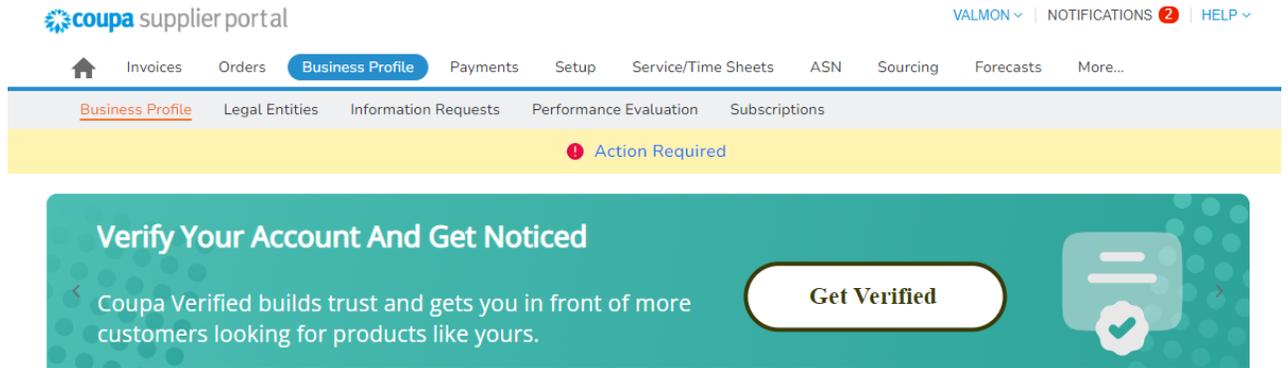
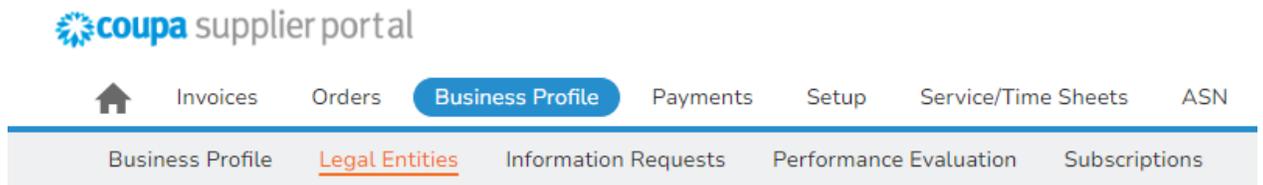


Legal Entity Job aid: (Please access the Coupa Supplier portal to start, you must be an administrator)

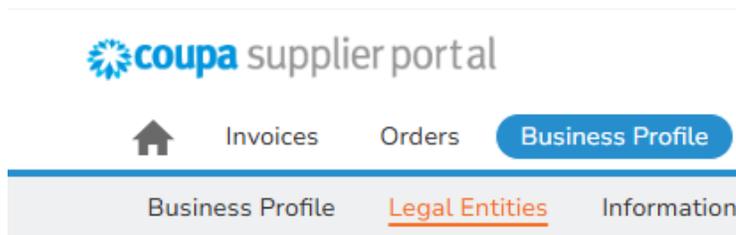
1. Click on **Business Profile**



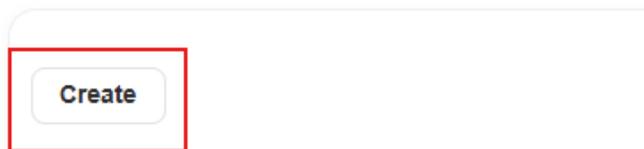
2. Click on **Legal Entities**



3. Click on **Create:**



Legal Entities



4. Fill out the different fields. Coupa is asking for your company name, address and Tax ID. (For tax ID only enter the 10 digit). If your Invoice from address is the same as Ship-from address, please check the box. If your Ship-from address is different enter it here.

There is nothing to add in invoice-from code.
Save what has been done and you can continue

Create Legal Entity



* Legal Entity Name

* Country/Region

Invoice From Address

Please enter the address that you invoice from or the address where you receive posted and in-person payments.

