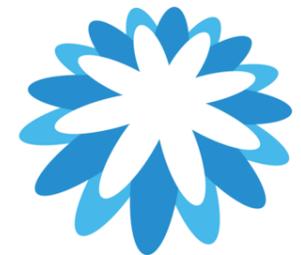IMS Health & Quintiles are now

IQVIA™

Legal Entity and Remit to details setup - instructions for supplier user admins
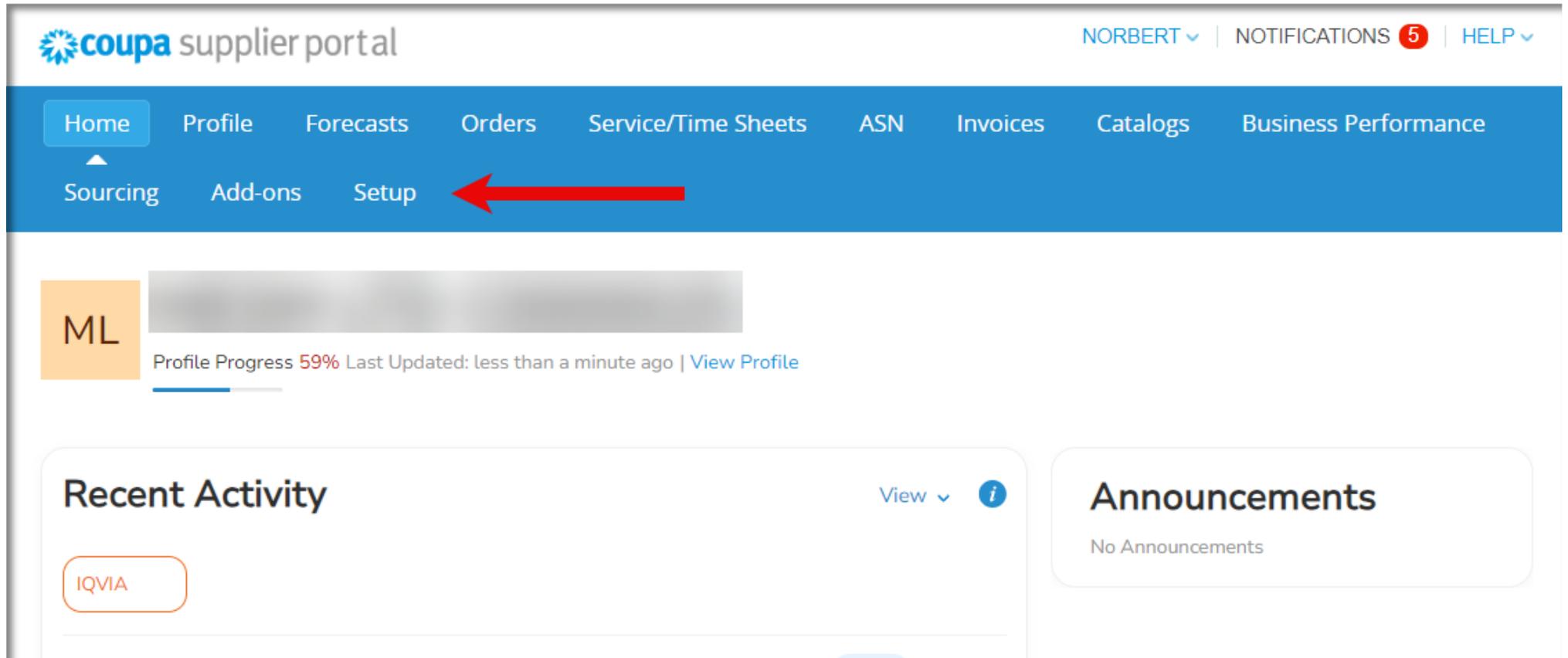
GFSS Procurement - March 2024

How to add your address (legal entity) and banking details (remit to data)

To login to your Coupa Supplier portal please click on https://supplier.coupahost.com/

The legal entity set up is in the **Setup** tab.

