

Supplier Activities

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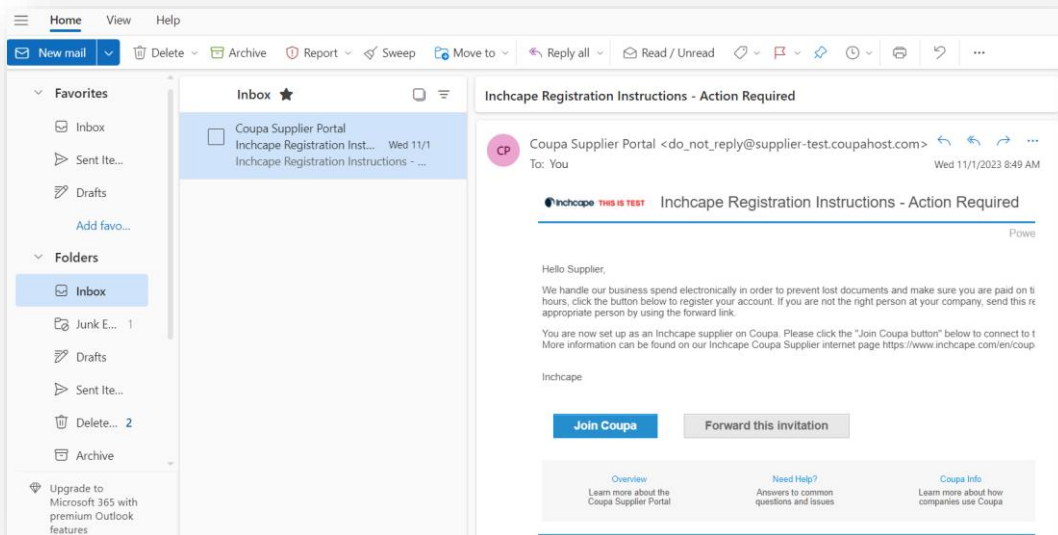
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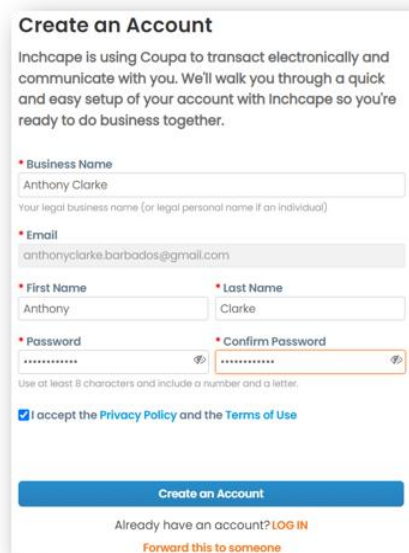
Supplier Activities

Setup CSP Account

1. Open the Registration Email **Inchcape Registration Instruction- Action Required** and access the Coupa link
2. Click on **Join Coupa**



3. Enter your Business details, First Name , Last Name, Password.
4. Tick the box: **Accept the Privacy Policy and Terms of Use**



The 'Create an Account' form contains the following fields and elements:

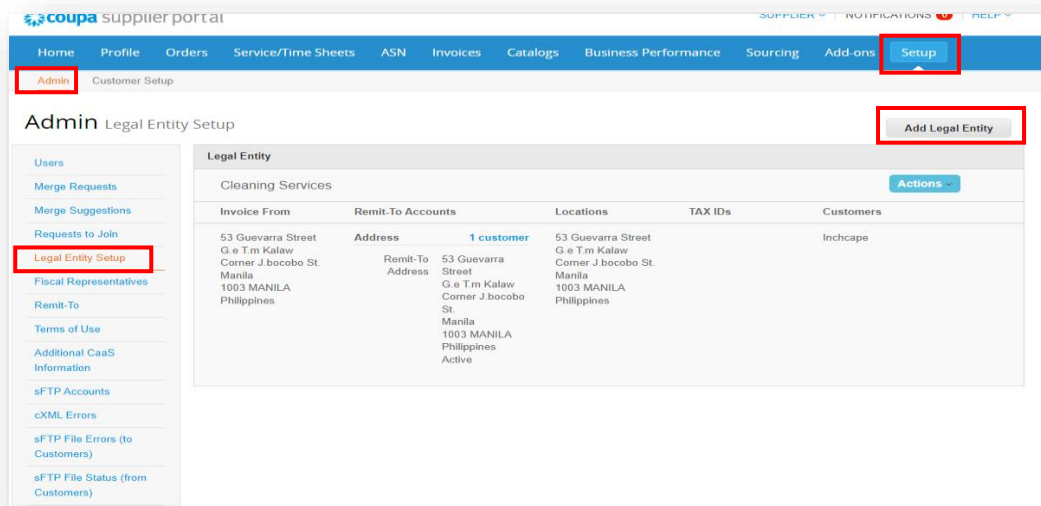
- Business Name:** Text input field with 'Anthony Clarke' entered.
- Email:** Text input field with 'anthonyclarke.barbados@gmail.com' entered.
- First Name:** Text input field with 'Anthony' entered.
- Last Name:** Text input field with 'Clarke' entered.
- Password:** Password input field with masked characters.
- Confirm Password:** Password input field with masked characters.
- Acceptance:** A checked checkbox labeled 'I accept the Privacy Policy and the Terms of Use'.
- Buttons:** A blue 'Create an Account' button and a 'Forward this to someone' link.
- Footer:** A link for 'Already have an account? LOG IN'.

5. Click on **Create the Account**

Supplier Activities

Setting up Legal Entity

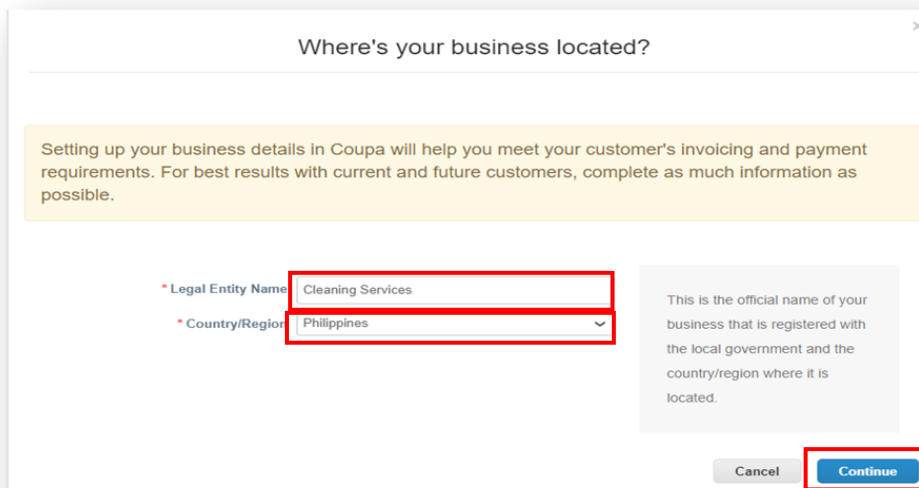
1. Go to the setup tab
2. Select **Admin**
3. Select **Legal Entity Setup**
4. Click **Add Legal Entity**



NOTES

All data used in the Legal Entity pages will pull through into the legal invoices created by Coupa, so the information must be accurate

5. Enter your **Legal Entity Name**
6. Select your **Country**
7. 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.

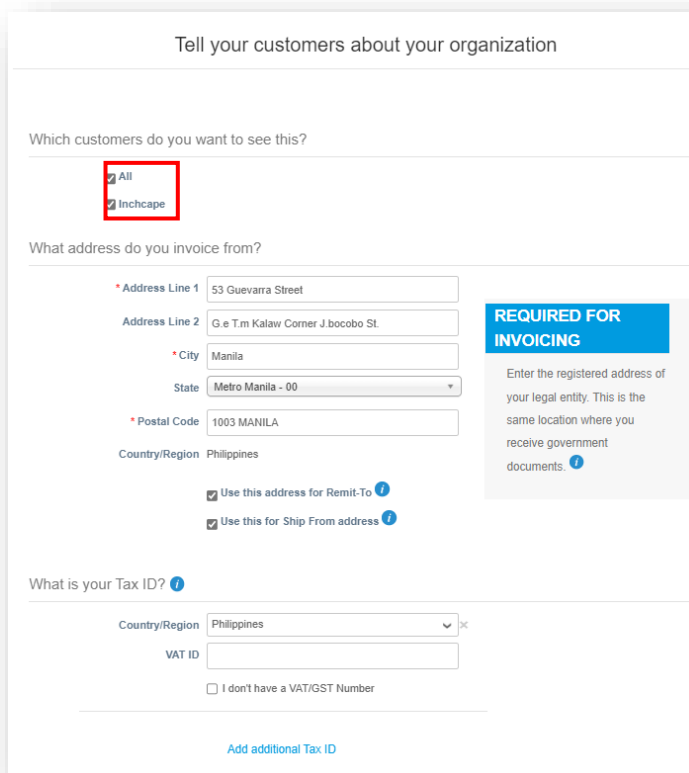
* Legal Entity Name:

* 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.

Supplier Activities

8. Tick **ALL** so you can view all Inchcape entities
9. Enter your registered Office address
10. Tick **Use this address for...** AND **Use this for Ship....** boxes. This will save you from having to enter your address multiple times



Tell your customers about your organization

Which customers do you want to see this?

All
 Inchcape

What address do you invoice from?

