



SETUP LEGAL ENTITIES

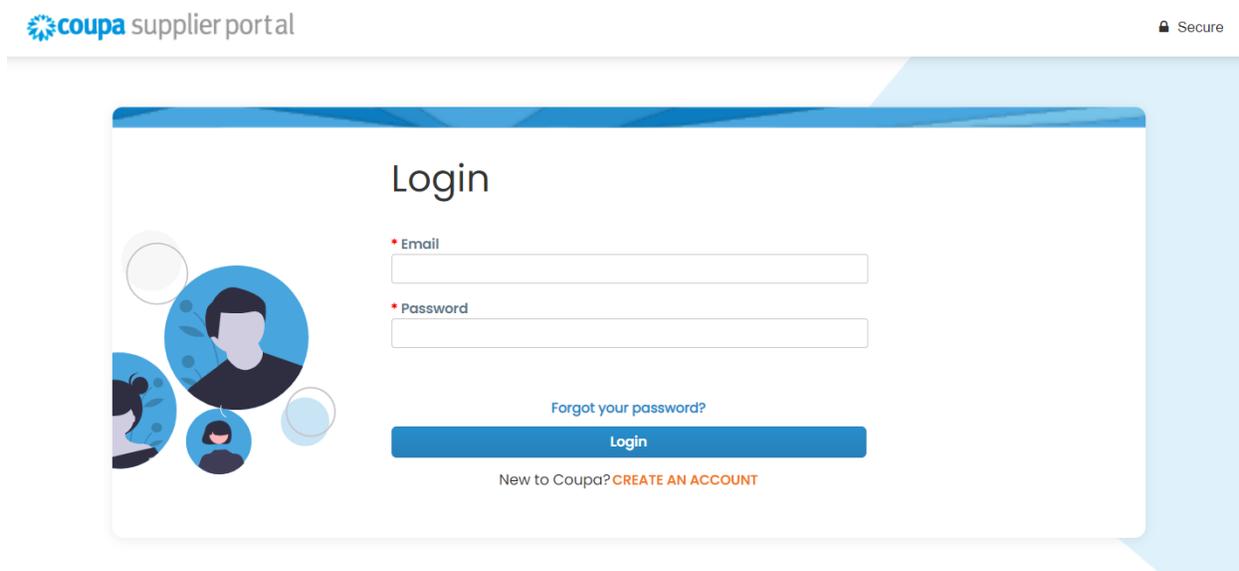
How To Guide

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](#).

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



2. Click on the **Business profile** button

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Legal Entities

[Create](#)  

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
Test Account			Cheque		Organon

3. Choose **Legal Entities**.

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Legal Entities

[Create](#)  

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
Test Account			Cheque		Organon

4. Click on **Create**.

Legal Entities

Create 🔍 🏠 ⋮

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
Test Account			Cheque		Organon

5. Complete all the information required. The fields marked with asterisk (*) are mandatory. Once done, click **Save**.

Create Legal Entity ✕

* Legal Entity Name

* Country/Region

Invoice From Address ^

Please enter the address that you invoice from or the address where you receive posted and in-person payments.

* Country/Region * Address Line 1 Address Line 2 +

* City * State * Postcode

Invoice-From Code i

Ship-From Address ^

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

Same as Invoice-From Address

- After you click Save a pop-up will appear, announcing you that the new Legal entity was set and you will have the possibility to either **Close** the session or **Continue** to add a new Payment Method.

In case you choose **Continue**, please consult our [How to Manage Your Bank Details](#) guide for support.

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.

