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](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](http://supplier.coupahost.com) and [Viewing Remit-to Information](http://supplier.coupahost.com) 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.