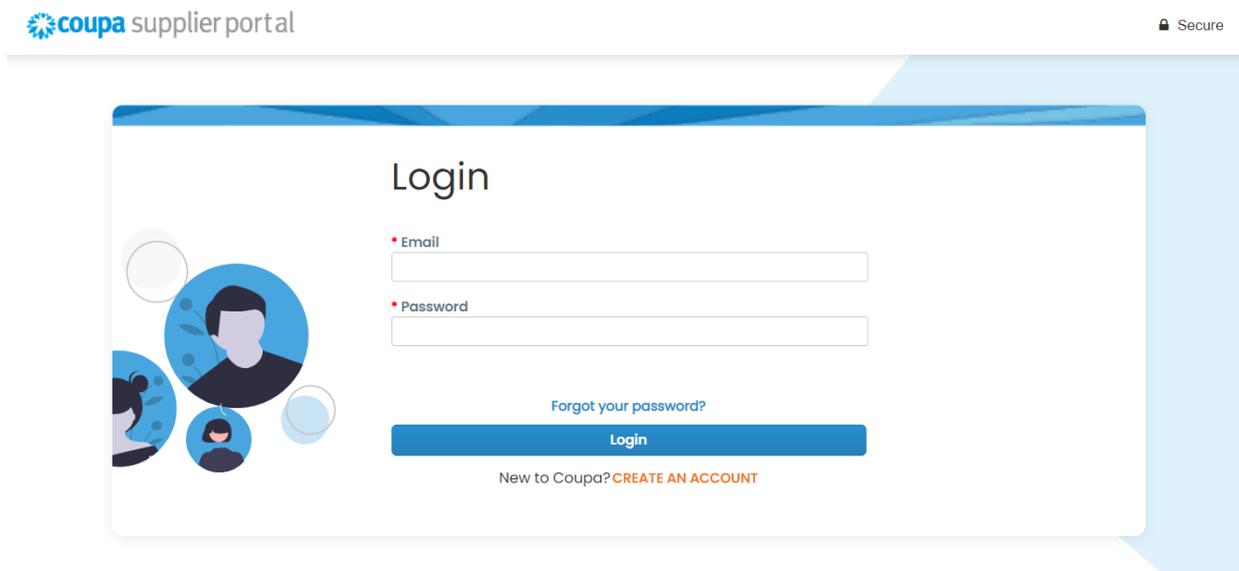# SETUP LEGAL ENTITIES

How To Guide

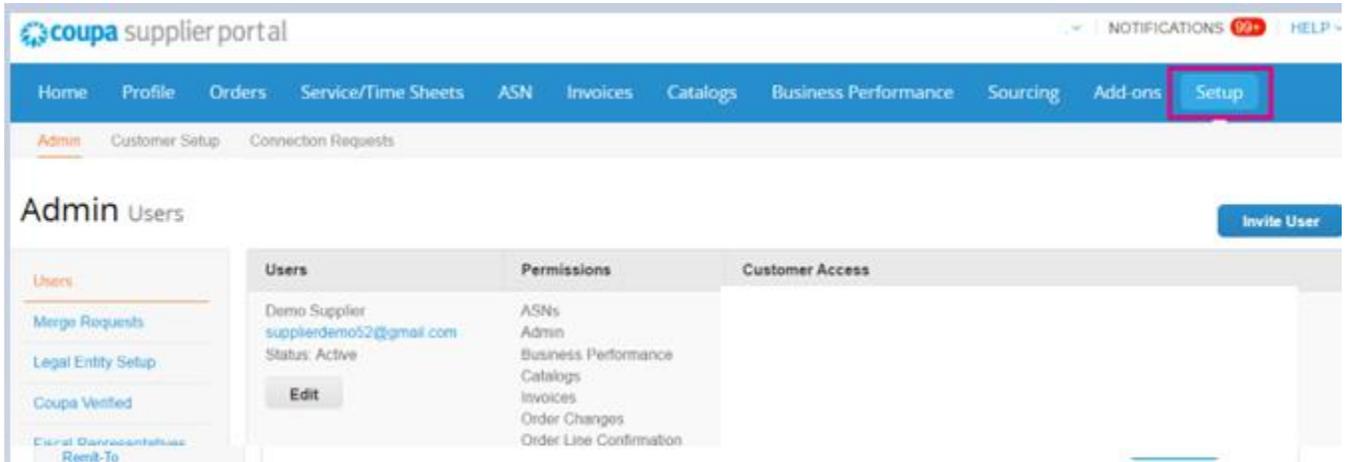# How to Setup Legal Entities in the Coupa Supplier Portal

Completing your main profile keeps all your business information in one location and allows you to choose the information you would like to share with each customer. The next section will provide guidance on how to make these changes in your **Organon profile**.