How to add your address (legal entity) and banking details (remit to data)

Select the **Legal Entity Setup** from the left menu bar and click on **Add Legal Entity**
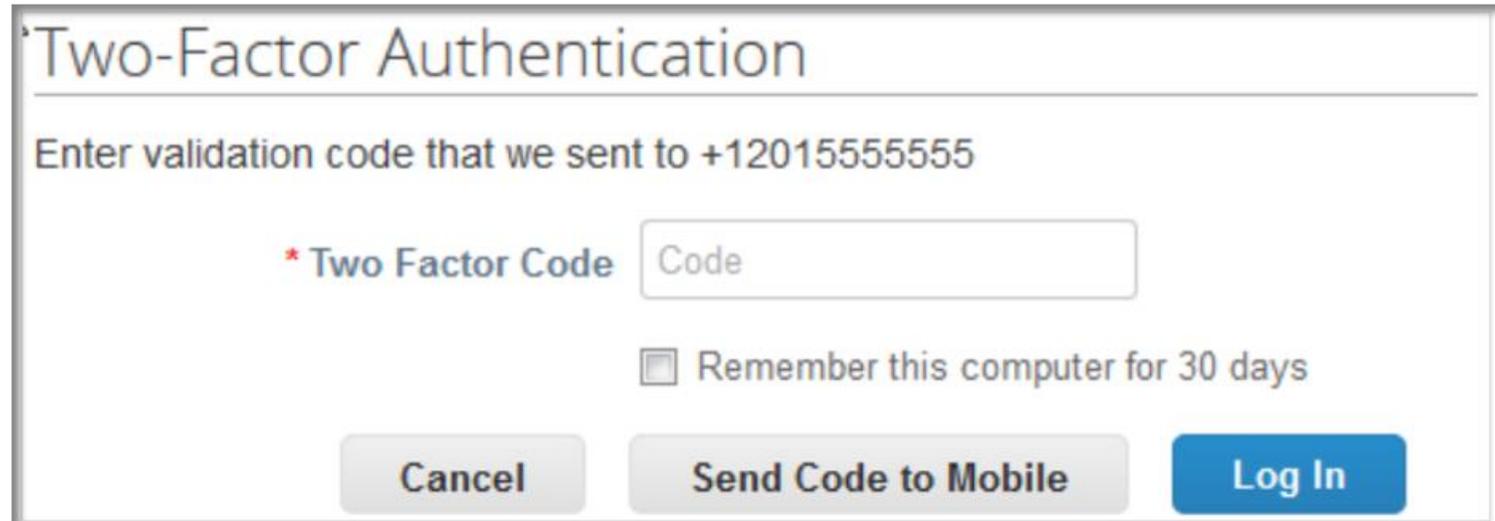
How to add your address (legal entity) and banking details (remit to data)

The Two-Factor Authentication prompt will appear when you click on the **Setup** tab.

- If you enabled the **Two-Factor Authenticator App**, open the **Google Authenticator** app on your device, select your **CSP account**, and retrieve the verification code.

- If you enabled **Two-Factor Authentication for SMS**, check your text messages for the verification code.

Enter the two-factor authentication code in the appropriate field.

Note: The code is valid for only 60 seconds. If you do not enter the code and click **Log In** within 60 seconds, you will need to generate a new code and try again.

How to add your address (legal entity) and banking details (remit to data)

All fields marked with the small red Asterix (*) are mandatory.

