



1. Log in to Coupa Supplier Portal.

coupa supplier portal

### Log In

Welcome back! Login or click here for [help](#).

\* Email Address

\* Password

[Log In](#)

[Forgot Your Password?](#)

2. Go to Admin tab and click E-Invoicing Setup

coupa supplier portal

CSP | NOTIFICATIONS | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs **Admin**

### Admin Users

[Invite User](#)

Users	Users	Permissions	Customer Access
<a href="#">Merge Requests</a> <a href="#">E-Invoicing Setup</a> <a href="#">Fiscal Representatives</a> <a href="#">Remit-To</a>	CSP Test pgcpsuat+0015322539@gmail.com <a href="#">Edit</a>	ASNs Admin Catalogs Invoices Orders Profiles Service/Time Sheets	Procter & Gamble

3. Click Add Legal Entity

Admin E-Invoicing Setup

[Add Legal Entity](#)

Legal Entity

Let's get your company setup for electronic invoicing!

4. Enter the Legal Entity Name and Country. Click Continue.

The screenshot shows a form titled "Where's your business located?". It contains two input fields: "Legal Entity Name" with the value "1 GARDEN PTE LTD" and "Country" with a dropdown menu set to "Singapore". A grey informational box on the right states: "This is the official name of your business that is registered with the local government and the country where it is located." At the bottom right, there are two buttons: "Cancel" and "Continue".

5. Update the address. If same address will be used as Remit-To and Ship-From address, click the tick boxes below.

The screenshot shows a form titled "What address do you invoice from?". It has a progress indicator at the top with steps 1, 2, 3, and 4, where step 2 is highlighted. The form contains several input fields: "Address Line 1" (04-03 211 HENDERSON ROAD HENDERSON), "Address Line 2" (empty), "City" (SINGAPORE), "State" (empty), "Postal Code" (609026), and "Country" (Singapore). A grey informational box on the right says: "Enter the registered address of your legal entity. This is the same location where you receive government documents." At the bottom, there are two checkboxes: "Use this address for Remit-To" (checked) and "Use this for Ship From address" (unchecked).

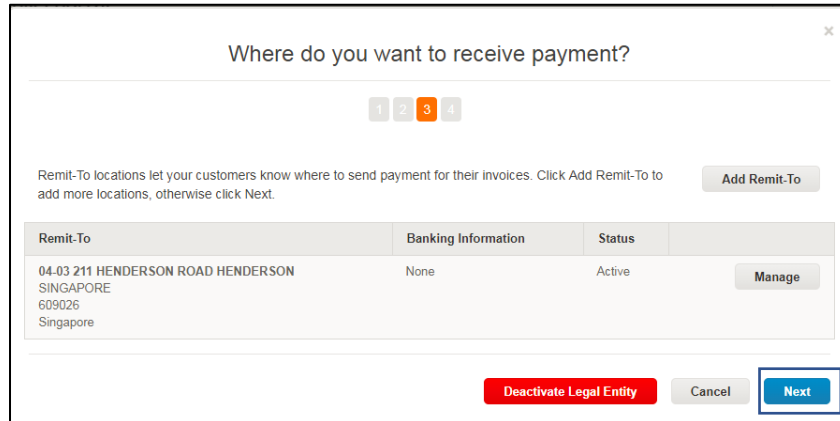
6. Input GST ID. If CXML will be used, input code in "Input From Code" box

The screenshot shows a form titled "What is your Tax ID?". It contains a "Country" dropdown set to "Singapore", a "GST ID" input field, and a checkbox "I don't have a VAT/GST Number" which is unchecked. Below this is a link "Add additional Tax ID". Under the "Miscellaneous" section, there is an "Invoice From Code" input field and a "Preferred Language" dropdown set to "English (Singapore)".

- 7. Click Save & Continue



- 8. Check details and click Next



- 9. Check details and click Done

