Setting up Legal Entities

This guide explains the process for setting up Legal Entities in Coupa. Please be aware that updating the legal entity with new bank details will not update your profile and you will still be paid to the old bank details.

You will need to update the legal entity first then submit a GNFR2a form to finalise the change in bank details. You must update both as the GNFR2a form will auto fill a new Remit-To with some details from the legal entity. This will avoid any invoices going on hold or rejected payments.

***Note**: A guide on Updating Your Details In Coupa (including bank details) can be found by navigating to it in the Supplier Help Portal or simply typing "updating your details in coupa" into the search bar.*

Navigation

1. To login you will need your email address and password, once logged in you will need to select **Setup** from the toolbar across the top
2. This will take you to the homepage for your Admin, then on the left hand side you will see Legal Entity Setup.

You can add, manage, or deactivate legal entities, or manage remit-to accounts. Coupa will only have 1 active Remit -to and therefore only 1 payment method, currency and bank details.

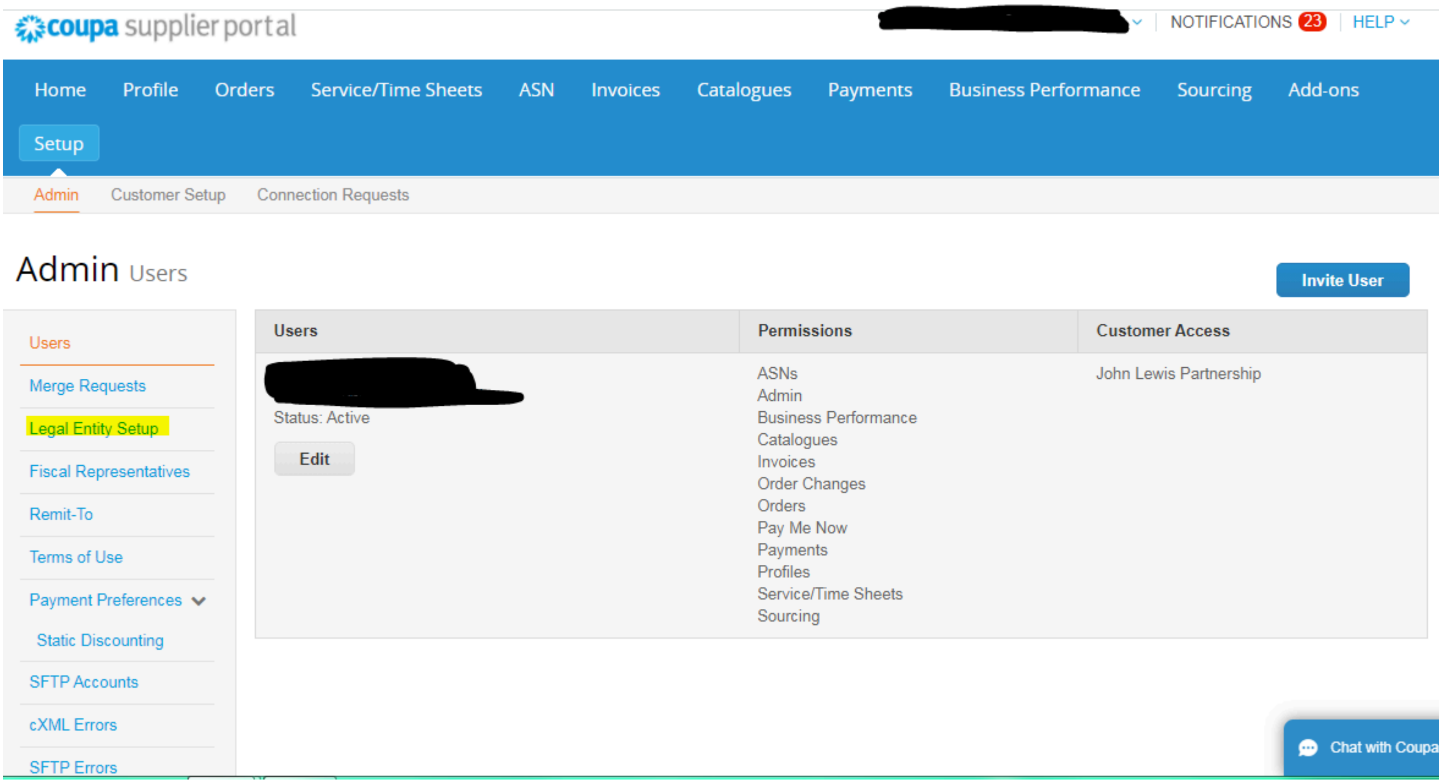
***Note:** Coupa will ask for the two factor authentication code when adding legal entities and updating the Remit-To on the GNFR2a form. If you are unable to view this code, please submit a query in the Need More Help section at the bottom of the home page (shown below).*

Finally, be aware that whilst some of the screenshots in this guide are not an exact match to the Coupa Supplier Portal the functionality is the same. Coupa releases system upgrades three times a year, meaning the look may change. We will update the guide if any functionality is altered.