* Address Line 1: 53 Guevarra Street
Address Line 2: G.e T.m Kalaw Corner J.bocobo St.
* City: Manila
State: Metro Manila - 00
* Postal Code: 1003 MANILA
Country/Region: Philippines

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

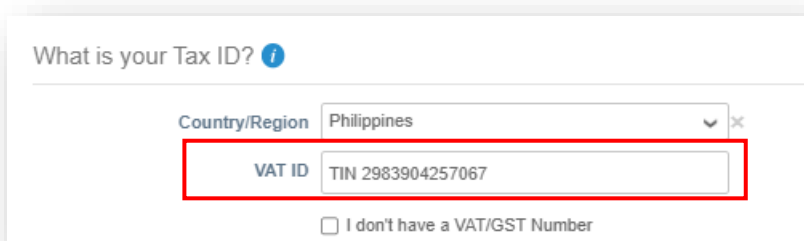
REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region: Philippines
VAT ID:
 I don't have a VAT/GST Number
[Add additional Tax ID](#)

11. VAT registered?

- If your tax is registered, enter your TAX ID here, you need to add your company prefix (e.g., GT for Guatemala. Refer the table in the Appendix section at the end to check the country code for your country) before the number for it to register



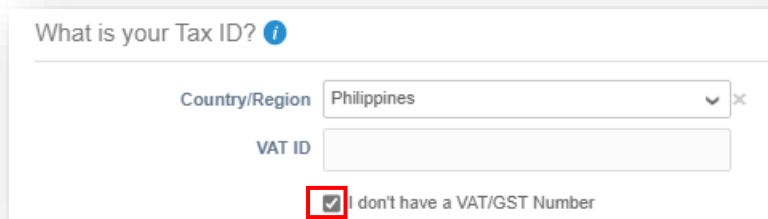
What is your Tax ID?

Country/Region: Philippines
VAT ID: TIN 2983904257067
 I don't have a VAT/GST Number

Supplier Activities

Not VAT registered?

- If tax is not registered, tick the box next to "I don't have a VAT/GST Number". The field that appears below is a required field so enter 000 to move to the next step



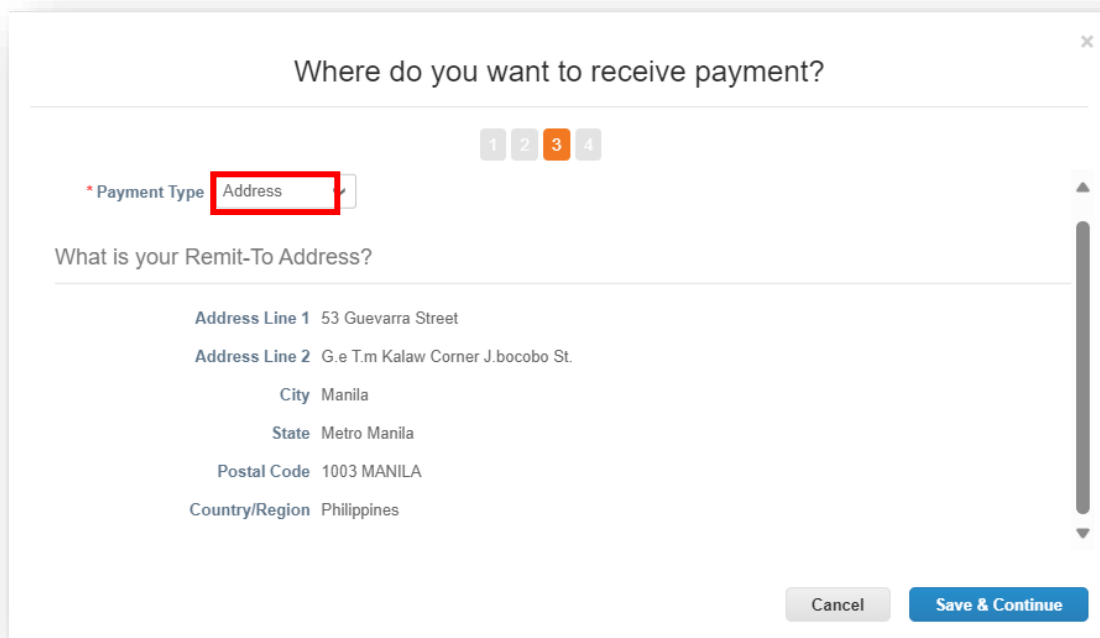
What is your Tax ID? ⓘ

Country/Region Philippines

VAT ID

I don't have a VAT/GST Number

12. Choosing **Address** as the payment type means you do not have to enter any bank details. Remittances will continue to be emailed to you as normal



Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit-To Address?

Address Line 1 53 Guevarra Street

Address Line 2 G.e T.m Kalaw Corner J.bocobo St.

City Manila

State Metro Manila

Postal Code 1003 MANILA

Country/Region Philippines

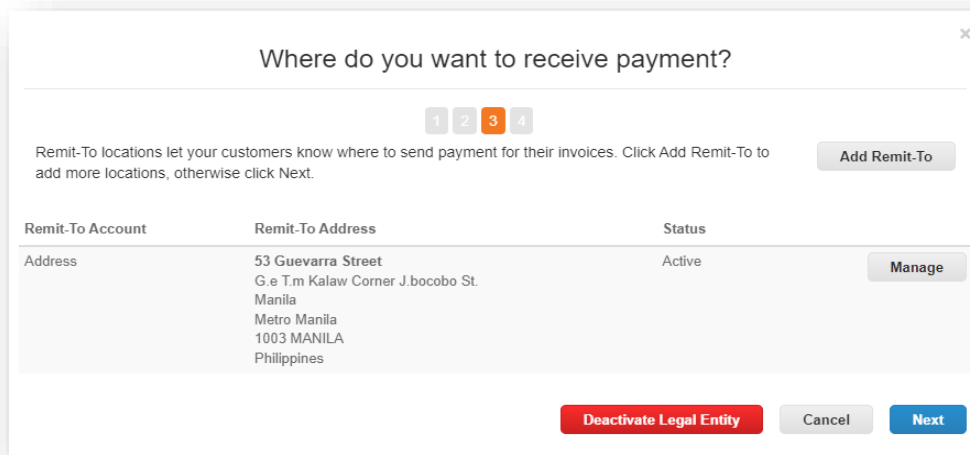
Cancel Save & Continue

NOTES

- **Do not add any bank information.**
- This information is in Inchcape's ERP system and is not in Coupa.
- For any changes to your banking details, please contact your Inchcape Business representative directly

13. Payments will continue to be made via your bank account, Coupa will not change the payment process

Supplier Activities



Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

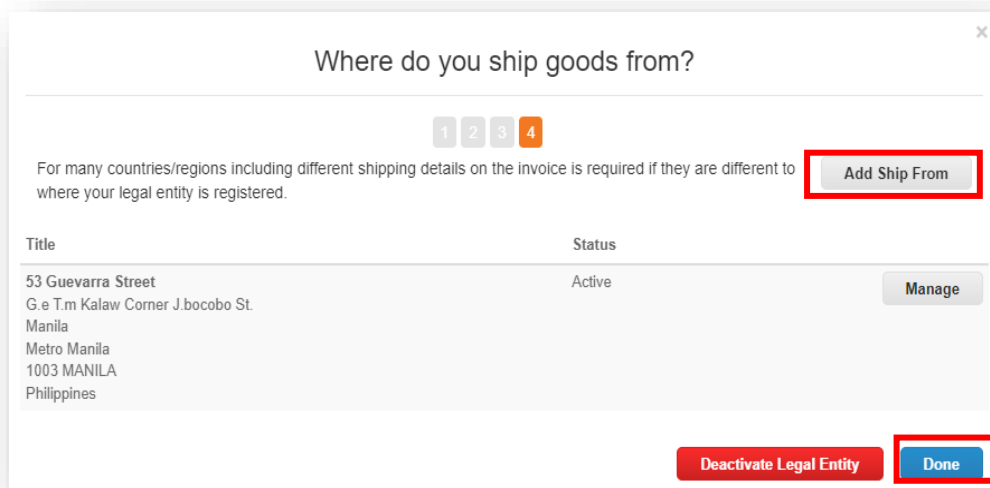
Remit-To Account	Remit-To Address	Status
Address	53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila Metro Manila 1003 MANILA Philippines	Active

Manage

Deactivate Legal Entity Cancel Next

14. If the address where you ship goods from is different from your registered office address, you can add a separate 'Ship From' address

For example, if you are registered in the UK but ship goods from China, this may be required to be stated on the invoice as it may have tax implications



Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

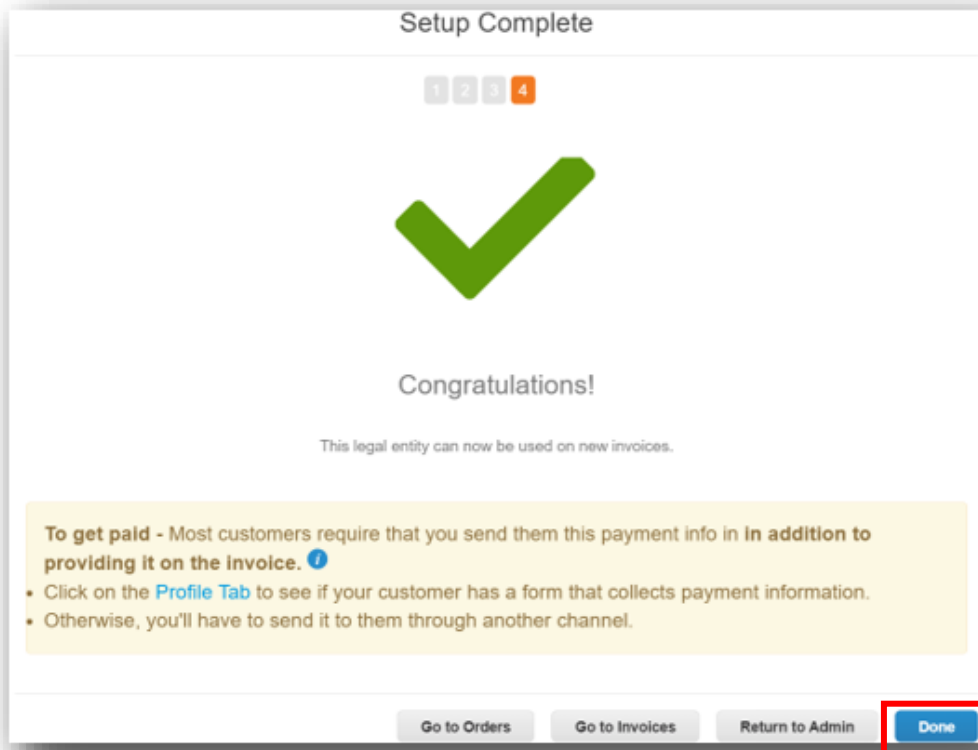
Add Ship From

Title	Status
53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila Metro Manila 1003 MANILA Philippines	Active

