Creating a Remit-to Address:

1. Log into the Coupa Supplier Portal: https://supplier.coupahost.com/

2. Click on the “Profile” tab. Select Marquette University from the dropdown menu and wait for the form to appear.

3. Scroll to the bottom of the form and click the “Update Info” button. This will release the fields to edit.
4. Scroll up to the Remit-To Address Lines section enter your Remit-To Email address and click the “Add” button

**Remit-To Address Lines**

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

![Add button](image)

Remit-To Email: justin@xyz.com

5. A pop up menu appears, select “Create New”
6. Add your “Legal Entity Name” and “Country”. Click “Continue”

7. Check the Marquette University Check box and enter your Remit-To address. Check “Use this address for Remit-To and “Use this for Ship From Address” if applicable
8. If interested in receiving payments via ACH, enter banking information. If receiving a check is preferred, leave banking information blank. Complete the fields in red

Banking information

- Bank Account Country: [United States]
- Bank Account Currency: 
- Bank Name: 
- Beneficiary Name: 
- Routing (Bank Code) Number: 
- Account Number: 
- Account Number Confirm: 
- IBAN: 
- SWIFT/BIC Code: 
- Bank Account Type: [Business]

9. The remaining fields on this form can be left blank. Click on the “Done” button

Miscellaneous

- Invoice From Code: 
- Preferred Language: [English (US)]

10. Click “Add Now”
11. View after information is entered

**Remit-To Address Lines**

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

![Add button]

**Remit-To Information**

- *Street Address: 50 State St
- Street Address 2
- *City: Milwaukee
- *State Region: WI
- *Postal Code: 53233
- *Country: United States

12. Scroll to the bottom of the page and click “Submit for Approval”

![Submit for Approval button]