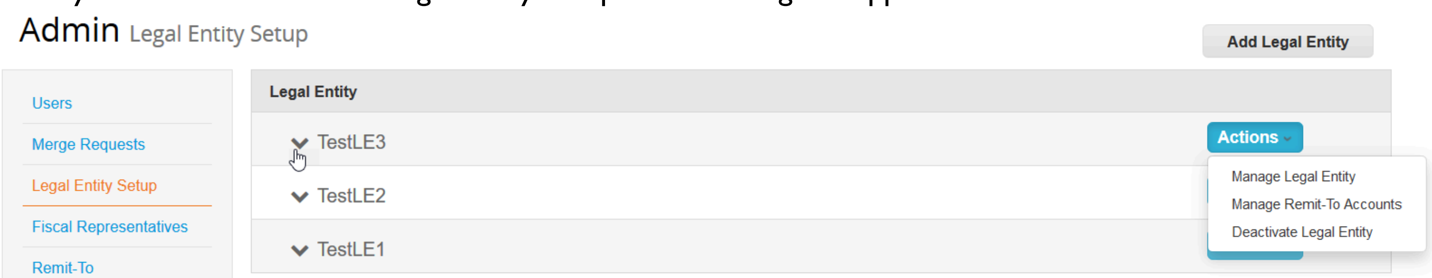
NEED MORE HELP?

Click below for detailed guidance on end-to-end processes, with contact forms when appropriate

Submit A Query



Once you have clicked on the Legal Entity Setup the following will appear

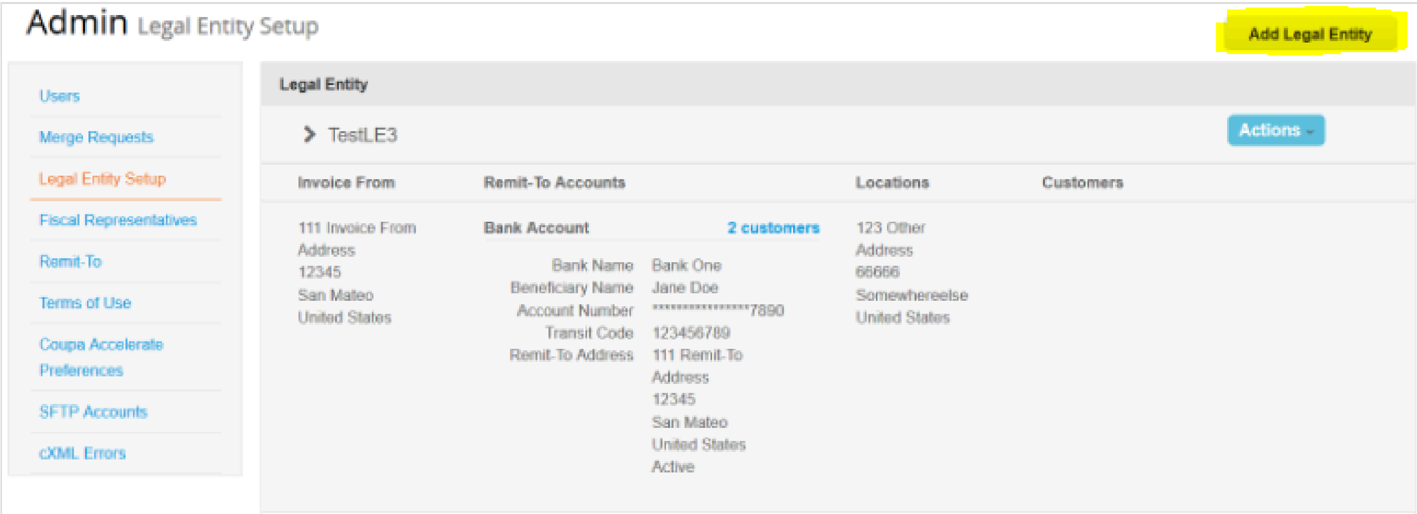


If you have three or more legal entities, they are collapsed. To view their details, click on the **Down** arrows.