Manage

Deactivate Legal Entity Done

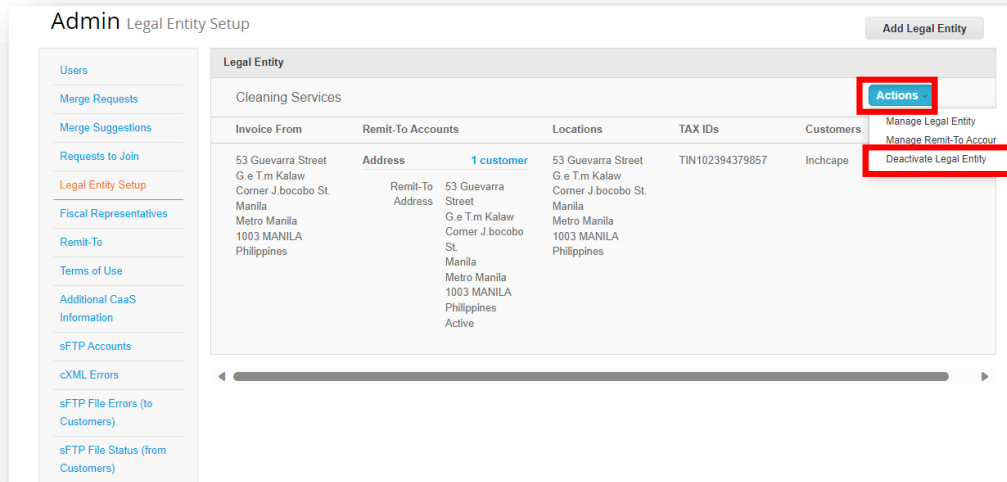
Supplier Activities



Supplier Activities

Modifying Legal Entity

1. The details of your legal entity cannot be edited once saved.



The screenshot shows the 'Admin Legal Entity Setup' interface. On the left is a navigation menu with options like 'Users', 'Merge Requests', 'Legal Entity Setup', etc. The main area displays a table for 'Cleaning Services' with columns: Invoice From, Remit-To Accounts, Locations, TAX IDs, and Customers. A red box highlights the 'Actions' dropdown menu, which is open to show 'Deactivate Legal Entity' as an option.

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers	
53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila Metro Manila 1003 MANILA Philippines	Address Remit-To Address 53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila Metro Manila 1003 MANILA Philippines Active	1 customer 53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila Metro Manila 1003 MANILA Philippines	TIN102394379857	Inchcape	Manage Legal Entity Manage Remit-To Account Deactivate Legal Entity

2. If you have made an error, click **Actions** then **Deactivate Legal Entity** to start again

NOTES

- You can deactivate a legal entity by selecting **Deactivate Legal Entity** from the Actions drop-down. Relevant for mistakes
- You cannot edit information once saved – to correct a mistake, deactivate and set up the correct legal entity

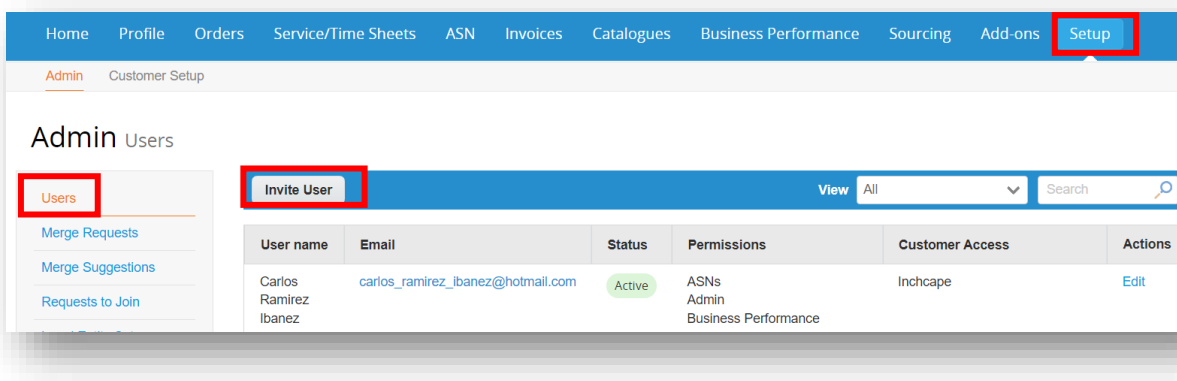
All data used in the Legal Entity pages will be included in invoices created in Coupa.

Supplier Activities

Add Additional Users to the CSP

Inchcape is only able to set up one user on your portal. This person is defaulted as the CSP admin for your company.

1. To add additional users, click on the Setup tab, then click Users

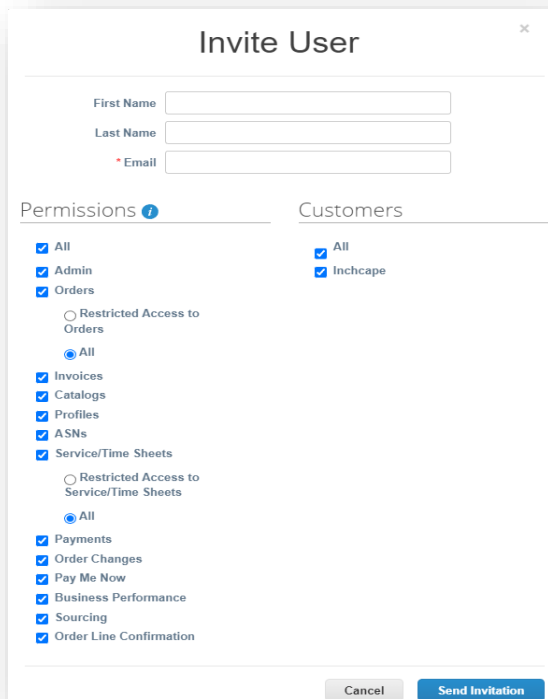


User name	Email	Status	Permissions	Customer Access	Actions
Carlos Ramirez Ibanez	carlos_ramirez_ibanez@hotmail.com	Active	ASNs Admin Business Performance	Inchcape	Edit

NOTES

- We recommend providing full admin access to at least one additional person from your company
- Only users with admin access can add / remove legal entities

1. Enter **First Name**, **Last Name** and **Email**



2. Select the relevant user **Permissions**. Click **Send Invitation**

- The person you have added as a user will receive an invitation to join your company portal
- Additional users are not required to provide any company information or set up a legal entity. They are added to your company's Coupa portal which is already setup.

Supplier Activities

Customers Not Visible in CSP

If you cannot see any customers in your portal

1. Go to the **Setup** tab
2. Select **Admin**
3. Select **Legal Entity Setup**
4. Click **Actions** and select **Manage Legal Entity**

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup' (highlighted with a red box). Below this, the 'Admin' tab is selected in the sub-navigation bar. The main content area is titled 'Admin Legal Entity Setup' and features a table of legal entities. The table has columns for 'Invoice From', 'Remit-To Accounts', 'Locations', 'TAX IDs', and 'Customer'. A red box highlights the 'Actions' menu, which is open, showing options like 'Manage Legal Entity' (highlighted with a red box), 'Manage Remit-to Account', and 'Deactivate Legal Entity'. The 'Legal Entity Setup' link in the left sidebar is also highlighted with a red box.

NOTES

- Under actions, you can **'Manage'** which allows you to open the legal entity details to other Coupa customers or to add Remit and Ship from addresses
- Please ensure you set up your legal entity correctly. It is extremely important the information is correct, as it will be visible on all Coupa-generated invoices

The screenshot shows a 'Miscellaneous Information' form. It includes a yellow informational box at the top with the text: '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.' Below this, there are two fields: 'Legal Entity Name' with the value 'Cleaning Services' and 'Country/Region' with a dropdown menu showing 'Philippines'. To the right of these fields is a grey box with the text: 'Conducting business in certain countries/regions requires your invoice to contain specific information about your company.' At the bottom of the form are three buttons: 'Deactivate Legal Entity' (red), 'Cancel' (grey), and 'Save & Continue' (blue).

5. Click **Save & Continue**

Supplier Activities

6. Make sure **All** is ticked then scroll to the bottom of the page and click **Continue**

Tell your customers about your organization

Which customers do you want to see this?

All

Inchcape

What address do you invoice from?

Address Line 1 53 Guevarra Street

Address Line 2 G.e T.m Kalaw Corner J.bocobo St.

City Manila

State

Postal Code 1003 MANILA

Country/Region Philippines

Use this address for Remit-To

Use this for Ship From address

REQUIRED FOR INVOICING

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

What is your Tax ID?

