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HOW TO FIX REMIT-TO ADDRESS NOT APPLIED ERROR

DISTELL

Course Outline

Description

This course explains the process of fixing a ‘Remit-to Not Applied’ error on the Coupa Supplier Portal (CSP).

Objectives

After completing this course, you will be able to:

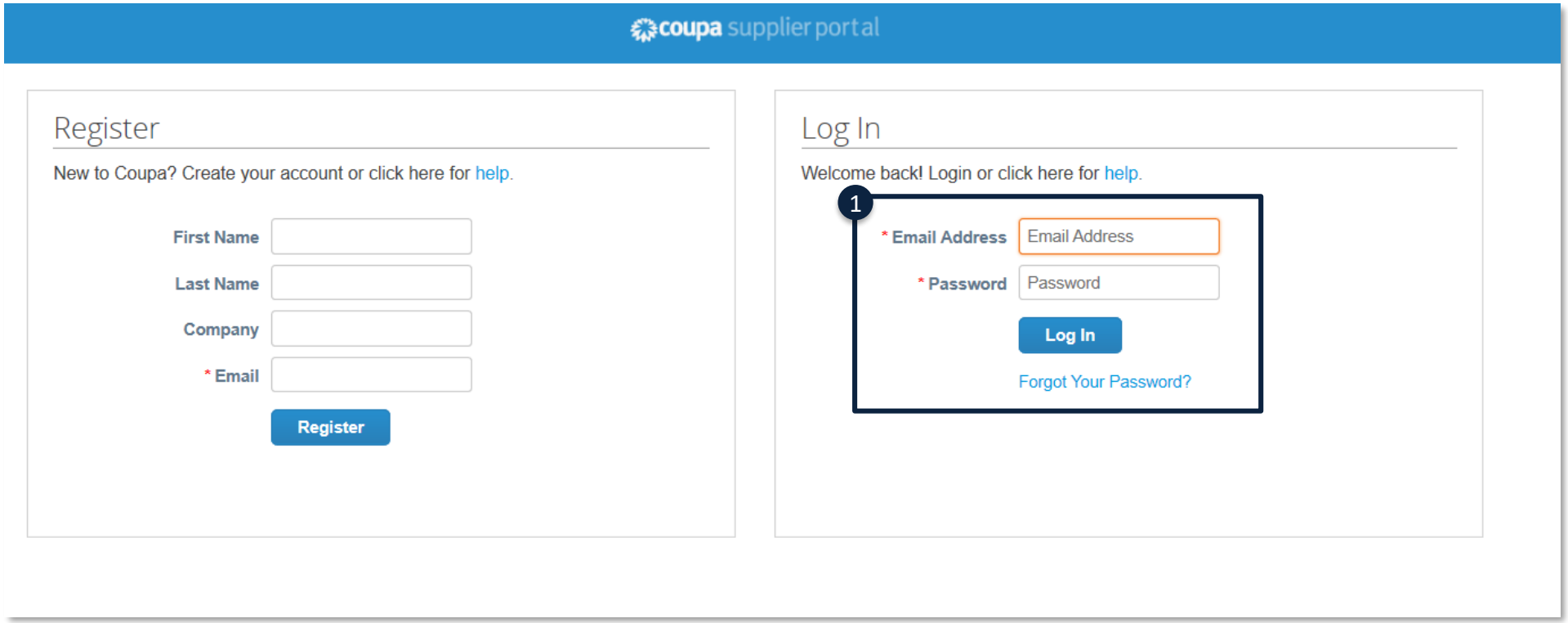
1. Deactivate a legal entity
2. Add a legal entity

Fixing Remit-to Address Not Applied Error

The following steps need to be followed when you as a supplier create an invoice and a 'Remit-to address not applied' error pops up:

Process Steps:

