Creating a Remit-to address in the Coupa Supplier Portal:

Register with the Coupa Supplier Portal.
Click on the “Admin” tab and select “E-Invoicing Setup”

Click on the “Add Legal Entity” button
Enter your Legal Entity Name 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: REMITTOINSTRUCTIONS

Country: United States

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

[Cancel] [Continue]
Be sure to have Marquette University checked and enter your address. If you prefer to receive a check instead of ACH payment, leave the banking information blank and click on the “Done” button. If entering bank information you must select either “Checking” or “Savings.”
You will receive a confirmation

Setup Completo

Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in **in addition to** providing it on the invoice.
- Click on the Profile Tab to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

You are now ready to invoice Marquette University Purchase Orders.