Tax Country/Region Philippines

VAT ID

I don't have a VAT/GST Number

Miscellaneous

Remit-To Code

Preferred Language

Deactivate Legal Entity Cancel **Continue**

Supplier Activities

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Address	53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila 1003 MANILA Philippines	Active

Deactivate Legal Entity Cancel **Next** Manage

7. Continue to click **Next** on each screen until all pages are completed

8. You should now see customers connected to your legal entity

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

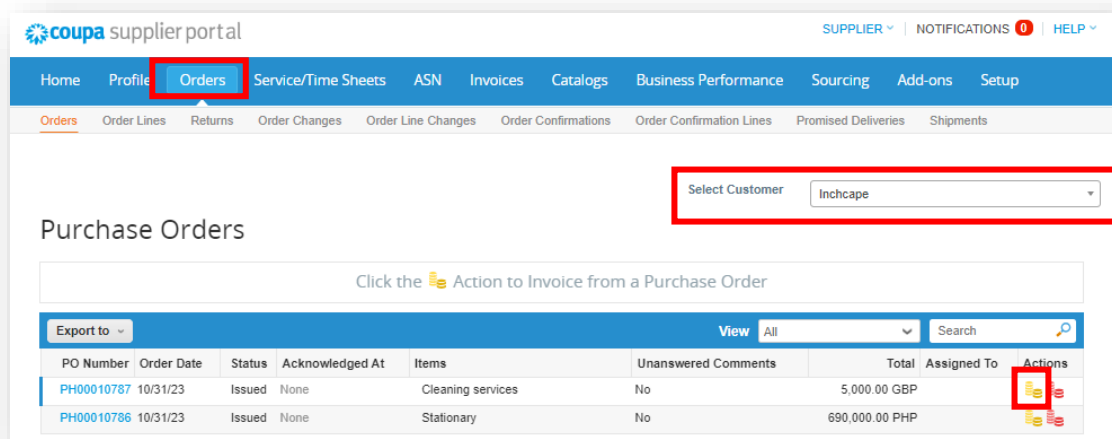
Title	Status
53 Guevarra Street G.e T.m Kalaw Corner J.bocobo St. Manila 1003 MANILA Philippines	Active

Deactivate Legal Entity Done Manage

Supplier Activities

Create an Invoice from the Purchase Order

1. From the homepage, open the **Orders** tab.
2. Select Inchcape on the **Select Customer** dropdown menu.



The screenshot shows the Coupa Supplier Portal interface. The 'Orders' tab is selected in the top navigation bar. Below it, the 'Select Customer' dropdown menu is set to 'Inchcape'. The main content area displays a table of Purchase Orders. The table has columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. Two rows are visible: one for 'Cleaning services' and one for 'Stationary'. The 'Actions' column for the 'Stationary' row contains a Gold Coins icon.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PH00010787	10/31/23	Issued	None	Cleaning services	No	5,000.00 GBP		
PH00010786	10/31/23	Issued	None	Stationary	No	690,000.00 PHP		

3. Locate the relevant PO and click the **Gold Coins** icon.
4. Complete the relevant fields.
5. Click on the **“Line Level Taxation”** checkbox.

NOTES
The invoice date must be the same as the tax date on the invoice. Do not leave it as submission date as it will cause delays to your payments

Supplier Activities

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Smoke Detector	10	Each	25,000.00	250,000.00 ✕

PO Line: PH00010887-1 Service/Time Sheet Line: None Contract: Supplier Part Number:

Tax Code Default: None Billing: A-2621721026--814000

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	15	37,500.00	<input type="text"/>

Type	Description	Qty	UOM	Price	
	Fire Alarm	10	Each	30,000.00	300,000.00 ✕

PO Line: PH00010887-2 Service/Time Sheet Line: None Contract: Supplier Part Number:

Tax Code Default: None Billing: A-2621721026--814000

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	0	0.00	<input type="text"/>

6. Manually complete the **Tax Rate** on the corresponding field. Do **not** enter or modify any other field under “**Taxes**” section, or else the Portal won't allow for the Invoice to be submitted.
7. Click **Calculate** to work out the VAT element of the invoice
8. Click **Submit**

Supplier Activities

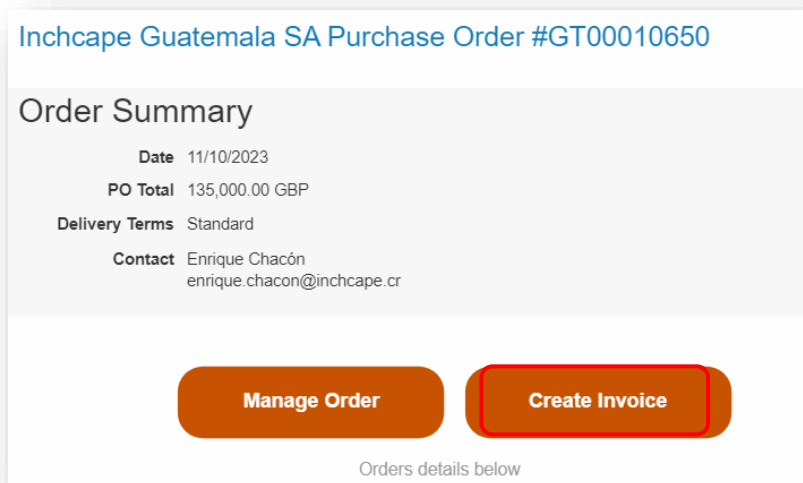
Invoicing using SAN (Supplier Actionable Notifications)

What is SAN?

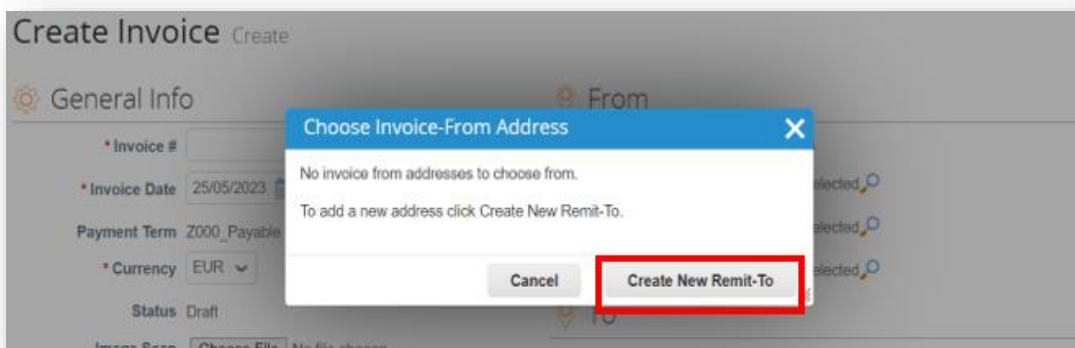
Supplier Actionable Notification (SAN) is one of the e-Invoicing channels that can push Invoices from the suppliers directly into Coupa. Supplier Actionable Notifications (SAN) allows you to act on POs directly from email notifications for POs created in Coupa, giving the option to **create an invoice** or create a CSP account. This is an advantage of working with your customers through the CSP.

How to create an e-invoice using SAN

1. Open your mailbox in which you receive **Purchase Orders** (POs)
2. Open the email and click **Create Invoice**

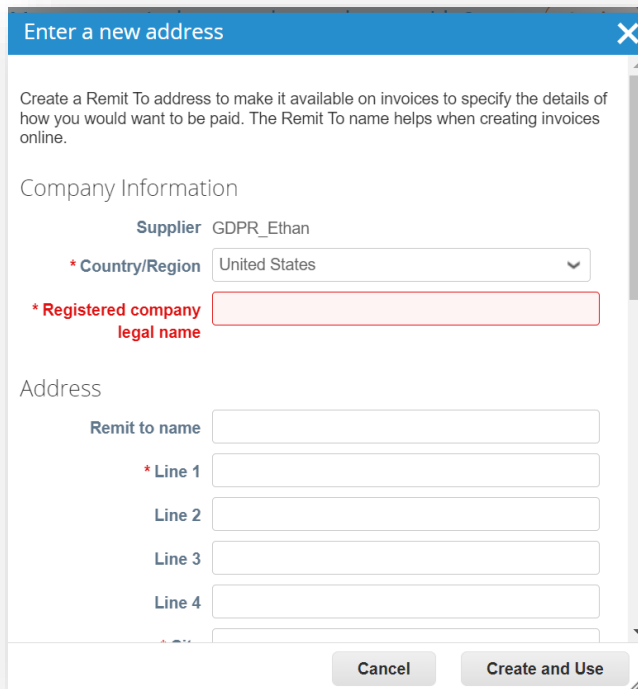


3. Before you can create an Invoice, you must create a new **Remit-to** address



Supplier Activities

4. Fill in the required details



Enter a new address [X]

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.

Company Information

Supplier: GDPR_Ethan

* Country/Region: United States

* Registered company legal name: [Redacted]

Address

Remit to name: [Empty]

* Line 1: [Empty]

Line 2: [Empty]

Line 3: [Empty]

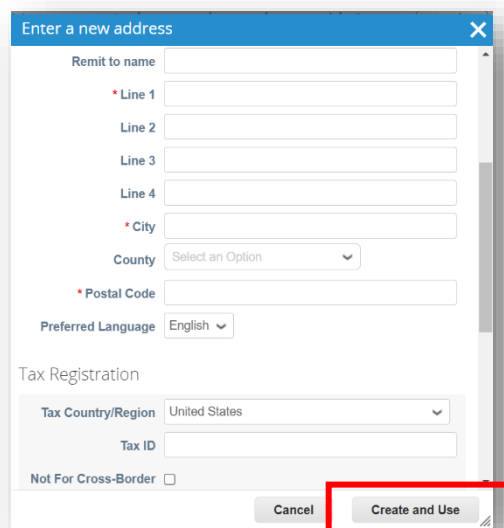
Line 4: [Empty]

[Cancel] [Create and Use]

NOTES

- Choose your Country/Region, Company Name, Company Address
- Fields marked with * are mandatory

5. Once filled, click **Create and Use**



Enter a new address [X]

Remit to name: [Empty]

* Line 1: [Empty]

Line 2: [Empty]

Line 3: [Empty]

Line 4: [Empty]

* City: [Empty]

County: Select an Option

* Postal Code: [Empty]

Preferred Language: English

Tax Registration

Tax Country/Region: United States

Tax ID: [Empty]

Not For Cross-Border:

[Cancel] [Create and Use]