Each legal entity has the following sections:

- **Invoice From**
- **Remit-To Accounts** – Can be of type: **Address** or **Bank Account**
- **Locations**
- **Customers** – The name(s) and number of customers that you provided with the specific legal entity are also shown. Hovering your cursor over ***n* customers** displays the name(s) of the customer(s) associated with the legal entity.

For example if you click on one of your entities you will see the following:



To create a new legal entity, click on the Add Legal Entity button on the top right hand corner of the screen.

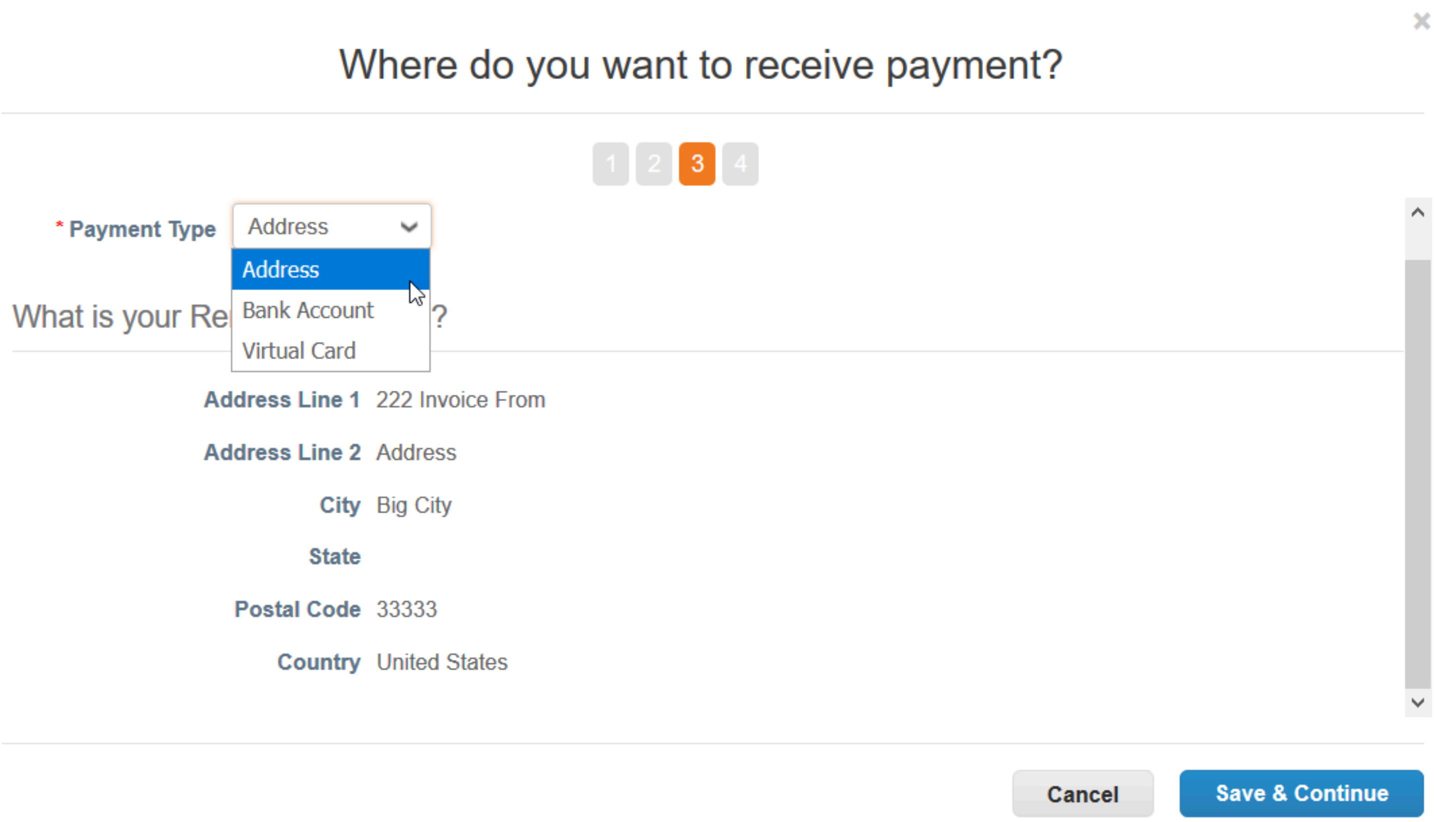
Enter the official name of your business that is registered with the local government (legal entity name) and select the country/region where it is located. Click **Continue**, and in the appearing **Tell your customers about your organization** window, fill in at least the mandatory fields, that is, the fields marked with a red asterisk (*).

