

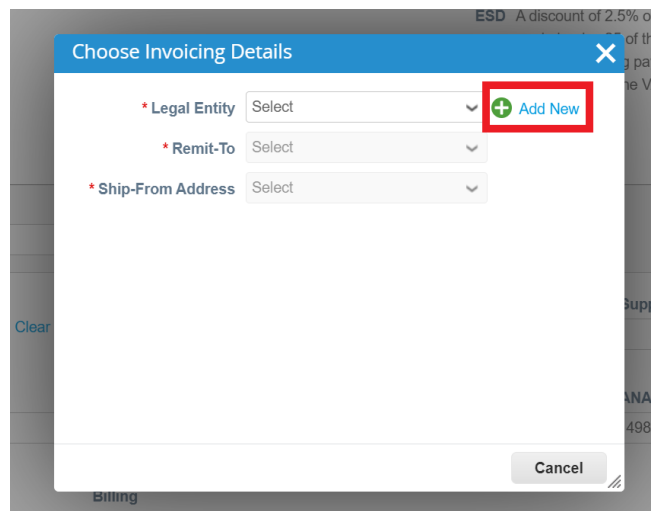
## Legal Entity Set Up

This guide will show you how to set up your legal entity, addresses and remittance details whilst you submit your first invoice within Coupa.

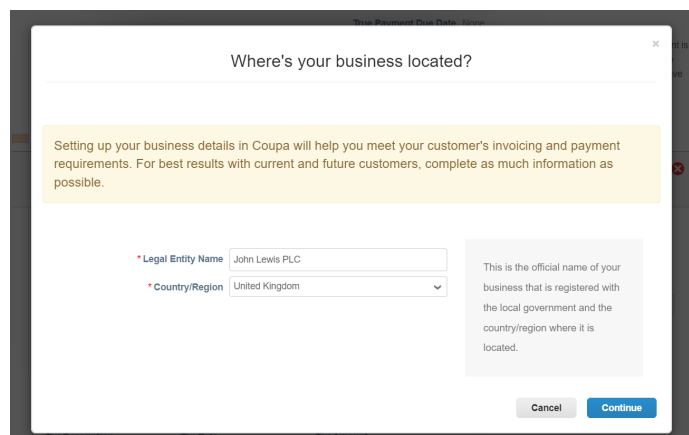
### Navigation

**Step 1** - Begin this process by converting your PO into an invoice by clicking the **gold coins** (within the Orders tab) or by clicking **Create Blank Invoice** (within the invoices tab).

**Step 2** - Once you have begun creating your invoice, the following pop-up will appear. Your Legal Entity details will need to be added in order to submit your invoice. Please select **Add New** if you haven't previously completed this.



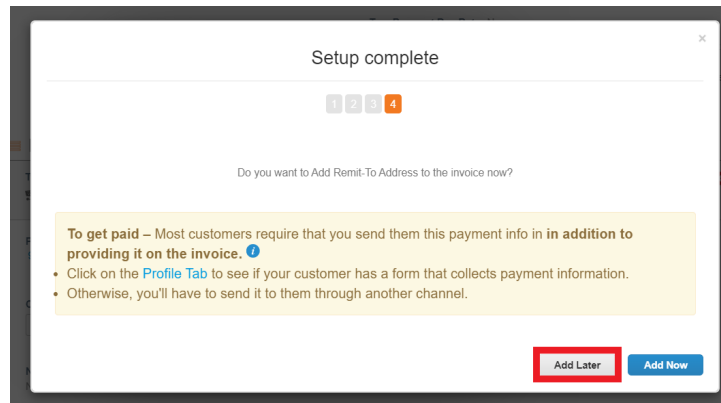
**Step 3** - Next, you will need to complete all fields with an asterisk, over the next 4 pages, for these are mandatory.



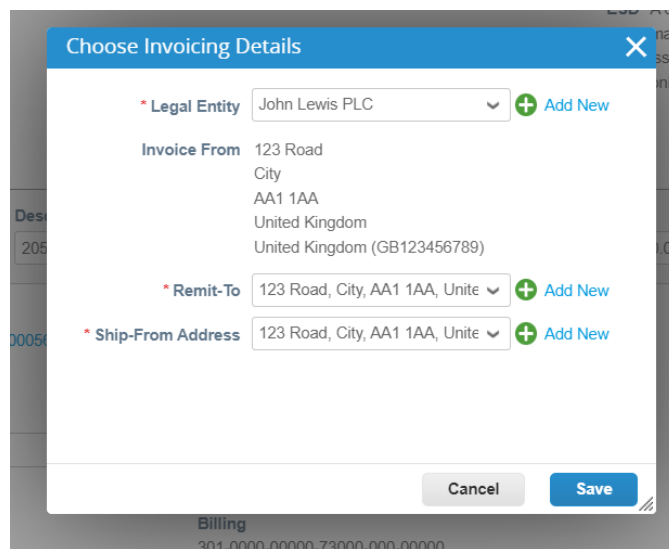
**Step 4** - You can hover over the **i** which will give you information on what is required in that specific field. Please tick **Use this address for Remit To** and **Use this for Ship-From address** if your address can be used for the respective purposes.

*Note: This information is simply used to check against the data we hold for you in our master database. If you need to update your details with us please follow this link [here](#).*

**Step 5** - Your legal entity details will be added now. The last page (shown below) is asking you to add payment information but this is not mandatory so please click **Add Later**.



**Step 6** - You will be redirected to the original **Choose Invoicing Details** screen. You can now click the drop down menus to select the details you have just set up.



**Step 7** - You will now be able to complete your invoice and submit it for review. You will only need to add these details once and you will be able to select your legal entity from the above dropdown every time you invoice on Coupa.

*Note: If you are having any issues with your 2-Factor Authentication, please follow the guide [here](#).*