As of May 2023, you will be required to use two-factor authentication to view or make changes to the legal entity, remit-to and bank account information in the Coupa Supplier Portal.
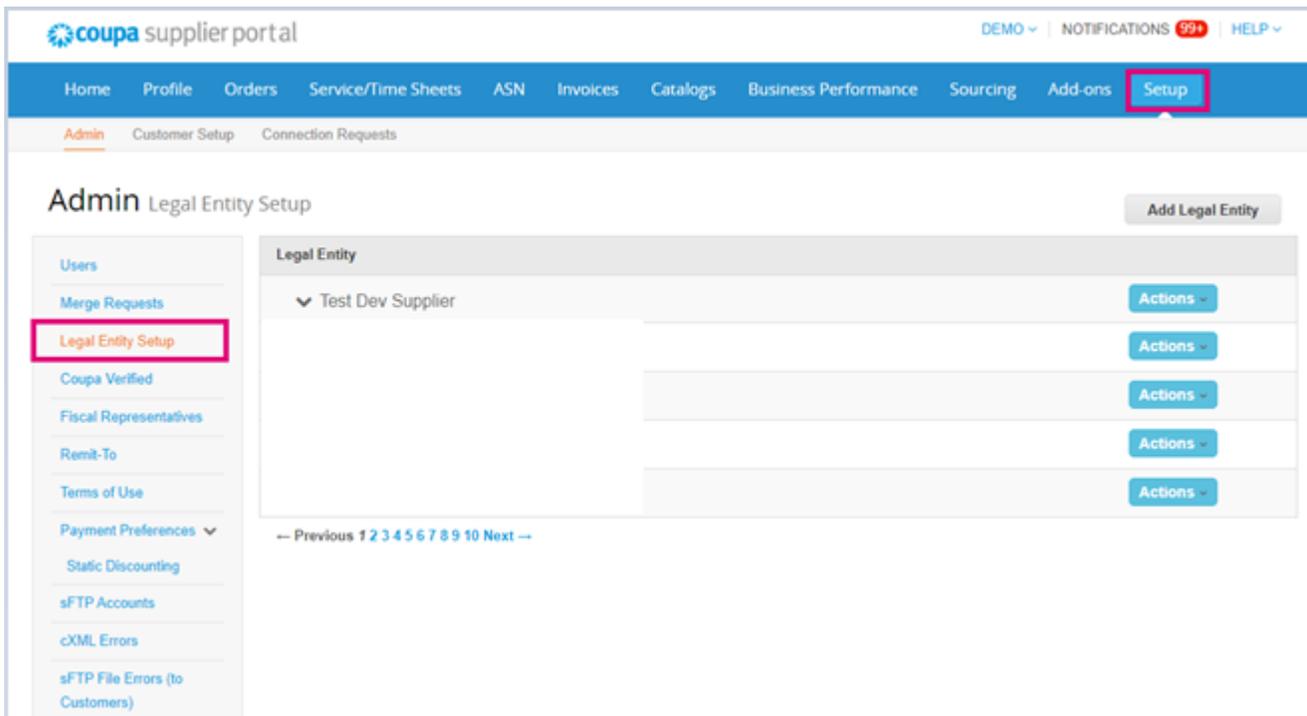
1. Log in to the Coupa Supplier Portal with **Email** and **Password**
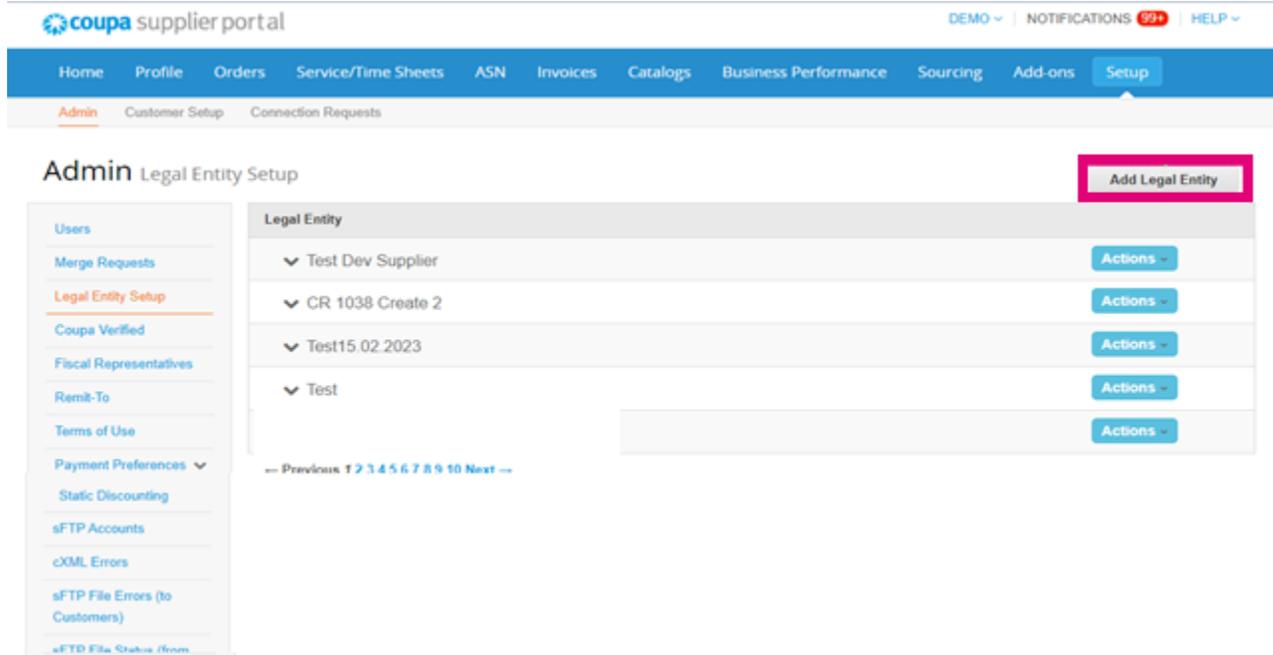