Field/Checkbox	Description
Which customers do you want to see this?	Select all or the specific customer(s) that you want to see your legal entity information. Customers that use Coupa for payments are marked with the Coupa Pay () icon. If you select a Coupa Pay customer, the payment information that you enter is validated. The icon and tooltip are different depending on whether your banking information is: • Valid: • Invalid: • Pending validation:
What address do you invoice from?	Required for invoicing. Is critical for compliance in some countries. Registered address of your legal entity. This is the same location where you receive government documents. It might differ from the physical address. Sometimes this is called your address of record or registered company address. Address line 1, city, and postal code are mandatory. **Note:** You can use the **Use an existing address** dropdown to select an address that your customer already has on file in their Coupa instance. The **Use an existing address** selector only displays addresses that match the legal entity's country/region. If you want to use a remit-to address that does not match the legal entity's country/region, you can deselect the **Use this address for Remit-to** check box under the form fields. Doing so allows you to select any address on the following **Where do you want to receive payment?** screen, regardless of country/region.
Country/Region	The country/region you selected when adding the legal entity.
Use this address for Remit-To*	Selected by default. Deselect it if your remit-to address is different from your invoice-from address or you have more than one remit-to locations.
Use this for Ship From address*	Selected by default. Deselect it if your ship-from address is different from your invoice-from address or you have more than one location. **Tip:** Include this information on the invoice when the addresses are different. For many countries, including this information is mandatory.
What is your Tax ID?	Enter your tax/VAT ID. **Note:** If you are exempt from tax registration in some regions/countries, select the **I don't have TAX ID Number** checkbox and enter your local tax ID or write N/A in the appearing **Local Tax ID** field.
Country/Region	Select your tax country/region from the drop-down list.
Tax/VAT ID	Enter the tax/VAT ID, including the prefix to the number, for example, GB1234567890. **Tip:** You can add more tax IDs by clicking on the **Add additional Tax ID** link.
I don't have a TAX ID Number	Select the checkbox to add your local tax ID or write N/A in the **Local Tax ID** field.
Miscellaneous	
Invoice from Code	Tie your CSP invoice-from address (that is, registered address) with the corresponding address in your ERP.
Preferred Language	Select your language from the drop-down list.

Important information:

*If your remit-to and ship-from addresses are different from your invoice-from address, you need to provide that information.

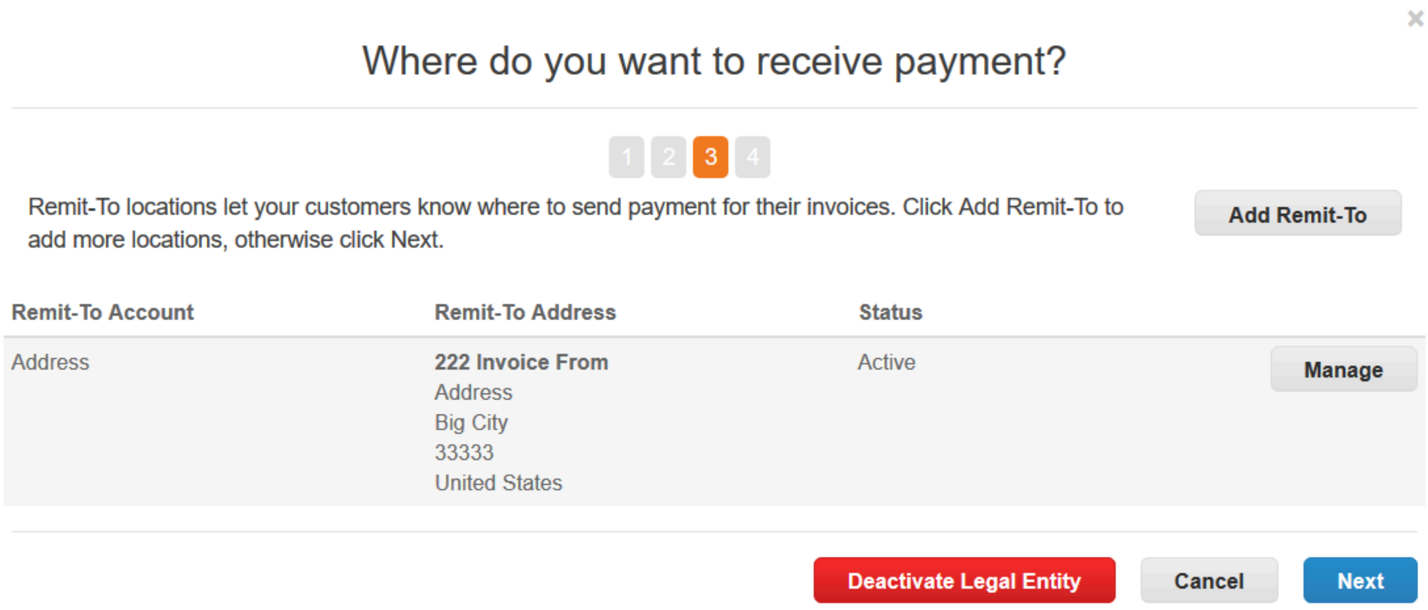
After filling in the fields, click **Save and Continue**. In the appearing **Where do you want to receive payment?** window, select from the following payment types: **Address** and **Bank Account.**



