Updating Banking Information:

1. Log-In to the Coupa Supplier Portal- [https://supplier.coupahost.com/](https://supplier.coupahost.com/)

2. Select the “Profile” tab and then click the “Information Requests” link. In the Profile field, verify Marquette University is selected. Wait for the form to load on the page, this can take several seconds

3. Scroll down to the bottom of the page and select the “Update Info” button. This will open all the fields to edit

   ![Coupa Supplier Portal](image)
4. Select how you would like to be paid by Marquette University. Choose either Virtual Pay Card (Net15 payment terms offered and preferred), ACH or Check (Net 45 payment terms). You will see various hints to assist you in completing this section based on your payment choice. Please note Virtual Pay Card is for businesses not individuals.

**Banking & Remittance Information**

* How would you like to be paid by Marquette?

Virtual Pay Card (Net 15)

*** HINT FOR VIRTUAL PAY CARD ***
Suppliers will receive an automated email notification for each payment. These emails will contain a link to a secure web portal where the supplier will obtain the unique 16-digit Visa virtual credit card number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments. You will receive further instructions for processing from a U.S. Bank representative.

* Please note that you must be a Card Acceptor to process Virtual Pay Transactions.

* Standard processing fees administered by the supplier’s merchant acquiring bank will apply.

*** HINT FOR DIRECT DEPOSIT/ACH PAYMENT ***
Please enter your Remit-To Email address below and complete the Remit-To section by clicking the "Add" button. The following fields are required: BENEFICIARY NAME, BANK NAME, BANK ACCOUNT NUMBER, & BANK ROUTING NUMBER.

*** HINT FOR CHECK PAYMENT ***
If you’ve selected to be paid via check, please complete the Remit-To Information section by clicking the "Add" button and leave the Banking Information blank.

Remit-To Email
ameni.zouebVIP@gmail.com

*** Please complete this field if you have selected Virtual Pay Card or Direct Deposit/ACH for your payment method ***
5. A Choose Remit-To Address screen will appear. If you have an existing Remit-To address entered not containing banking information, you can choose that or click “Create New”. If an existing bank account number is associated with the previously entered “Remit-To” address, you will need to select the “Create New” button.
6. Enter Legal Entity Name and Country - note ***If you choose the populated address, you will be directed to the banking section. If you choose “create new remit to address”, you will be directed to a new window.

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: The Garden Club
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
7. Enter the Remit-To information if not already previously entered. Click “Save & Continue”. You can leave the What is your Tax ID? And Miscellaneous sections blank. If you selected an existing address the information will appear.
8. If you selected Virtual Pay Card in Step 4, DO NOT SELECT VIRTUAL PAY CARD HERE.

Select “Address” for check or “Bank Account” for ACH deposit. DO NOT ENTER VIRTUAL CARD HERE-select above in Step 4.

If changing or selecting ACH, enter the Bank Name, Beneficiary Name, Routing Number, Account Number, Confirm Account Number, and Bank Account Type to complete the banking information section. The rest of the fields are not required. You can leave all other fields blank and scroll to the bottom of the field.
9. Confirm the information is correct and click the “Next” button

10. Verify the information and click “Done”
11. Set up is now complete, click “Add Now”

Do you want to Add Remit-To Address to the customer profile now?

12. Scroll to the top and verify that all required fields have saved and contain information. Click “Submit for Approval”. If required information is missing the system will highlight the field(s) in red.