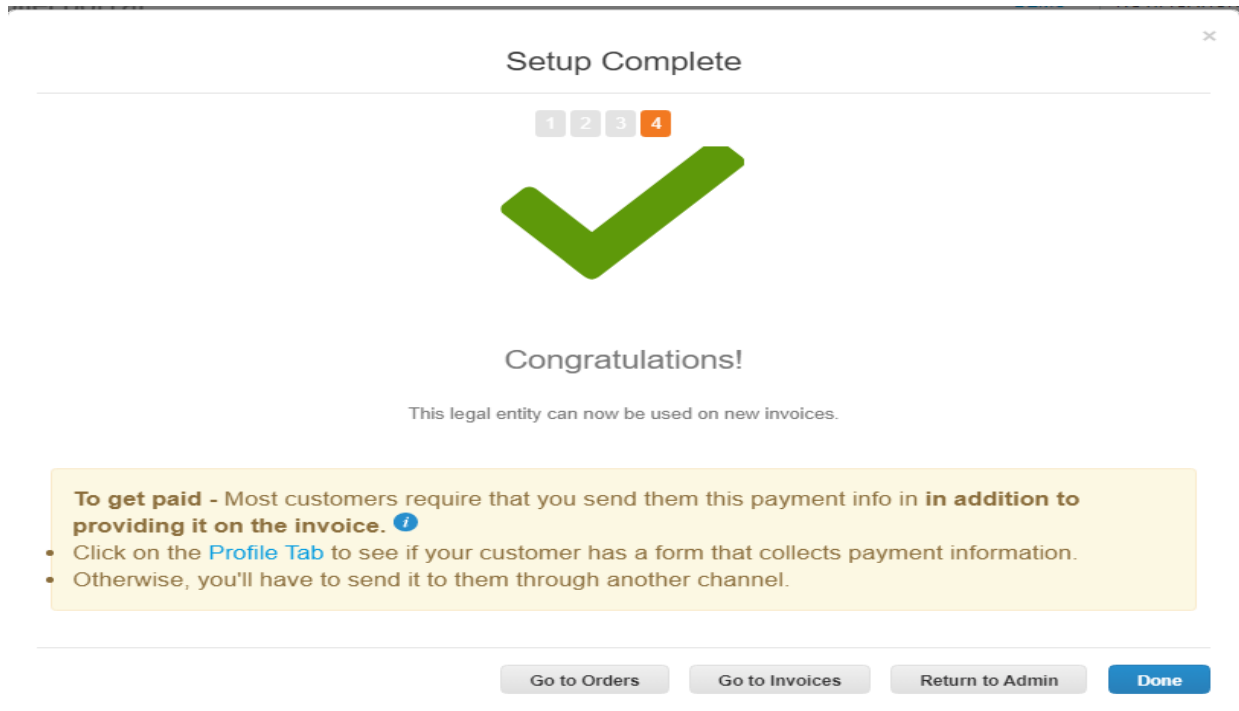
Title	Status
test	Active
test	
test	
test	
test	
Belgium	

Manage

Deactivate Legal Entity

Done

13. Pilih **Done**. Maka Entitas Legal dapat digunakan pada invoice baru.



Jika Anda menginginkan perubahan **informasi Perbankan** atau **Remit-To (Pengiriman)** terefleksikan pada Organon juga, maka **hubungi perwakilan Organon anda.**

COUPA hanya dapat membuat satu pengiriman untuk setiap vendor.