

Setting Up Your Remit-To Address

Remit-to locations let your customers know where to send payment for their invoices. You can create a single remit-to address for each customer or assign the same one to multiple customers.

Note: Not all your customers may be enabled to use remit-to addresses, but it is generally required on invoices.

To send compliant invoices through any channel, you first need to set up a remit-to address in the Coupa Supplier Portal (CSP) by following these steps:

1. Ask the customer to send you an invitation to the CSP.
2. Register or log in to the CSP at <http://supplier.coupahost.com>.
3. Go to the **Admin** page.
4. Select **Remit To**.
5. Click on **E-Invoicing Setup link**.

See [Setting up E-Invoicing](#) and [Viewing Remit-to Information](#) for more info.

If you try to raise an invoice through the CSP or a Supplier Actionable Notifications (SAN), and you have not created any remit-to addresses, you are prompted to add a remit-to address before continuing.