

# Coupa Supplier Addresses

How to Create and edit addresses  
in the CSP

10 February, 2020

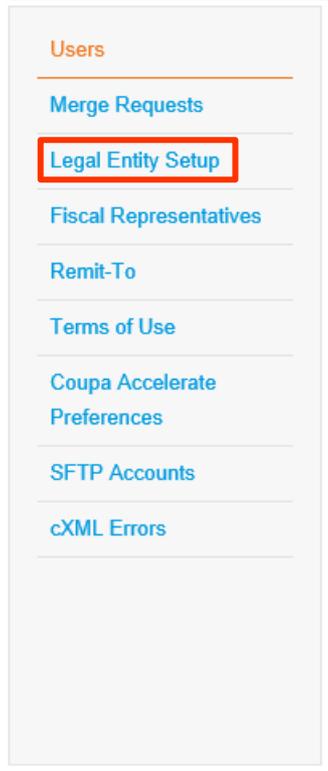
# Coupa Supplier Portal (CSP) Addresses

- Start by logging into your CSP Account [HERE](#)
- Navigate to the Admin Tab

The screenshot displays the Coupa Supplier Portal interface. At the top, the logo reads "coupa supplier portal" and the user "LYNN" is logged in, with "NOTIFICATIONS 20" and "HELP" options. A blue navigation bar contains tabs for "Home", "Profile", "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", "Add-ons", and "Admin", with "Admin" highlighted by a red box. Below the navigation bar, the main content area is divided into two columns. The left column features a globe icon and a list of profile-related links: "About", "Industry", "Website", "Established", and "Employees". A blue button labeled "Improve Your Profile" is positioned below these links. The right column contains a "Merge Accounts" section with explanatory text and a "Click here" link. Below this is a "Coupa Training Supplier" section with "Request Merge" and "Remove" buttons. At the bottom of the left column, there is an "About" section and a "Public Profile" link with the URL "https://supplier-test.coupahost.com/suppliers/public/24391".

# Coupa Supplier Portal (CSP) Addresses

- Click the Legal Entity Setup link on the left



- To Create a new Address Click the “Add Legal Entity” button on the upper right side of the page.

Add Legal Entity

- Next, in the Pop Up Box, enter in your Company’s Legal Entity Name and select the Country from the drop down and 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

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

Cancel Continue

# Coupa Supplier Portal (CSP) Addresses

- Next you select the customers you will use this address for.
  - You may have more than one instance of Trane Technologies listed as customer depending on how many of our businesses you work with.
  - Please make sure you select all instances for Trane Technologies.
- Next you'll fill out your "Invoice From" address details.
  - If your Remit-To and Ship From addresses are different, please uncheck the respective boxes and enter the information as needed.
  - If you have more than one address for Invoice From, Remit-to or Ship From, you can add these in individually.

- ClimateCo - DELL COMPUTER CORPORATION (US-GA-ATLAN-01)-88
- ClimateCo - THE LINCOLN ELECTRIC COMPANY (US-OH-CLEVE-01)-456
- ClimateCo - COUPA I2B (TEST I2)-456

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country United States

#### REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. [i](#)

- Use this address for Remit-To [i](#)
- Use this for Ship From address [i](#)

# Coupa Supplier Portal (CSP) Addresses

- Please note Trane Technologies does **not** currently use the following fields: Banking Information. These fields can all be left blank
- Please enter your Tax ID #
- If you invoice via cXML, you will also need to enter in an invoice From Code.
  - The Invoice from Code can be any alphanumeric number you want to assign, and will be included with you cXML Transmission.

banking information ⓘ

Bank Account Country: United States

Bank Account Currency: RECOMMENDED

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number: Routing Num

Account Number: ⓘ

Account Number Confirm:

IBAN: ⓘ

SWIFT/BIC Code: ⓘ

Bank Account Type: Business

Bank address

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

What is your Tax ID? ⓘ

Country: United States

Tax ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

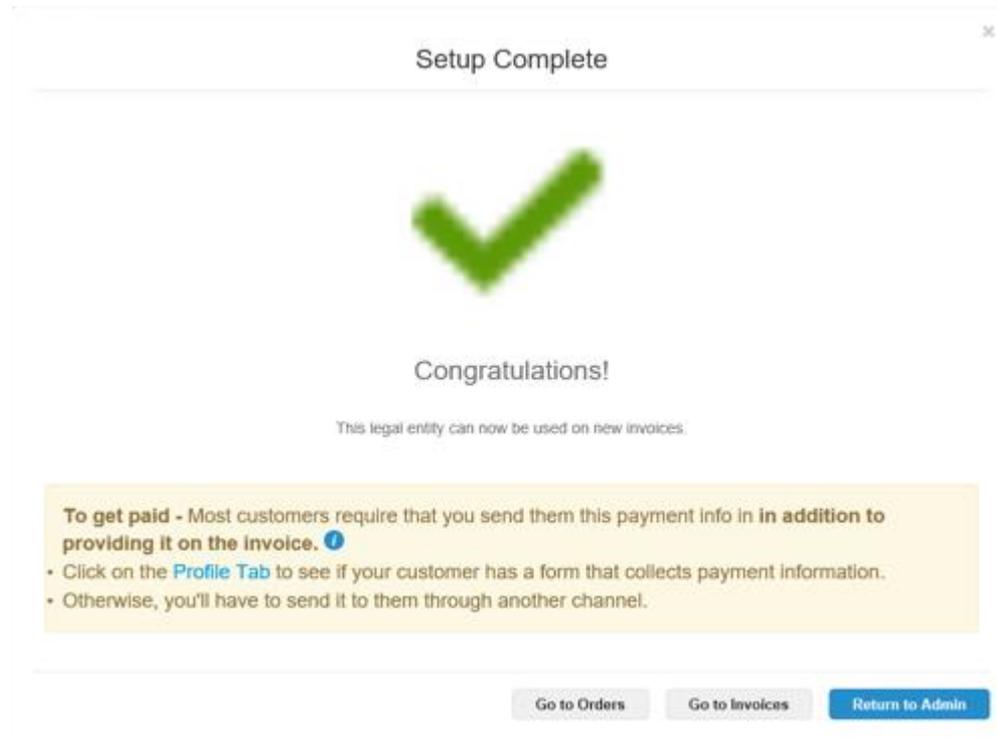
Invoice From Code ⓘ

Preferred Language: English (US)

Only needed for  
cXML suppliers

# Coupa Supplier Portal (CSP) Introduction

- Once you've completed all the fields, click the Continue button at the bottom
- Next, you'll receive a "Setup Complete" notification.
- From here you can:
  - Return to the Admin tab
  - Go to the Orders to see your POs and/or create invoices
  - Go to the Invoice tab to see previously submitted invoices and their status



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