If you select **Address** (default option), you can continue to the next step as you already provided the address(es) on the previous page. If you select a **Bank Account**, you can provide your banking information to be shown on your invoices.

Field/Checkbox	Description
What are your Bank Account Details?	Optional (unless your customer requires banking information be added) but recommended banking information for the remit-to address. You can use both domestic (US) and international (global) banking information. **Note:** Banking information is required for compliant invoicing in some countries when indicated (with a red asterisk). Otherwise, banking information is not required and remains private. Some banking information is also required if your customers use Coupa for payments. **Tip:** Click on the Info (i) icons next to the fields to see the tooltips showing the number and type of characters allowed in the banking information fields depending on the selected bank account country. This information is displayed on the invoice.
Bank Account Country/Region	Select the country from the drop-down list. By default, your legal entity country/region is selected.
Bank Account Currency	Select the currency from the drop-down list. By default, it is the currency of the bank account country/region.
Beneficiary Name	Enter the name of your beneficiary. By default, it is your legal entity name.
Bank Name	Enter the name of your bank.
Account Number	Enter your account number.
Confirm Account Number	Confirm your account number by entering it again.
IBAN	Enter your International Bank Account Number.
Confirm IBAN	Confirm your International Bank Account Number.
Routing (Bank Code) Number	Select one of the **Routing Number** (default), **Bank Code**, **BSB**, **IFSC**, **Sort Code**, or **Transit Number and Institution Number** fields and fill in the field next to it accordingly.
SWIFT/BIC Code	Enter your SWIFT/BIC code.
Bank Account Type	Type of the bank account: business or personal.
Supporting Documents	Select **Choose Files** to upload up to five files (BMP, PDF, JPEG, PNG, TIFF, or GIF) that your customer can use to verify your banking information. If you want to replace the attachment(s) before saving, click **Choose Files** again and choose different attachments to upload, which replaces any existing attachments in the process. **Note:** After you save the legal entity, you cannot remove attachments.
What is your Bank's Branch Address?	Includes address-specific fields: **Address Line 1**, **Address Line 2**, **City**, **State**, and **Postal Code**.
What is your Remit-To Address?	Address where you want to receive payment. (If you receive payments to a different location than where your business is registered.). Includes mandatory address-specific fields: **Address Line 1**, **Address Line 2**, **City**, **State**, **Postal Code**, and **Country/Region**.
What is your Remit-To Integration Code?	Code to tie your CSP remit-to address to the corresponding address in your ERP.
Who is your Remit-To Contact?	Optional contact information for the remit-to address: name, email, phone number, fax number, and website.
Which customers can use this account?	Select all or the specific customer(s) that you want to see your remit-to account.

The **Where do you want to receive payment** window shows both the **Remit-To Account** and the **Remit-To Address**.