2. Click on the **Setup** button

3. Choose **Legal Entity Setup**.

4. Click on **Add Legal Entity**

5. Enter the official name of your business that is registered with the local government, select the country/region where it is located and click **Continue**.

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name [   ]

* Country/Region [▾]

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel   Continue

6. Select the customers you would like to see the new legal entity, then click **Save & Continue**

Tell your customers about your organization

1 **2** 3 4

Which customers do you want to see this?

☑ All

☑ Organon TEST - Demo Supplier

☑ organon-dev -

☑ Organon TES

☑ organon-dev -

☑ organon-dev -

☑ organon-dev -

☑ Organon TES

7. Add the address and the Tax ID, then click **Save & Continue**

What address do you invoice from?

* Address Line 1
Address Line 2
* City
State
* Postal Code
Country/Region   Algeria

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. ⓘ

☑ Use this address for Remit-To ⓘ
☑ Use this for Ship From address ⓘ

What is your Tax ID? ⓘ

Country/Region   Algeria
VAT ID
☐ I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice From Code   ⓘ

Nov 1, 2022

New Feature Announcement

Beginning in December 2022, Coupa may validate your business name and Tax ID with the records held by the tax authorities to ensure accuracy of your records held by us, subject to availability of such validation services by the tax authorities. In case of any mismatches, you will be notified and will have an opportunity to make corrections.

Cancel   Save & Continue

8. On the next page, go to **Payment Type** and select from the drop down: **Address, Bank Account** and **Virtual Card**. The Address will pre-populate from the information provided in the previous steps.

Where do you want to receive payment?

1 2 **3** 4

* Payment Type Address ⌄

What is your Remit-To Address?

Address Line 1 test
Address Line 2 test
City test
State test
Postal Code test
Country/Region Belgium

.

a. Option **Address** if you would like a check mailed to you and enter the address.

b. Option **Virtual Card** if you would like to be paid virtually and enter the card information (N/A for Organon)

c. Option **Bank Account** where you must add all the required information

organon.com

Where do you want to receive payment?

1 2 **3** 4

* Payment Type [Address ▾]

Address
Bank Account
Virtual Card

What is your Re[mit-To Address]?

Address Line 1	test
Address Line 2	test
City	test
State	test
Postal Code	test
Country/Region	Belgium

Note: *Hover over the information icon for more details regarding required formatting.*

Note: *Accurate data must be maintained in Coupa and Organon to reduce payment delays.*

Account Number: [ ]

Confirm Account Number: [ ]

ⓘ must be 1-34 characters without spaces (letters and numbers only)

9. Click **Save & Continue**

10. At this stage you can add another Remit-To location (Address and Bank Account), deactivate, or edit a Legal Entity (Manage)

11. Select **Next**

12. <u>Do not click on</u> **Add Ship From**, nor on **Manage**

13. Select **Done.** Now the Legal Entity can be used on the new invoices.

If you want any changes of your **Banking** or **Remit-To information** to reflect on Organon side as well, **contact your Organon representative.**

COUPA can create only one remit to per vendor.