* Country/Region

* Address Line 1

Address Line 2



* City

* State

* Postcode

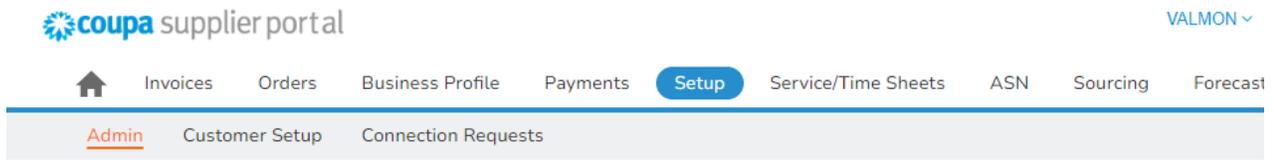
~~Invoice From Code ~~

Ship-From Address

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

Same as Invoice-From Address

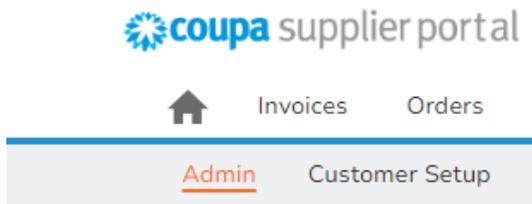
5. Click on **Setup**



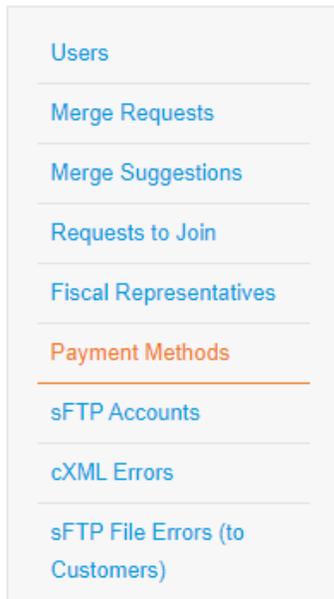
You have not assigned a Primary Contact for your Business Profile. Please click edit on a user below to assign as a Primary Contact.

Admin Users

6. Click on **Payment Methods**



Admin Remit-To



7. Click on **Add Payment Method**

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with a home icon, 'Invoices', 'Orders', 'Business Profile', 'Payments', and a blue 'Setup' button. Below this is a secondary navigation bar with 'Admin' (underlined) and 'Connection Requests'. The main content area is titled 'Admin Remit-To'. On the left, there are two links: 'Users' and 'Merge Requests'. On the right, there is a blue button labeled 'Add Payment Method' and a table with the following headers: 'Payment Method Name', 'Remit-To Address', and 'P'.

8. Click on **Next**

The screenshot shows a modal dialog box titled 'Add Remit-To'. It has a blue header bar with a close button (X) in the top right corner. The main content area contains a 'Legal Entity' dropdown menu with 'CSP TEST' selected. Below it, the 'Invoice From Address' is displayed as 'TEST', 'CSP, TEST', and 'Canada'. At the bottom of the dialog, there are two buttons: a blue 'Back' button and an orange 'Next' button.

9. Payment Type is **address/check**, Olymel don't send any payment in the platform. Please fill out the address and click on save & continue. Make sure the Olymel box is check.

Add a new Payment Method ×

* Payment Type Check ▾

What is your Remit-To Address?

* Address Line 1 +
* City
State Select an Option ▾
* Post Code
* Country/Region Canada ▾

Recommended

If you receive payments to a different location to where your business is registered, add the address here.

What is your Remit-To Integration Code? (optional) i >

Which customers can use this account?

All
 Olymel 

Cancel

Save & Continue

10. Verify your address and **Next**.

Add a new Payment Method

Payment Method let your customers know where to send payment for their invoices. Click Add Payment Method to add more locations, otherwise click Next.

[Add Payment Method](#)

Payment Method Name	Remit-To Address	Status	
Address	TEST CSP TEST Canada	Active	Manage
Address	500 avenue a Brossard QC J4W 2T5 Canada	Active	Manage
Address	2200 Av Pratt SAINT HYACINTHE st hyacinthe QC J2S 4B6 Canada	Active	Manage
Address	500 avenue a Brossard QC J4W 2T5 Canada	Deactivated	Manage
Address	500 avenue a Brossard QC J4W 2T5 Canada	Active	Manage

[Deactivate Legal Entity](#) [Cancel](#) [Next](#)

11. You can click on **Done**

Add a new Payment Method

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 CSP TEST Canada	Active	Manage

[Deactivate Legal Entity](#) [Done](#)

12. Please click on **Add Now**, your Legal Entity is setup.

Setup complete ✕



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 addition to providing it on the invoice.** [i](#)

- 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.

[Add Later](#) [Add Now](#)