Creating Remit to Address in CSP

→ Open the Coupa Supplier portal and Click the **Setup** option highlighted below in the top right.

 supplier-testcoupariosticom/nome 						
çoupa supplier portal					MANIKANDAI	N - NOTIFICATIONS 22 HELP -
Home Profile Orders Serv	ice/Time Sheets A	SN Invoices	Catalogs	Business Performan	ce Sourcing	Add-ons Setup
New: Exclusive discounts for your busin	ess to thank you for beir	ng a part of the Cou	ipa Community	<i>I.</i>		6 e 1 5 2 X
Action needed: Complete your profile to get	t paid faster and get disc	covered Learn Mor	re	ł	Announcem	IENTS View All (0)
Profile Progress 47% Complete	Last Updated		Imp	prove Your Profile	One-Click Sa	avings view All
Profile Summary					Start saving t Explore deals for y Coupa Community	oday! your company, exclusive to the

Please select the Legal Entity Setup, choose your Legal entity and Click on Actions \rightarrow Manage Remit-To Accounts as shown below. Please choose the Supplier for which you have to the add/update the details.

Coupa supplier portal MANIKANDAN - NOTIFICATIONS						CATIONS 22 HELP ~			
Home Profile	Orders	s Service/Time Sheets	ASN	Invoices	Catalogs	Business Performance	Sourcing	Add-ons	Setup
Admin Customer Se	tup Co	onnection Requests							
Admin Legal E	ntity Se	etup							Add Legal Entity
Users		Legal Entity							
Merge Requests		VIQVIA TEST UNITED) STATE	S					Actions -
Legal Entity Setup		✓ IQVIA_UK							Actions
Fiscal Representatives		VIQVIA TEST VALIDA	TION						Manage Legal Entity
Remit-To		VIQVIA_INDIA							Deactivate Legal Entity

Please Select the Add Remit-To option to create new Remit to address and save the updates.

coupa sup	nliernortal		MAN	IKANDAN - NOTIFIC
Home Profi		Add a new Remit-To acco	unt	3
Admin Custom				
Admin Leg	Remit-To locations le add more locations, o	t your customers know where to send payment for their invoices. C therwise click Next.	Click Add Remit-To to	Add Remit-To
Users	Remit-To Account	Damit To Address	Statua	
		Kenne-To Address	Status	
Merge Requests	Address	DOOR NO:28, RAMASWAMY MUDALIYAR STREET	Active	Manage
Merge Requests	Address	DOOR NO:28, RAMASWAMY MUDALIYAR STREET KOCHADAI Madurai Tanii Nadu	Active	Manage
Merge Requests Legal Entity Setup Fiscal Representat	Address	DOOR NO:28, RAMASWAMY MUDALIYAR STREET KOCHADAI Madurai Tamil Nadu 625016	Active	Manage