Fill out the **Legal Entity Name** and select your **Country/Region**, then select [Continue]
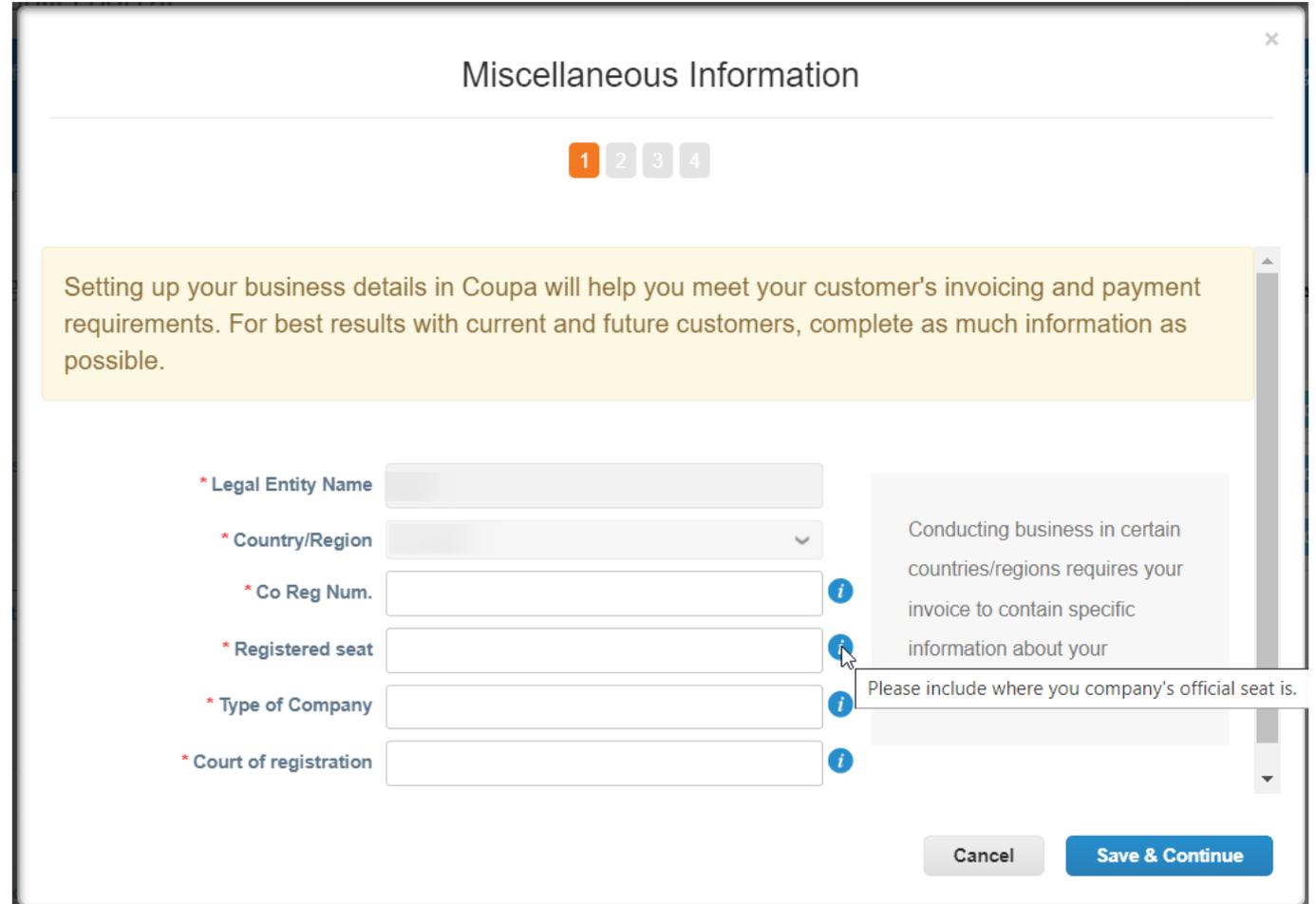
How to add your address (legal entity) and banking details (remit to data)

Miscellaneous Information
In this area, please fill out the company registration details.

The small information icons (*i*) will provide more information about the requested item

After completing, select **Save & Continue**

How to add your address (legal entity) and banking details (remit to data)

Tell your customers about your organization

- Check IQVIA as your customer

- Fill out your company address

- Select ☑ **Use this address for Remit-To** if you want to receive payments via check to your address (mostly used in USA)

- Uncheck the ☑ **Use this for Ship From address** if you ship your goods from a different location (a warehouse in different city / country)

- If you are VAT registered, select the registration country a fill out your VAT ID

- Check the ☐ **I don't have a VAT/GST Number** if you don't have a VAT ID.

How to add your address (legal entity) and banking details (remit to data)

What is your Tax ID

- If you don't have a **VAT ID** the system will require your **Local Tax ID** (not applicable in all countries). **If you don't have Local Tax ID add NONE or Not Applicable or N/A to this field**

- In Miscellaneous you can name this legal entity in case you will have multiple for easier selection in the invoice form. If you have only one legal entity, you can leave this field blank.