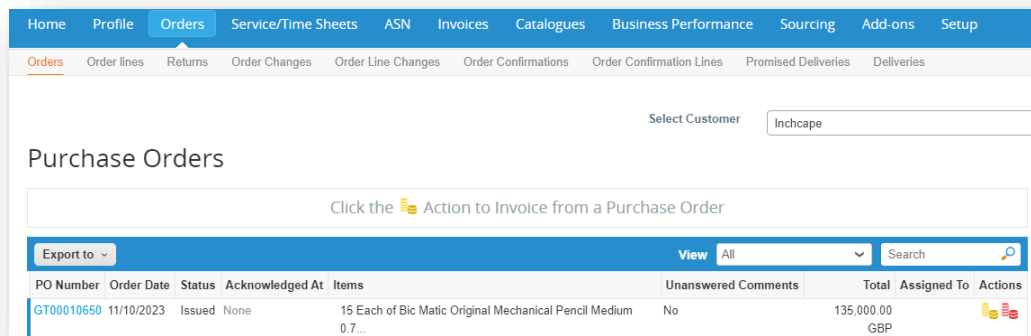
NOTES

- Fill in the City, Postal Code and Tax ID
- Fields marked with * are mandatory

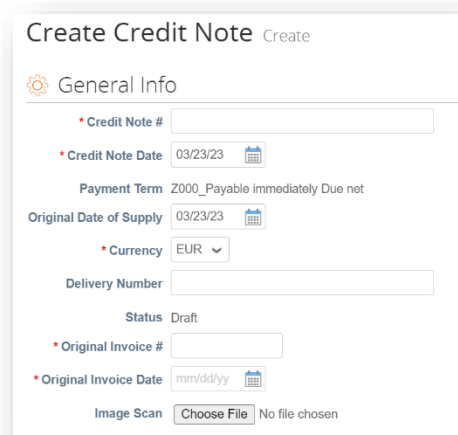
Supplier Activities

Raise Credit Note - Option 1

1. Go to **Orders** tab from Home Page, locate the PO and click on **Red Coins** icon against it



2. Complete the mandatory fields: **Credit Note #**, **Credit Note Date**, **Currency**, **Original Invoice #** and **Original Invoice Date**,

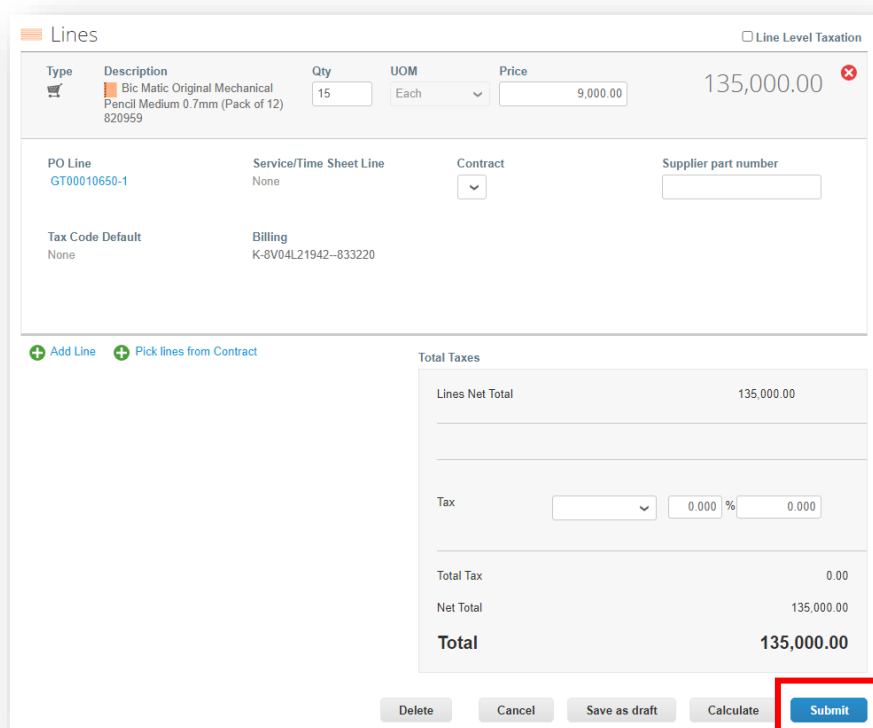


The 'Create Credit Note' form contains the following fields and values:

- Credit Note #**: (Empty text field)
- Credit Note Date**: 03/23/23 (with calendar icon)
- Payment Term**: Z000_Payable immediately Due net
- Original Date of Supply**: 03/23/23 (with calendar icon)
- Currency**: EUR (dropdown menu)
- Delivery Number**: (Empty text field)
- Status**: Draft
- Original Invoice #**: (Empty text field)
- Original Invoice Date**: mm/dd/yy (with calendar icon)
- Image Scan**: Choose File (No file chosen)

Supplier Activities

3. Complete the relevant fields,
4. Click **Calculate** to work out the VAT element of the invoice
5. Click **Submit**



The screenshot displays the 'Lines' section of the COUPA interface. It features a table with columns for Type, Description, Qty, UOM, Price, and a total price of 135,000.00. Below the table, there are fields for PO Line (GT00010650-1), Service/Time Sheet Line (None), Contract, and Supplier part number. A 'Total Taxes' summary box shows a Lines Net Total of 135,000.00, a Total Tax of 0.00, and a Net Total of 135,000.00. At the bottom, there are buttons for Delete, Cancel, Save as draft, Calculate, and Submit. The Submit button is highlighted with a red box.

Type	Description	Qty	UOM	Price	
	Bic Matic Original Mechanical Pencil Medium 0.7mm (Pack of 12) 820959	15	Each	9,000.00	135,000.00

PO Line: GT00010650-1
Service/Time Sheet Line: None
Contract: [Dropdown]
Supplier part number: [Text Box]

Tax Code Default: None
Billing: K-8V04L21942-833220

Total Taxes Summary:

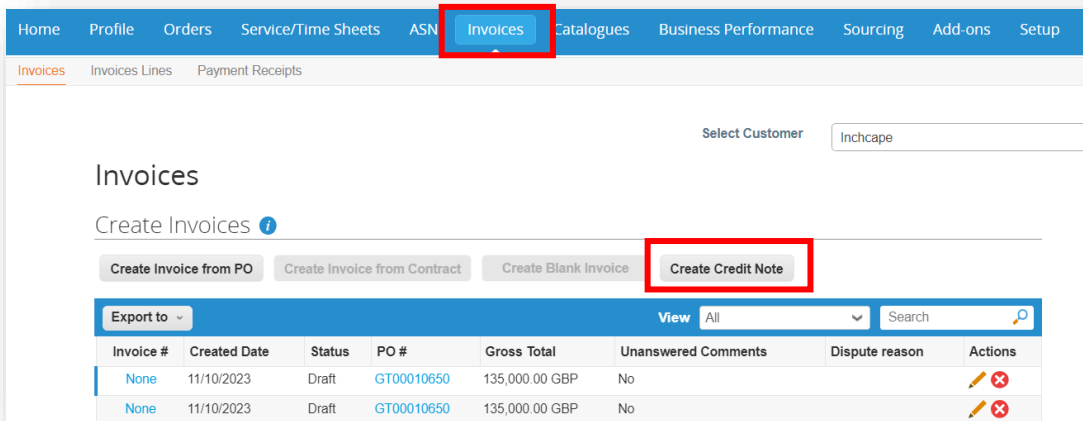
Lines Net Total	135,000.00
Tax	0.000 % 0.000
Total Tax	0.00
Net Total	135,000.00
Total	135,000.00





Buttons: Delete, Cancel, Save as draft, Calculate, **Submit**

Supplier Activities

Raise Credit Note - Option 2

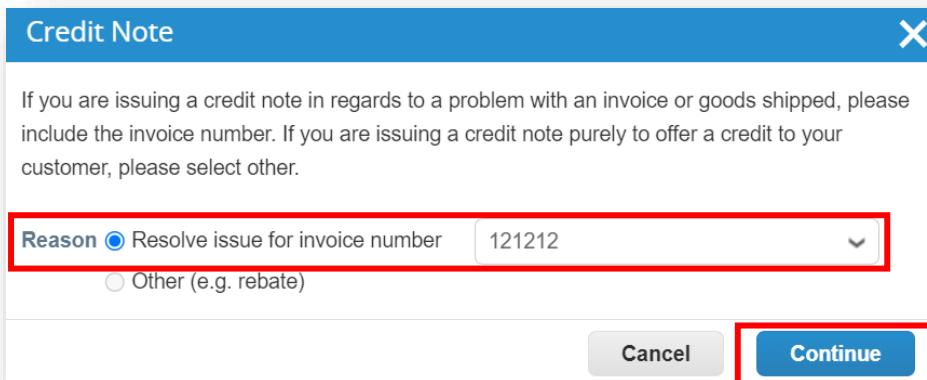
1. Go to **Invoices** tab and click **Create Credit Note**




Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
None	11/10/2023	Draft	GT00010650	135,000.00 GBP	No		 
None	11/10/2023	Draft	GT00010650	135,000.00 GBP	No		 

NOTES
You can only create a credit note for invoices created by you in the CSP

2. Select the Invoice from the drop-down and click **Continue**

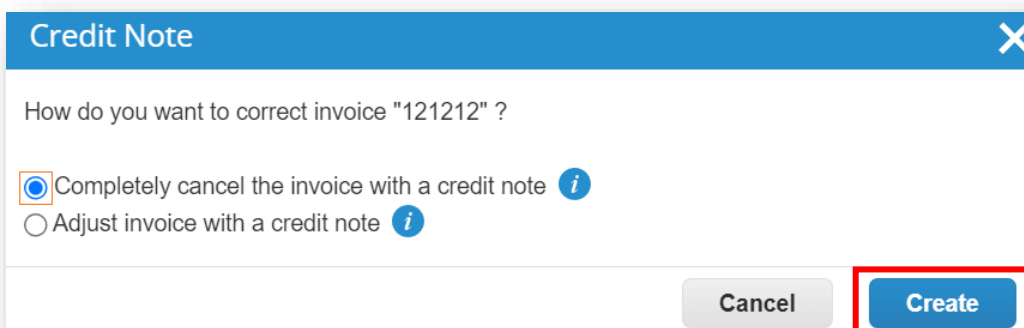


Reason Resolve issue for invoice number 121212 


Other (e.g. rebate)


Continue

3. Choose how you want to correct the Invoice and click **Create**



How do you want to correct invoice "121212" ?

