

## Add a Legal Entity

- 1. Log in to your Coupa Supplier Portal <u>http://supplier.coupahost.com/</u>
- 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)

Create Legal Entity	×
* Legal Entity Name Flo's Cleaning Services	Country/Region United States
Tax Registrations * Country/Region	Tax ID
United States •	I don't have a Tax ID Number
	④ Add Tax Registration

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.

Ship From Address Please enter the physical address that your goods a	A bed from? This can be a warehouse address.
Same as Invoice From Address	
	Cancel



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**.

Country/Region	* Address Line 1	Address Line 2	
United States	3200 Industrial Blvd	70899	Ð
City	* State	* Postal Code	
Irving	Texas - TX	•	
emit-To Integration Code 🧃	)		

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

$\oslash$	Your Legal entity setup is now complete. If you would like to add new Payment Methods to this Legal Entity which your customers can use to pay you, please click continue below.				
		Close	Continue		

## **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.

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