SETTING UP YOUR LEGAL ENTITY IN COUPA
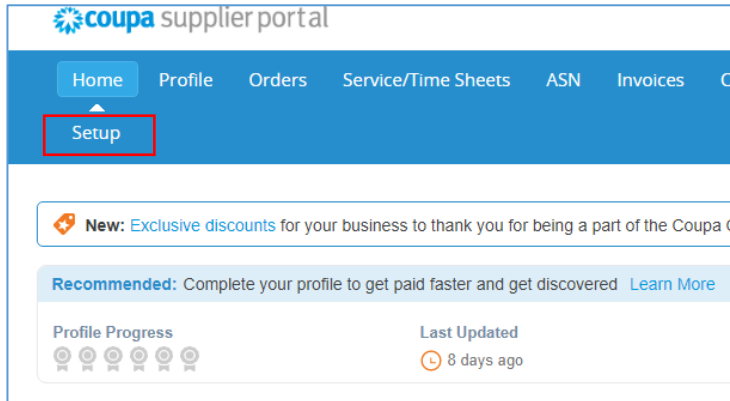
HOW TO SET UP YOUR LEGAL ENTITY TO ENABLE ELECTRONIC INVOICING

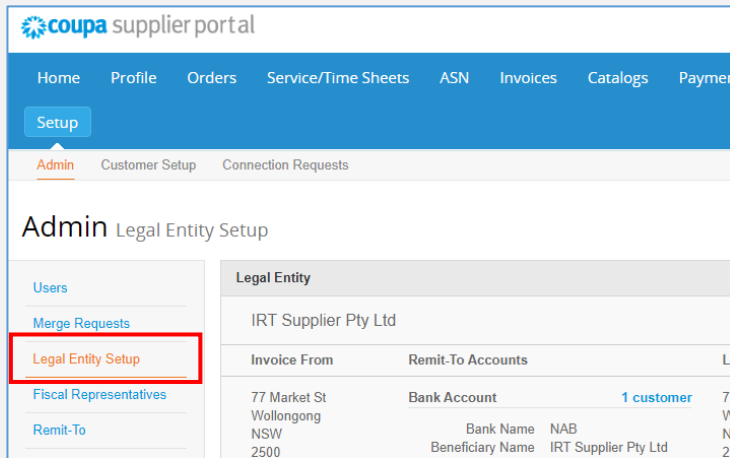(*Increase the zoom to view the screenshots clearly.*)

This guide will step you through how set up your legal entity to enable electronic invoicing via the Coupa Supplier Portal or via a supplier actionable e-mail.
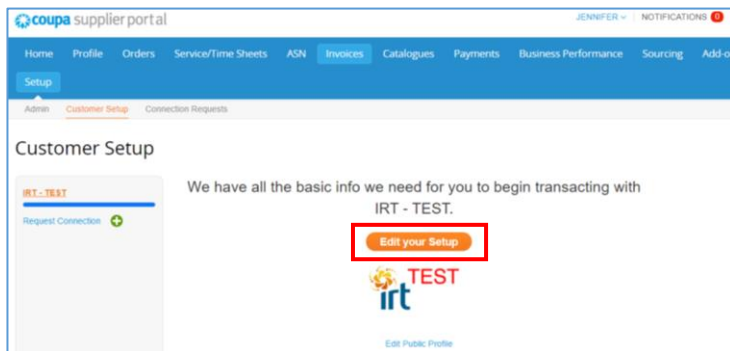

Step 1

Log into your Coupa Supplier Portal.

From the home page click on the set up option
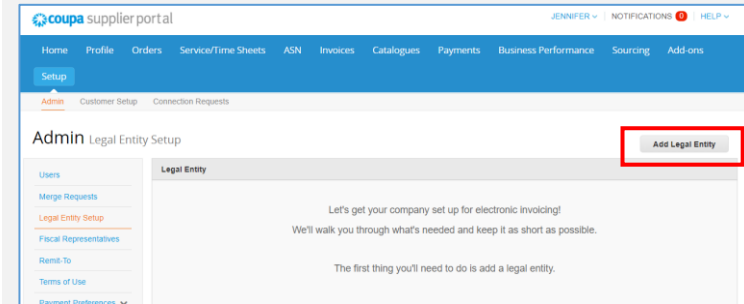

Step 2

Select the Legal Entity Setup option.

Step 3

Select the Edit your setup button.

Step 4

Select the Add Legal Entity button to ensure your company is set up for electronic invoicing.

Note: Completing the following steps ensures that if you participate in electronic invoicing, you are submitting a tax compliant invoice.

Step 5

- Enter your legal entity name.
- Ensure the country/region is updated correctly.

Your legal entity name is as per the [Australian Business Register](#).

Step 6

This screen will not be pre-populated from information IRT has on file. *This screenshot shows the mandatory requirements and default settings.*

- Complete all mandatory requirements on this page as marked with an asterisk.
- You can nominate the visibility level of your profile by leaving the default setting, or by unselecting All, and just selecting IRT.
- Enter your invoicing address.
- Update your ABN number.
- Select the Save & Continue button located at the bottom right hand side of the page.

Step 7

- Because IRT already has your bank account information set up in Coupa, leave the payment type as Address.
- Select the Save & Continue button located at the bottom right hand side of the page.

Step 8

- Select the Next button.

Step 9

- Select the Done button.

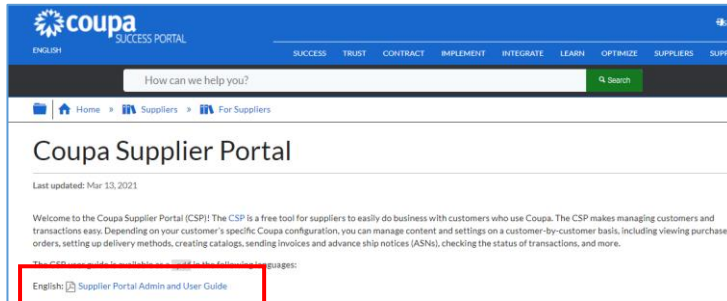
Step 10

- Select the Done button.

This completes the registration process for IRT suppliers.

You are now active to receive communications from IRT, including purchase orders and notifications of expiring or expired compliance documents.

Step 11

Coupa provides an extensive Coupa Supplier Portal (CSP) user guide for suppliers.

The document can be found at the following link - Coupa Supplier Portal Admin and User Guide , along with other information about the CSP