- Select your preferred language

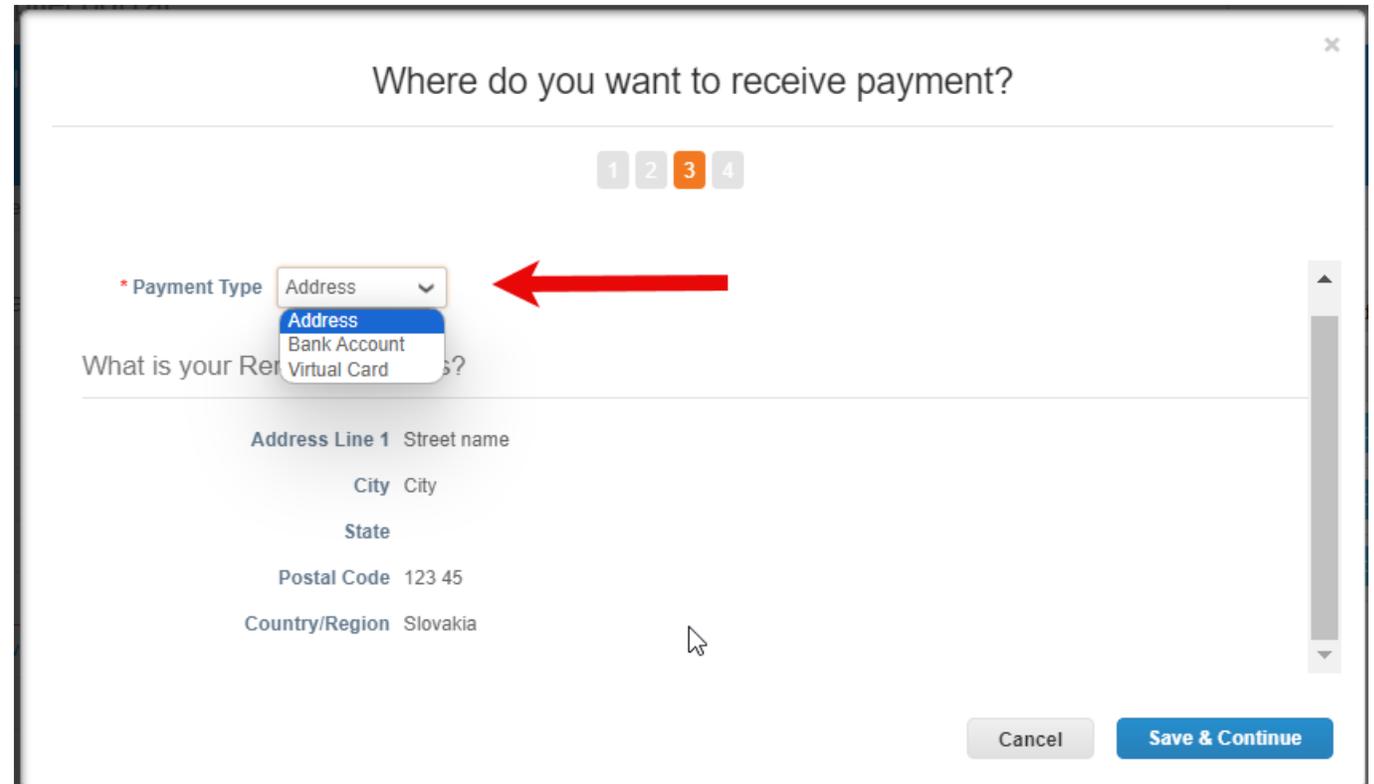- Select [Save & Continue]

How to add your address (legal entity) and banking details (remit to data)

Where do you want to receive payment ?

- In **Payment Type** select:
  - **Address** if you wish to receive payments via check (mostly used in USA)
  - **Bank Account** if you wish to receive payments via bank transfer

- Select [**Save & Continue**]

How to add your address (legal entity) and banking details (remit to data)

- If you selected **Bank Account**, fill out your bank account number and SWIFT/BIC code

- Either you can add your bank account number in your local format or the international IBAN format

- In both cases you must confirm the number again in the field below.

- Bank Account region and currency should be populated automatically based on your location – please doublecheck

- Bank name, Branch code, type and supporting documents are not mandatory

- Select **Save & Continue**

How to add your address (legal entity) and banking details (remit to data)

- Doublecheck and if all data is correct select [Next]

- NOTE: the bank account number in this page and on your legal entity page will show the last 4 digits for better visibility in case you have multiple

Where do you want to receive payment?

