Setting Up Your Remit-To Address

Remit-to addresses ensure global electronic invoice compliance. To meet compliance regulations for most countries outside of the US, an invoice must include a remit-to address and associated tax information.

When you set up your account to be able to handle electronic invoicing, you need to set up a legal entity, which includes at least one remit-to address.

Add a remit-to

Note

You can also add a remit-to when you create or edit a legal entity. For more information, see Set Up Legal Entities.

If you enabled two-factor authentication for financial data, the CSP prompts you to authenticate. For more information, see Manage Two-Factor Authentication.

1. Log in to CSP https://supplier.coupahost.com/sessions/new.
2. Go to **Setup > Admin > Remit-To**.
3. Select **Add Remit-To**.
4. In the **Add Remit-To** window that appears, select the legal entity you want your remit-to associated with. If only one legal entity is active, it is selected by default, and you cannot change it.

   Note

   You need to have added at least one legal entity before adding a remit-to from the **Remit-To** page. You can also add a remit-to as part of legal entity setup. For more information, see Set Up Legal Entities.

4. On the **Add a new Remit-To** account page, complete the fields. For detailed descriptions of the fields, see Set up Legal Entities.
5. Select **Save & Continue**. The CSP displays the remit-to page you see during legal entity setup.

   Note

   When you try to save a remit-to account with invalid fields, you can see an error message. You can decide to ignore the errors and save the account anyway. However, it is not recommended as it may result in delayed processing for the affected customers.

   You can save an invalid remit-to account only once. Later you are required to correct the invalid fields.

6. On the **Add a new Remit-to account** page that appears, choose whether you want to modify any existing remit-to accounts for the legal entity associated with the remit-to you just added.
7. Select **Next** when you are done modifying existing remit-tos.
8. On the following page, you can add new or manage existing ship from accounts.
9. Select **Done** when you finished managing ship from accounts.

Deactivate a remit-to

1. Go to **Setup > Admin > Remit-To**.

2. In the **Actions** column, select **Disable** ( ).

   If you choose to deactivate a remit-to account associated with active customers, you can see the list of affected customers.

   Warning

   Deactivation cannot be undone. Deactivating a remit-to account also deactivates the corresponding supplier payment account on your Coupa Pay customer side.

   If the remit-to you are deactivating is the only remit-to associated with the legal entity, you will see a warning message that deactivating the remit-to will make the legal entity invalid. If choose to deactivate the remit-to, you will need to assign another remit-to to that legal entity to continue to use it. For more information, see Set Up Legal Entities.

   If you still want to deactivate the account, you can see a message asking you to add a new remit-to account or edit an existing one.

   You can track the history of creating, editing, and deactivating remit-to accounts.

Update a remit-to

Note

You can only update remit-to addresses that were saved with errors. Once you resolve the errors in a remit-to address and save it, you can't edit it again.

If you enabled two-factor authentication for financial data, the CSP prompts you to authenticate. For more information, see Manage Two-Factor Authentication.

1. Go to **Setup > Admin > Remit-To**.

2. Select **Update** ( ) in the **Actions** column next to the remit-to you want to modify.

   Note

   After you submit the updated remit-to information, a new remit-to account is created, and the original account is deactivated.

View remit-to accounts

1. Log in to CSP https://supplier.coupahost.com/sessions/new.

2. Go to **Setup > Admin > Remit-To** to view the list of remit-to accounts and their details: associated remit-to address and legal entity, payment type, the customers they are shared with, and possible actions (update, share, and disable).

   The following table lists the Remit-To table columns with their descriptions:

Column	Description
Remit-To Account	The type of remit-to: • **Address**: The column displays **None** because the address remit-to type does not include banking information. • **Bank account**: This option is not active for Procter and Gamble as your Bank Account information must be set in Aravo (https://pg.aravo.com/aems/login.do).
Remit-To Address	The remit-to address.
Legal Entity	The legal entity the remit-to address is associated with. Note If you don't see any options in the dropdown menu, create a legal entity first. For more information, see Set Up Legal Entities.
Customer Sharing Status	The customers you've shared this remit-to account with (up to five are displayed). • **Active**: The remit-to account is active but not shared with your customers. • **Shared:** The remit-to account is shared successfully with your customer. • **Pending** : The remit-to account is active but is pending confirmation from your customer. • **Failed to Share**: Something happened and you need to contact Coupa support. • **Inactive**: The remit-to account is no longer active.
Actions	You can manage your remit-tos using the following actions: • **Edit**: Lets you edit the remit-to address. • **Edit Remit-To Usage**: Lets you add and remove the customers who use this remit-to address. You can add customers in the **Add Additional Customers** section or remove customers by clicking **Delete** in the customer rows. • **Disable**: Disables the remit-to address and deactivates it on legal entities it was associated with.