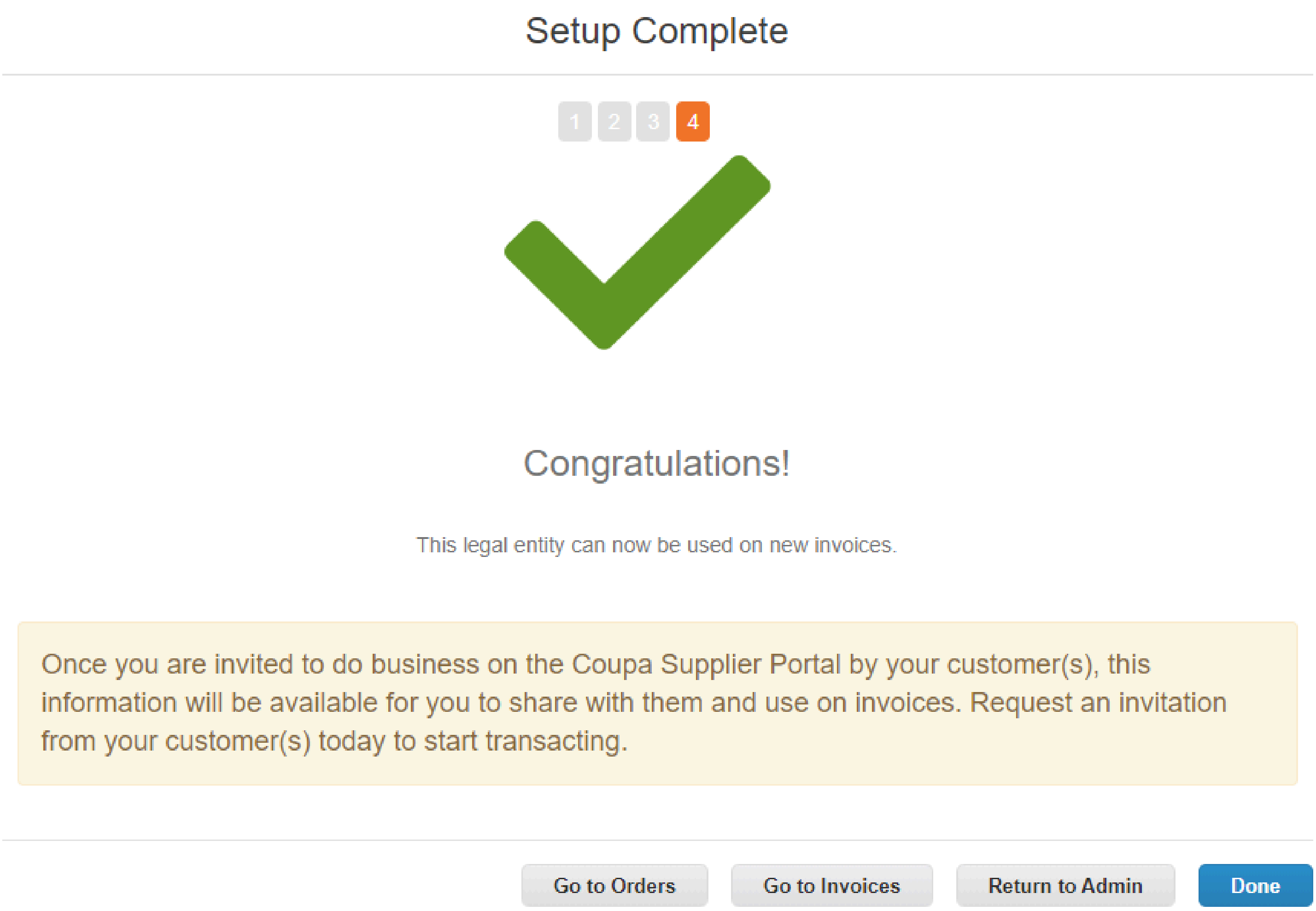


To manage your legal entities, click on the **Actions** button on the **Legal Entity Setup** page, select **Manage Legal Entity**, and click **Continue**. In the appearing **Where do you want to receive payment** window, you can add a new remit-to address.

You can deactivate a legal entity by selecting **Deactivate Legal Entity** from the **Actions** button or on any of the appearing windows.

Click **Next** to add the address where you want to ship goods from, if it is different from the remit-to address. Fill in at least the mandatory fields and click **Continue**.

After completing the legal entity setup by clicking **Done**, that is, after adding a legal entity, you can use it on new invoices. From the **Setup Complete** page you can choose to **Go to Orders**, **Go to Invoices**, or **Return to Admin** page.



If you require a more detailed guide please follow https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Administer_the_CSP/04_Set_up_Legal_Entities