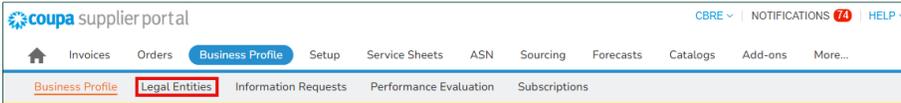
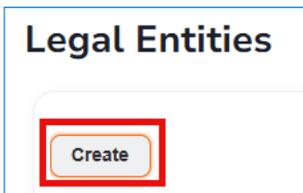


## Add a Legal Entity

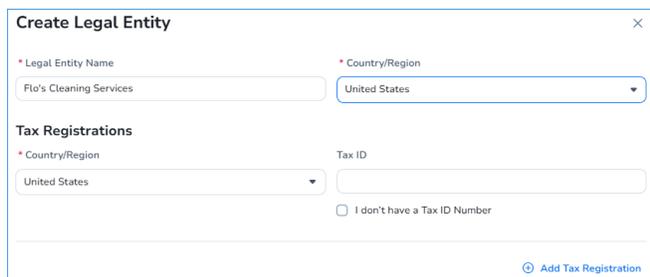
1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Business Profile** tab.
3. Select **Legal Entities**.



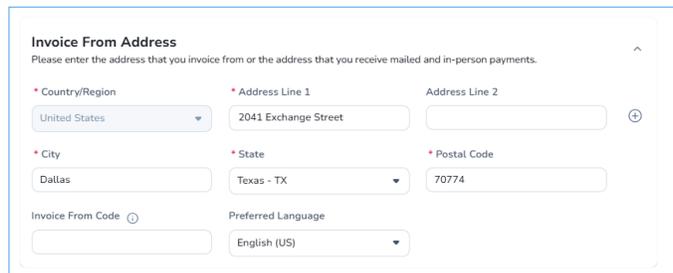
4. Click **Create**.



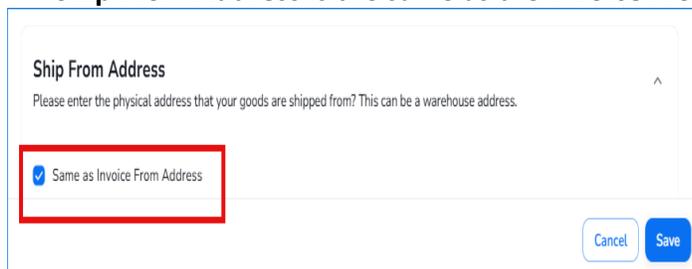
5. Enter information in the required (\*) fields. Other fields are optional.
  - a) \*Legal Entity Name
  - b) \*Country/Region (select from the drop-down menu)



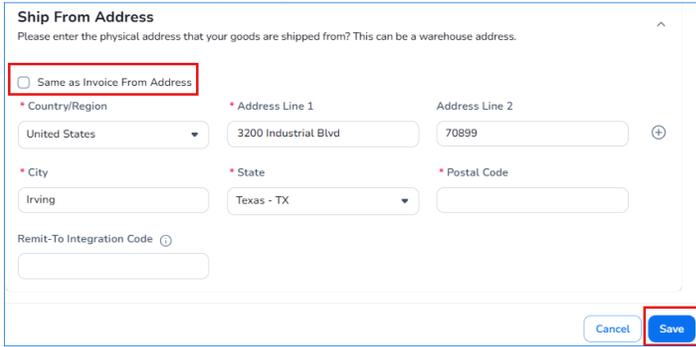
- c) Enter **Invoice From Address** (\*Address Line 1, \*City, \*State, \*Postal Code).



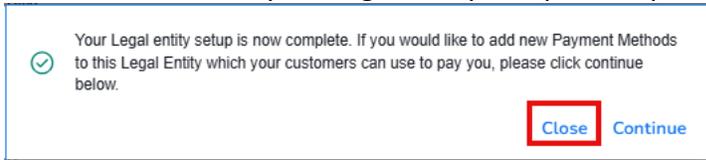
- d) If the **Ship From Address** is different from the **Invoice From Address**, de-select the box. If the **Ship From Address** is the same as the **Invoice From Address**, ensure the box is selected.



- e) If different address from Invoice From, complete the required information for the **Ship From Address** (Country/Region, Address Line 1, City, State, and Postal Code). Click **Save**.



- f) A confirmation that your Legal entity setup is complete will display. Click **Close**.



## Update a Legal Entity

1. From the **Legal Entities** tab under **Business Profile**, locate the Legal Entity Name to be updated by entering the name in the Search bar.
2. Hover over the Legal Entity Name until the  displays. Click the .
3. The following fields can be updated on the **Edit Legal Entity** page.
  - Address Line 1
  - City
  - State
  - Postal Code
  - Invoice From Code
  - Preferred Language
  - Ship From Address
4. Click **Save**.

For additional support, please contact the [Procurement Buyer Support Team](#).