1 2 **3** 4

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

Remit-To Account	Remit-To Address	Status	
Bank Account ****************3003 ****************SK6X	Street name City 123 45	Active	Manage

Deactivate Legal Entity   Cancel   Next

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How to add your address (legal entity) and banking details (remit to data)

- Doublecheck and if all data is correct select **Done**
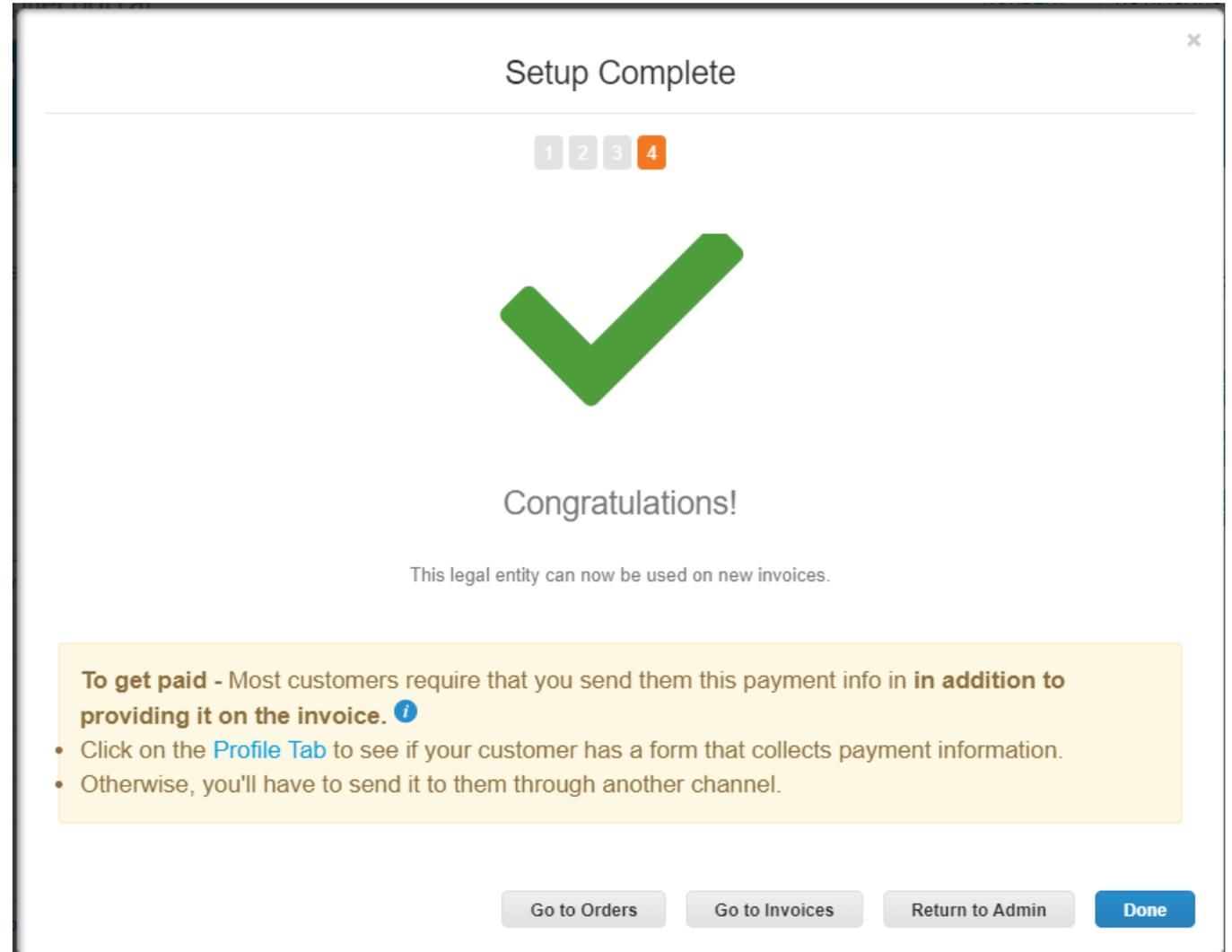
How to add your address (legal entity) and banking details (remit to data)

Setup Complete

- Select **Done**

Please note: The payment information you provided during the initial setup of your supplier account has already been received. There is no need to resubmit this information, as it will be displayed on your first online invoice. Our Accounts Payable team will verify it against the data in our records. If the information matches, your invoices for this legal entity will be processed automatically.

How to add your address (legal entity) and banking details (remit to data)

- Your legal entity will now appear in your SETUP tab.

Please Note: You can longer make changes to this legal entity. If the data changes, use the [Actions ⌄] function to deactivate it and create a new legal entity based on the updated information.

Your legal entity remit to setup is now complete.