

## 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.

<b>Coupa</b> suppliers		coupauat@etelimited.co.uk 🏢 🧳 🕢
💄 ETELTESTER		A Merge Accounts
Improve Your Profile	About Industry Website Stablished	If your company has more than one CSN account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? Click here.
About		European Tyre Enterprise Limited
Public Profile https://supplier-test.coupahost.com	n/suppliers/public/8346	

## ➢ In the menu click the Admin button.

🗱 coupa suppliers			coupauat@etelir	nited.co.uk	. ≜ 0
A ETELTESTER		4			
	About ★ Industry ₩ Website ← Established # Employees	If ) try co Nc he	Orders	ASN Catalogs	count, we reduce rs. vith? Click
Improve Your Profile		C	Profile	Admin	
About			My Account	Cog Out	
Public Profile https://supplier-test.coupahost.com/sup	ppliers/public/8346				

You are now in your account administration section.



<b>Coupa</b> suppliers			coupauat@eteirmited.co.uk	
Admin			Invite Use	
	Users	Permissions	Customer Access	
Users	Ryan Riddell	ASNs	European Tyre Enterprise Limited	
Merge Requests	coupauat@etelimited.co.uk	Admin		
Remit To	Edit	Catalogs Invoices		
Terms of Use		Profiles		

## By default you will be in the Users section.

Click the "Remit To" button.

<b>çoupa</b> supp	liers		coupauat@etelimited.co.uk		4
Admin			Add Remit	То	
Users	Remit-To Address	Banking Information	Customers		
	No Remit To records.				
Merge Requests					
Remit To					

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".

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

> 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

💸 coupa supplie	ers		coupauat@	getelimited.co.uk		<b></b>	?
Admin				Add Rem	it To		
	Remit-To Address	Banking Information	Customers				
Users	Remit To Location		European				
Merge Requests	Default		Tyre Enterprise				
Remit To	23 middleneid letchworth		Limited				
Terms of Use	onited kingdom sg6 See Preferred Language: English (UK) Manage						

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