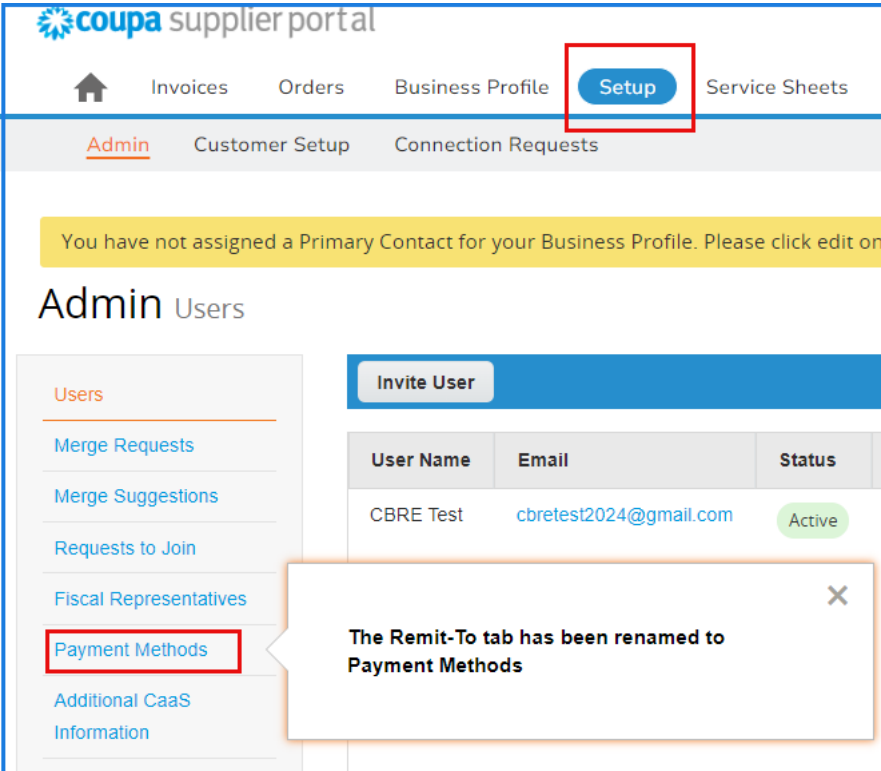


Add Remit-To Address

1. Log into the Coupa Supplier Portal <http://supplier.coupahost.com/>

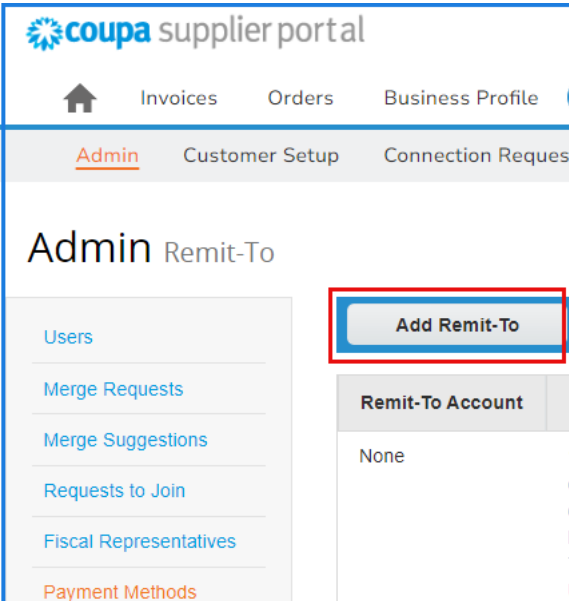
Note: Vendor must ensure that any Remit-To information setup in their CSP should also be created in the CBRE ERP. Failure to request CBRE to also update their ERP will result in the invoice being placed on hold.

2. Go to the **Setup** tab and select **Payment Methods** from the left navigation bar.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted with a red box), and 'Service Sheets'. Below this, the 'Admin' tab is selected, showing 'Customer Setup' and 'Connection Requests'. A yellow banner message states: 'You have not assigned a Primary Contact for your Business Profile. Please click edit on'. The main content area is titled 'Admin Users'. On the left sidebar, 'Payment Methods' is highlighted with a red box. A message box in the center states: 'The Remit-To tab has been renamed to Payment Methods'.

3. Select **Add Remit-To**.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', and 'Add Remit-To' (highlighted with a red box). Below this, the 'Admin' tab is selected, showing 'Customer Setup' and 'Connection Requests'. The main content area is titled 'Admin Remit-To'. On the left sidebar, 'Payment Methods' is highlighted with a red box. The main content area shows 'Remit-To Account' with a value of 'None'.

4. Select **Payment Type** Address.

Add a new Remit-To account

* Payment Type Bank Account ▾

What are your Bank Account details? ⓘ

Address
Bank Account
Virtual Card

5. Enter the **Remit-To Address**.

Add a new Remit-To account

* Payment Type Address ▾

What is your Remit-To Address?