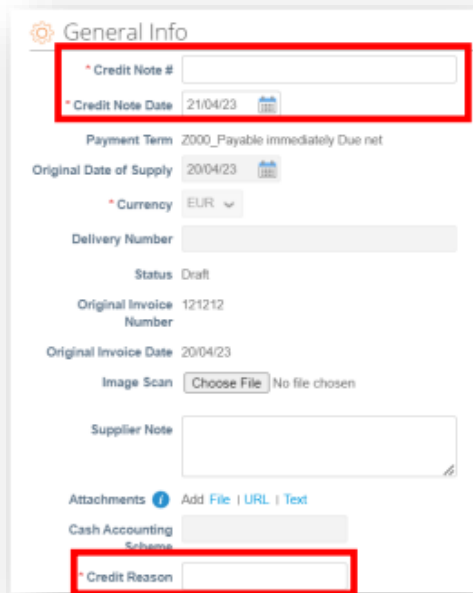
Completely cancel the invoice with a credit note 

Adjust invoice with a credit note 

Create

Supplier Activities

4. Enter **Credit Note #**, **Credit Note Date** and **Credit Reason**



General Info

* Credit Note #

* Credit Note Date 21/04/23

Payment Term 2000_Payable immediately Due net

Original Date of Supply 20/04/23

* Currency EUR

Delivery Number

Status Draft

Original Invoice Number 121212

Original Invoice Date 20/04/23

Image Scan No file chosen

Supplier Note

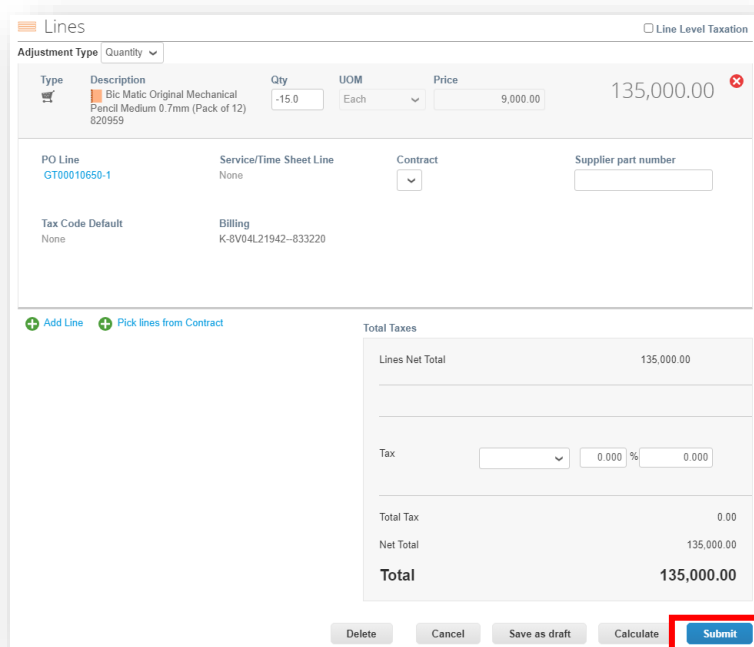
Attachments | |

Cash Accounting Scheme

* Credit Reason

NOTES
You can attach Credit Note copy in **Image Scan** field and attach additional documents in **Attachments** field

5. Click **Submit**



Lines Line Level Taxation

Adjustment Type Quantity

Type	Description	Qty	UOM	Price	
<input type="checkbox"/>	Bic Matic Original Mechanical Pencil Medium 0.7mm (Pack of 12) 820959	-15.0	Each	9,000.00	135,000.00 <input type="button" value="x"/>

PO Line GT00010650-1 Service/Time Sheet Line None Contract Supplier part number

Tax Code Default None Billing K-8V04L21942-833220

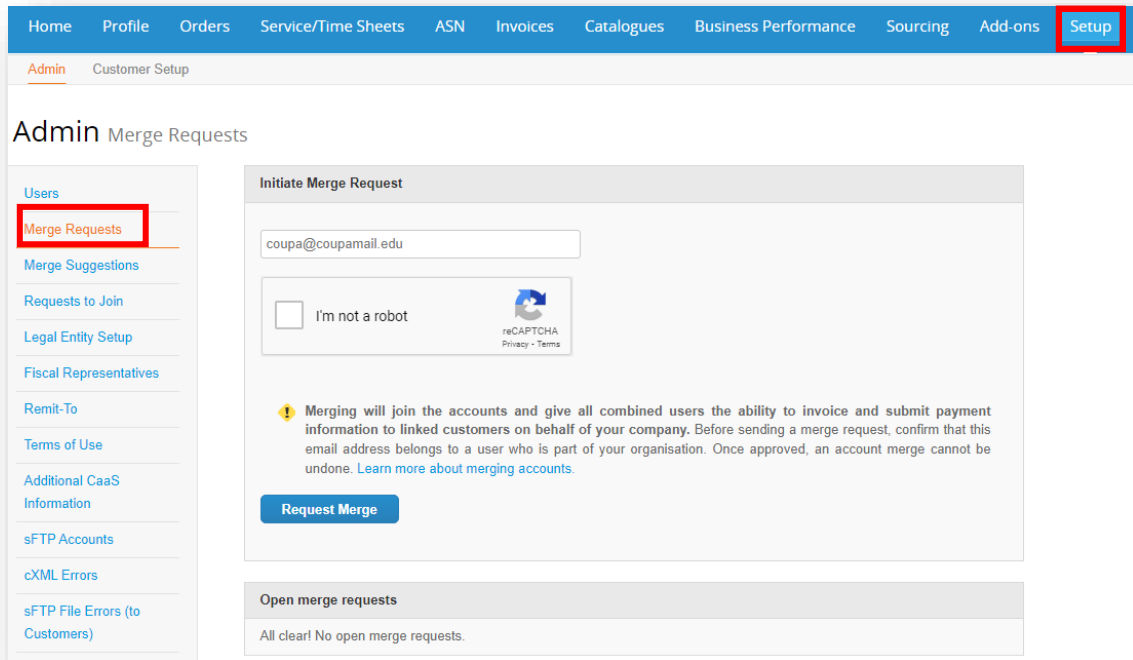
Total Taxes

Lines Net Total	135,000.00
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.000
Total Tax	0.00
Net Total	135,000.00
Total	135,000.00

Supplier Activities

MERGE TWO ACCOUNTS

1. Go to **Setup** tab, under **Admin**, select **Merge Requests**



Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons **Setup**


Admin Customer Setup

Admin Merge Requests

Users

- Merge Requests**
- Merge Suggestions
- Requests to Join
- Legal Entity Setup
- Fiscal Representatives
- Remit-To
- Terms of Use
- Additional CaaS Information
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)

Initiate Merge Request

I'm not a robot 

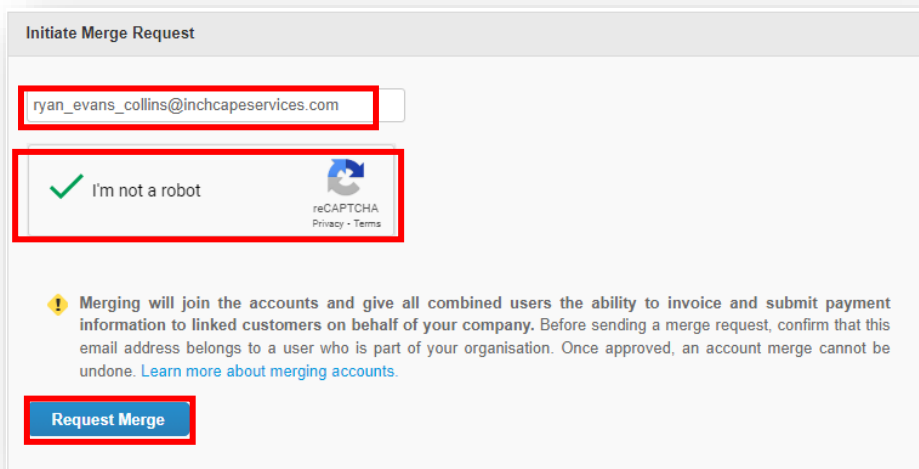
! Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organisation. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

Request Merge


Open merge requests

All clear! No open merge requests.

2. Provide the email ID you would like to merge your account with under the **Email** field.
3. Make sure you go through the ReCaptcha "I'm not a robot" test
4. Select **Request Merge**



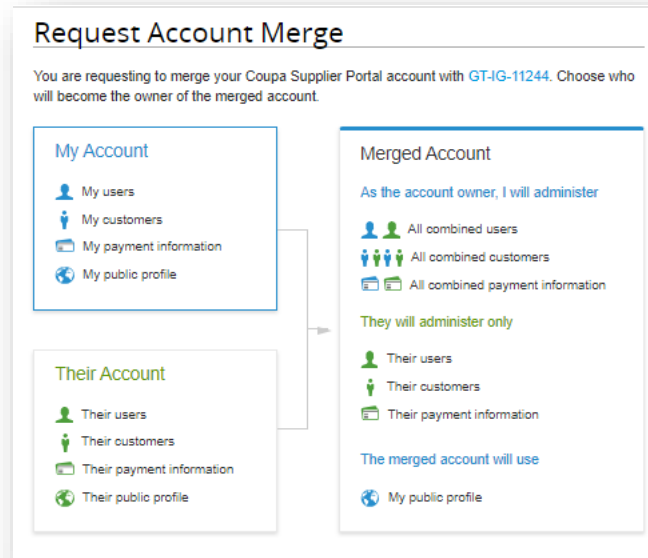
Initiate Merge Request

I'm not a robot 

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Request Merge

Supplier Activities

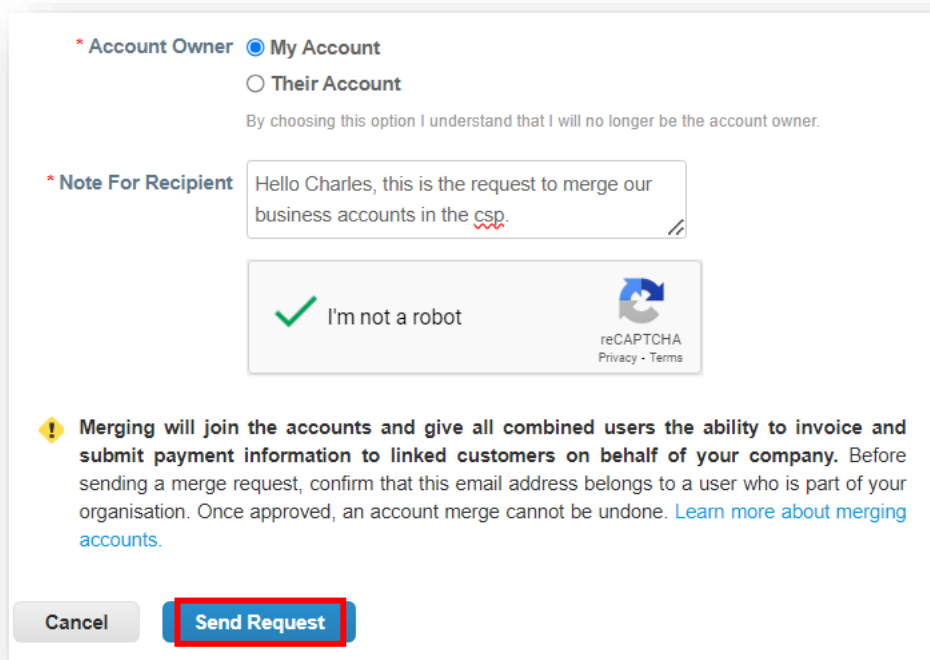


Request Account Merge

You are requesting to merge your Coupa Supplier Portal account with [GT-IG-11244](#). Choose who will become the owner of the merged account.

