



Creating a Remit To address in the Coupa Supplier Network Portal





- Begin by opening the CSN Portal and logging in.
- Move the mouse to the menu button, represented by 9 square blocks, in the top right of the page to show the menu.

- In the menu click the Admin button.

You are now in your account administration section.



Admin

[Invite User](#)

- [Users](#)
- [Merge Requests](#)
- [Remit To](#)
- [Terms of Use](#)

Users	Permissions	Customer Access
Ryan Riddell coupauat@etelimited.co.uk Edit	ASNs Admin Catalogs Invoices Orders Profiles	European Tyre Enterprise Limited

By default you will be in the Users section.

- Click the “Remit To” button.

Admin

[Add Remit To](#)

- [Users](#)
- [Merge Requests](#)
- [Remit To](#)

Remit-To Address	Banking Information	Customers
No Remit To records.		

You now have the option to add a Remit to an Address.

- Click the “Add Remit To” button.



A popup will appear entitled “Create Remit To Address”.

Create Remit To Address

The remit-to is the address displayed on the legal invoice. Create additional remit-to addresses if you have more than one address.

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online. The Remit To code is for direct integration only

Remit To Name

Remit To Code

Supplier Information *

General

* Country

Tax Country

Address

* Address Line 1

Address Line 2

* City

State

* Postal Code

Banking Information

Remit To Contact

Assign Customers

You are about to create a remit to address to use for invoicing, however it won't be sent to your customer until you include it on an invoice.

- Enter your details into the fields required.
- Note that all fields marked with an asterisk are mandatory.
- Enter a Remit To Name
 - Enter your Country
 - Enter your Type of Company
 - Enter your Address
 - Press the Add button

Admin

	Remit-To Address	Banking Information	Customers
Users	Remit To Location		European
Merge Requests	Default		Tyre
Remit To	23 middlefield		Enterprise
Terms of Use	letchworth		Limited
	United Kingdom		
	sg6 3ee		
	Preferred Language: English (UK)		
	<input type="button" value="Manage"/>		

You will be taken back to the ‘Remit To’ screen where you can now see the Remit To address you just entered.