* Address Line 1 1818 Avenue K +

* City Dallas

State Texas - TX ▾

* Postal Code 77555

* Country/Region United States ▾

Recommended

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

6. Select the customers who can use this Remit-To information. Click **Save & Continue**.

Which customers can use this account?

☐ All

☒ CBRE - 0000000116-CAN-ACKLANDS GRAINGER

☐ CBRE - 0000000021-GWS US-KEYENCE CORP OF AMERICA

☒ CBRE - 0000061219-GWS US-ACTIVE FIRE CONTROL

☐ CBRE - 0000167339-GWS 50500 GBR-Carrickbracken Ltd

Cancel Save & Continue

7. Click **Next** to continue the steps for adding the new Remit-To.

Add a new Remit-To account

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

Add Remit-To

Deactivate Legal Entity Cancel **Next**

8. On the next screen, click **Done** to continue the steps for adding the new Remit-To.

Add a new Remit-To account

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	
114 Invern Street Wilmington	Active	Manage

Deactivate Legal Entity **Done**

9. Click **Add Later** to add to CSP but delay use of the address. Otherwise, click **Add Now**.

Setup Complete



Congratulations!


This legal entity can now be used on new invoices.

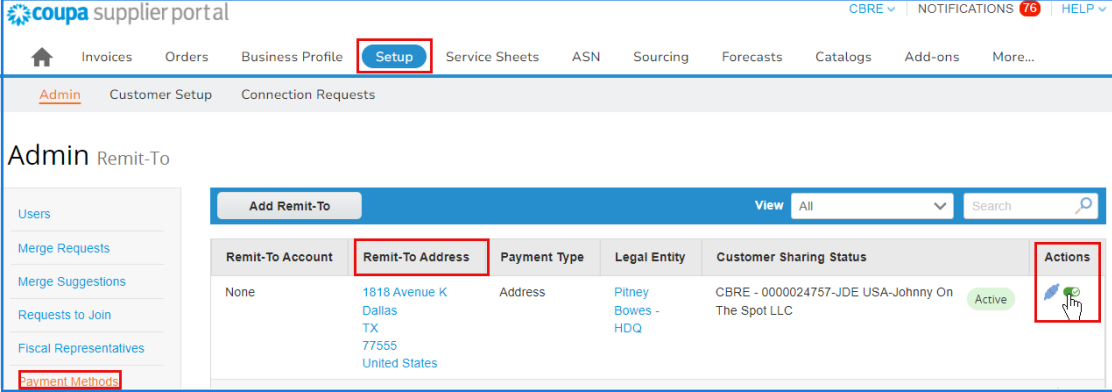
To get paid - Most customers require that you send them this payment info in addition to providing it on the invoice. ?

- 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**

Disable a Remit-To Address

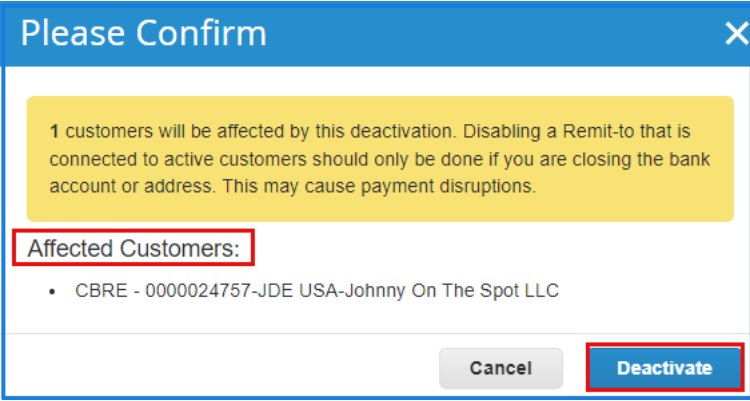
1. To delete a previously added Remit-To, follow the steps below:
 - a. Go to **Setup** tab and click **Payment Methods**.
 - b. Locate the Remit-To Address to disable and select  under **Actions**.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted with a red box), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. Below this, the 'Admin' section is active, with 'Payment Methods' highlighted in the left sidebar. The main content area shows a table of Remit-To Addresses. The 'Remit-To Address' column is highlighted with a red box. The 'Actions' column for the first entry is also highlighted with a red box, showing a green deactivate icon.

- c. Click **Deactivate** to disable the Remit-To.

NOTE: Be sure to consider the **Affected Customers** listed in the **Please Confirm** window.



The screenshot shows a 'Please Confirm' dialog box. It contains a yellow warning box with the text: '1 customers will be affected by this deactivation. Disabling a Remit-to that is connected to active customers should only be done if you are closing the bank account or address. This may cause payment disruptions.' Below this, the 'Affected Customers:' section lists 'CBRE - 0000024757-JDE USA-Johnny On The Spot LLC'. At the bottom, there are 'Cancel' and 'Deactivate' buttons, with 'Deactivate' highlighted with a red box.

For additional support, please contact your Procurement Buyer Support Team by region.

Region & Line of Business	Support Email Contact
GWS APAC	All CBRE Entities
GWS EMEA	All CBRE Entities
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com