My Account	Merged Account
<ul style="list-style-type: none">My usersMy customersMy payment informationMy public profile	<p>As the account owner, I will administer</p> <ul style="list-style-type: none">All combined usersAll combined customersAll combined payment information <p>They will administer only</p> <ul style="list-style-type: none">Their usersTheir customersTheir payment information <p>The merged account will use</p> <ul style="list-style-type: none">My public profile

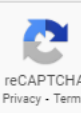
5. You can select the account owner as **your account** or **their account**
6. You can add a **note for recipient** to explain the merging request.
7. Make sure you go through ReCaptcha "I'm not a robot" test
8. Select **Send Request**.



* Account Owner My Account
 Their Account

By choosing this option I understand that I will no longer be the account owner.

* Note For Recipient

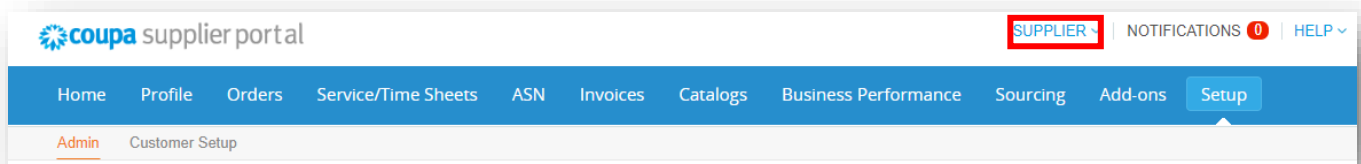
I'm not a robot 

! Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organisation. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)

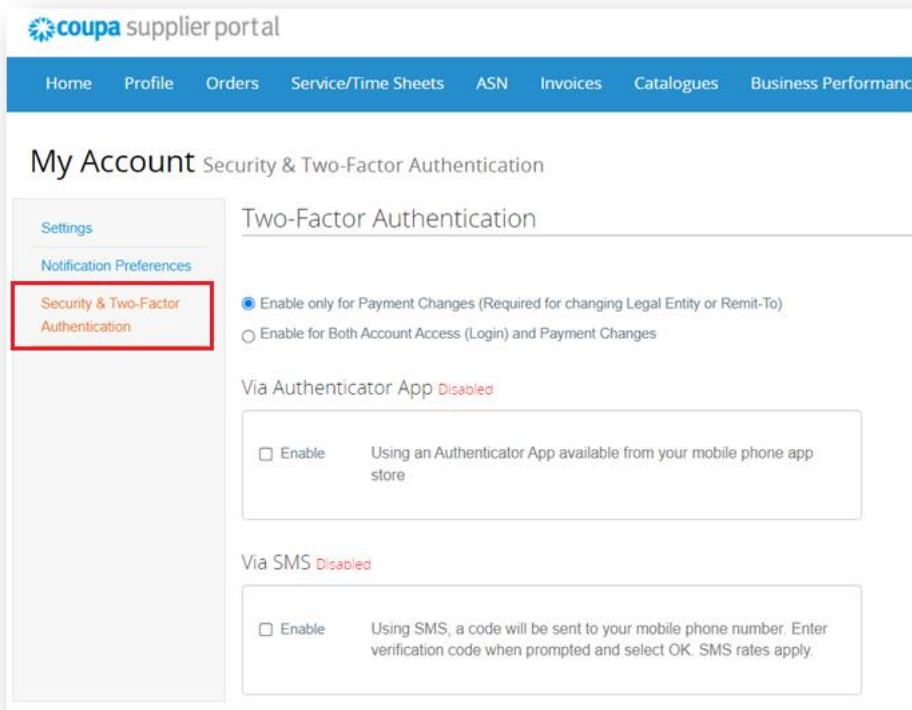
Supplier Activities

ENABLE TWO FACTOR AUTHENTICATOR

1. Under your **username** at the top right bar, select **Account Settings** on the dropdown

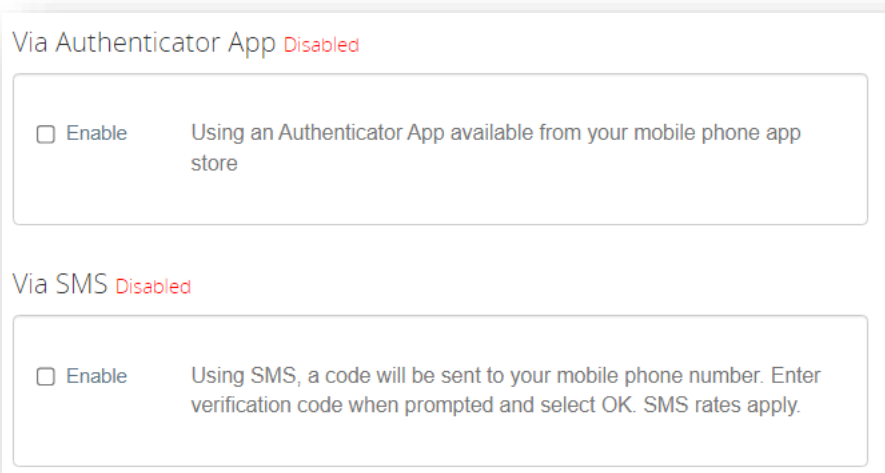


2. Select **Security & Multi Factor Authentication**



Supplier Activities

3. You can select to **Enable only for Payment Changes (Required for changing Legal Entity or Remit-to)** or **Enable for Both Account Access (Login) and Payment Changes**.
4. There are two options in which you can enable two factor authenticator in your account. It can be **Via the Authenticator App** or **Via SMS**.
5. You should select on the **Enable** checkbox the preferred option for the two factor authentication.



Via Authenticator App **Disabled**

Enable Using an Authenticator App available from your mobile phone app store

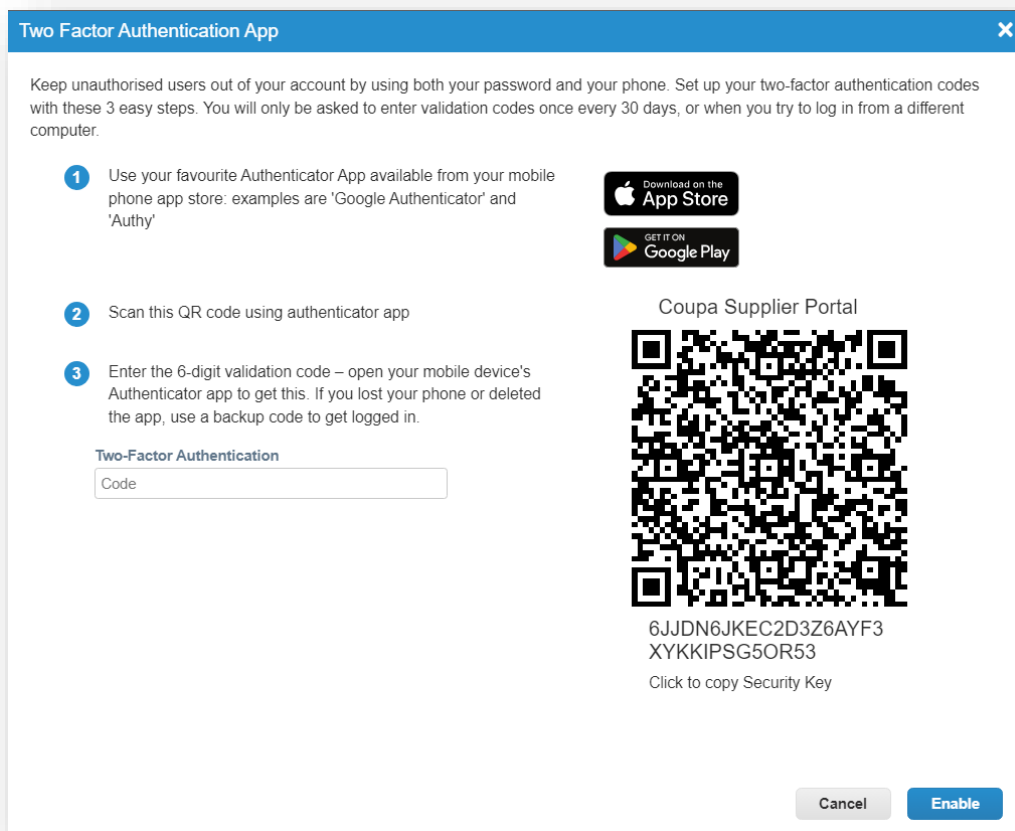
Via SMS **Disabled**

Enable Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.

Supplier Activities

VIA AUTHENTICATOR APP

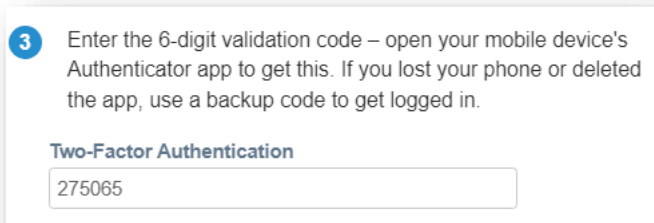
1. If you would like to enable your two factor authentication via **Authenticator App**, once you select on the **Enable** checkbox, you will get a pop-up with a **3-step process** you can follow to proceed with this authentication.
2. As you can see on the pop-up,



- the **first step** would be to download the Authenticator App. Here, you will have a **direct link** to download it both through the App Store and Google Play.
- The **second step** would be to **scan the QR** shown in the pop-up to enable the authentication.
- The **third step** would be to **enter the verification code** that appears in your app to finish the authentication.

Supplier Activities

- Once you provide your code shown in the **Authenticator app**, you can click on **Enable**.



3 Enter the 6-digit validation code – open your mobile device's Authenticator app to get this. If you lost your phone or deleted the app, use a backup code to get logged in.

Two-Factor Authentication

- The authentication Via Authenticator App would be enabled and you will get **backup codes** in case you lose your authentication access.



Save Your Backup Codes X

These codes were generated on October 11, 2023

Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

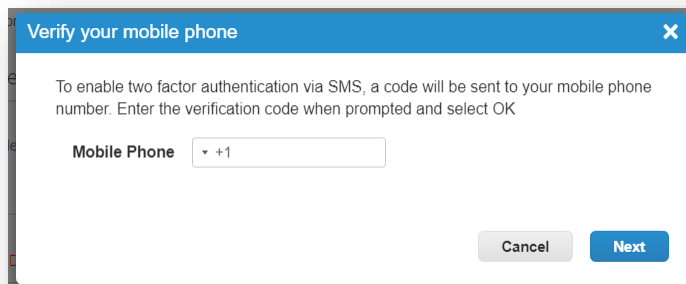
U_oQkQ	jxPkew
6l2oaA	O6y3fQ
_19hbQ	d27kPg

Copy Download Print

Supplier Activities

VIA SMS

1. If you would like to enable your two factor authentication via **SMS**, once you select the **Enable** checkbox, you will get a pop-up where you will have to provide your **phone number** to receive an SMS.



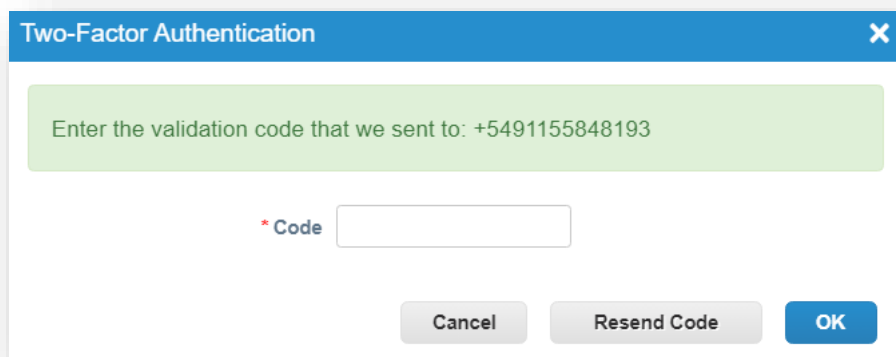
Verify your mobile phone

To enable two factor authentication via SMS, a code will be sent to your mobile phone number. Enter the verification code when prompted and select OK

Mobile Phone

Cancel Next

2. Once you provide your phone number, you can click on **Next**, and you will have to **enter this code** sent to you via SMS



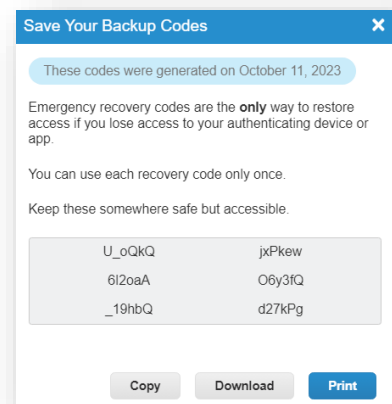
Two-Factor Authentication

Enter the validation code that we sent to: +5491155848193

* Code

Cancel Resend Code OK

3. Please enter the code you received via SMS and click **Ok**, the two factor authenticator will be **enabled**.
4. Please store your provided backup codes in a secure place for **emergency access**. **Copy, Download or Print**



Save Your Backup Codes

These codes were generated on October 11, 2023

Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

U_oQkQ	jxPkew
6l2oaA	O6y3fQ
_19hbQ	d27kPg

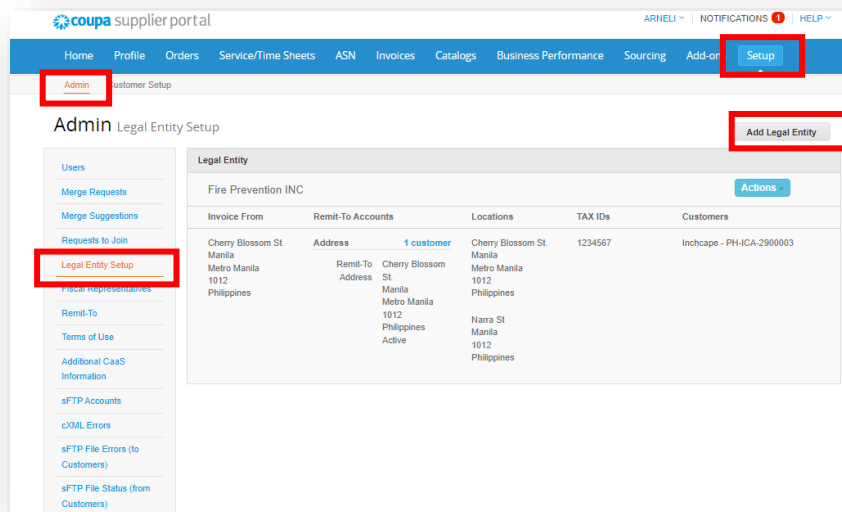
Copy Download Print

Supplier Activities

Manage multiple legal entities

IMPORTANT NOTES: If you have multiple legal entities, it is essential to treat each legal entity separately and provide all the necessary information specific to each legal entity:

1. Select **Setup** tab, **Admin** tab, select **Legal Entity Setup**
2. Click **Add Legal Entity**



3. Please complete all **Mandatory fields with RED Asterix**, 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

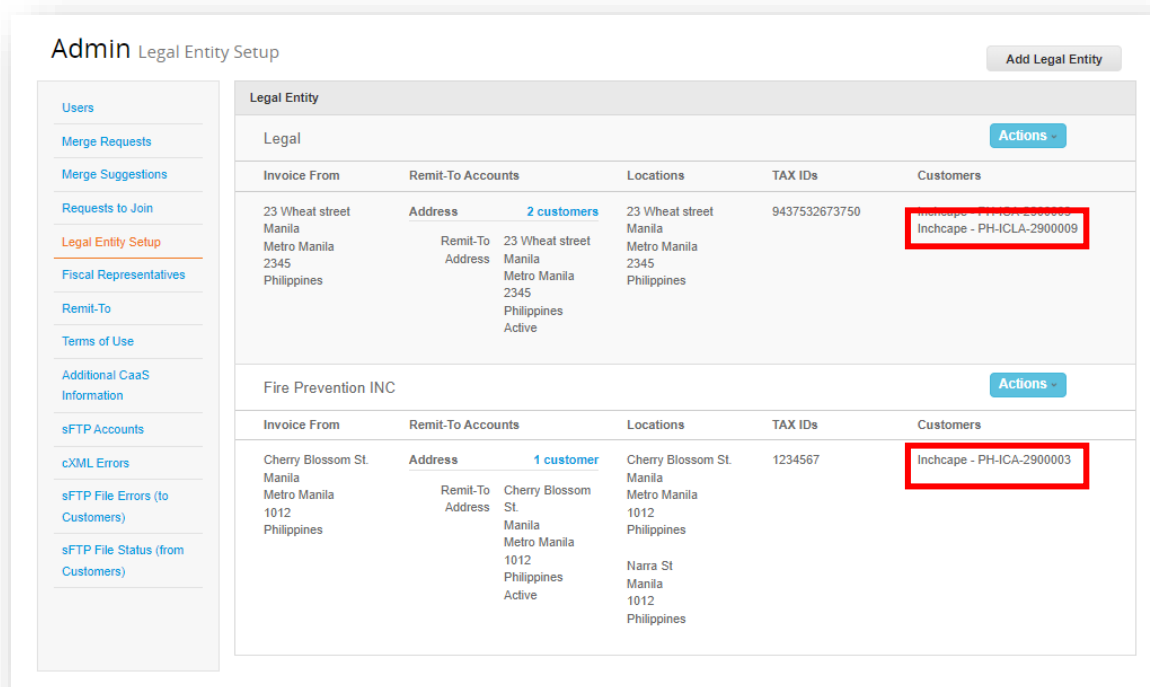
* Country/Region

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

NOTE: For detailed information on Setting up a legal entity, please visit "**Set up Legal Entity**" Section

Supplier Activities

- Once you provide all required information about your legal entity, please click on **Done**.
- Now you have added your **Second Legal entity**



Admin Legal Entity Setup Add Legal Entity

Legal Entity

Legal Actions

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
23 Wheat street Manila Metro Manila 2345 Philippines	Address 2 customers Remit-To Address 23 Wheat street Manila Metro Manila 2345 Philippines Active	23 Wheat street Manila Metro Manila 2345 Philippines	9437532673750	Inchcape - PH-ICA-2900003 Inchcape - PH-ICLA-2900009

Fire Prevention INC Actions

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
Cherry Blossom St. Manila Metro Manila 1012 Philippines	Address 1 customer Remit-To Address Cherry Blossom St. Manila Metro Manila 1012 Philippines Active	Cherry Blossom St. Manila Metro Manila 1012 Philippines Narra St Manila 1012 Philippines	1234567	Inchcape - PH-ICA-2900003