1. Populate your login credentials to access the CSP.



Fixing Remit-to Address Not Applied Error

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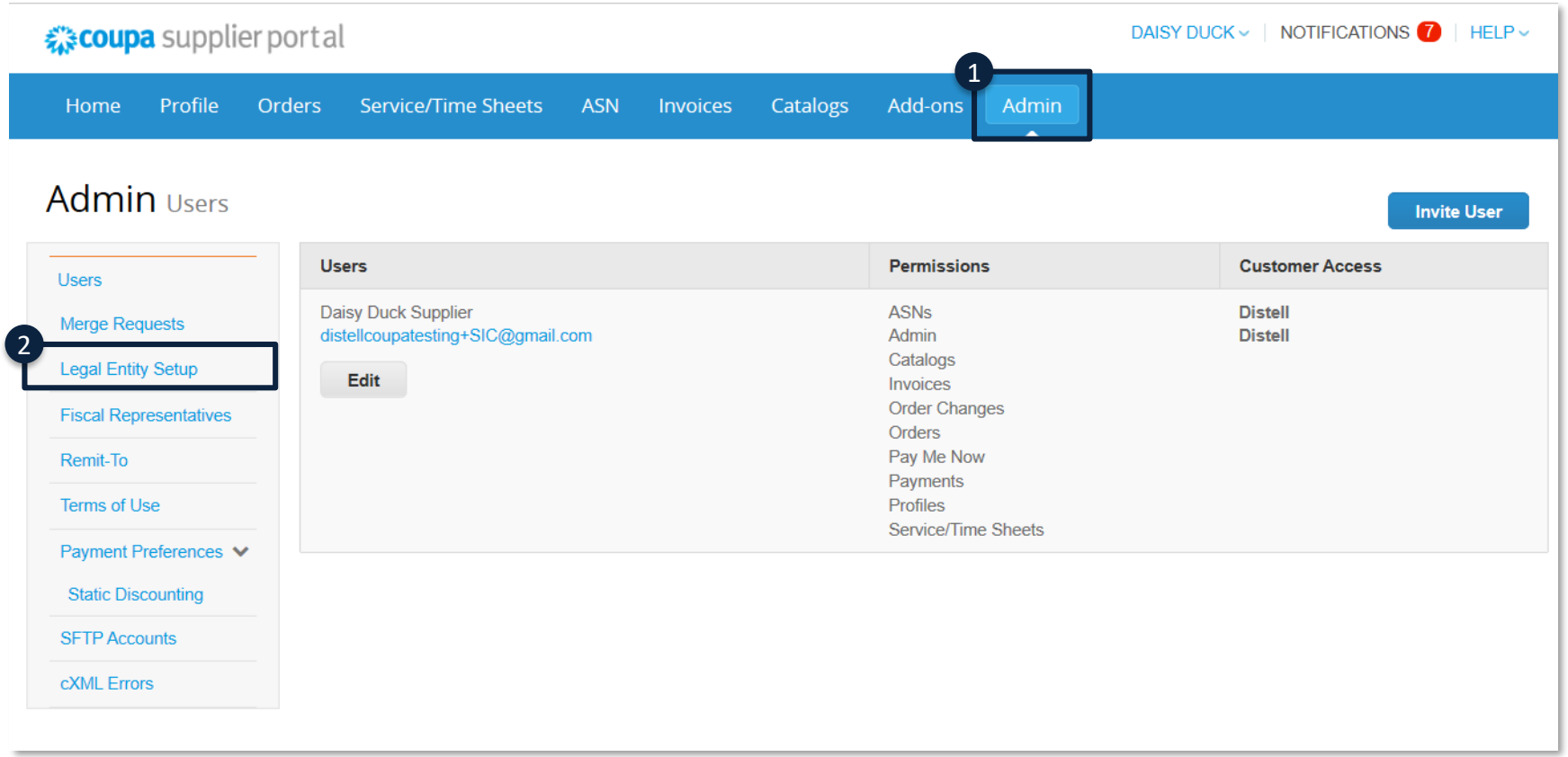
Access the Admin tab:

Process Steps:

1. Once you have accessed the CSP click on the '**Admin**' tab.
2. Click on '**Legal entity setup**' to deactivate the existing entity.

NOTE : *Only users with Admin Access will be able to access and amend this. The admin of your portal would be the person that completed the CSP registration for your company*

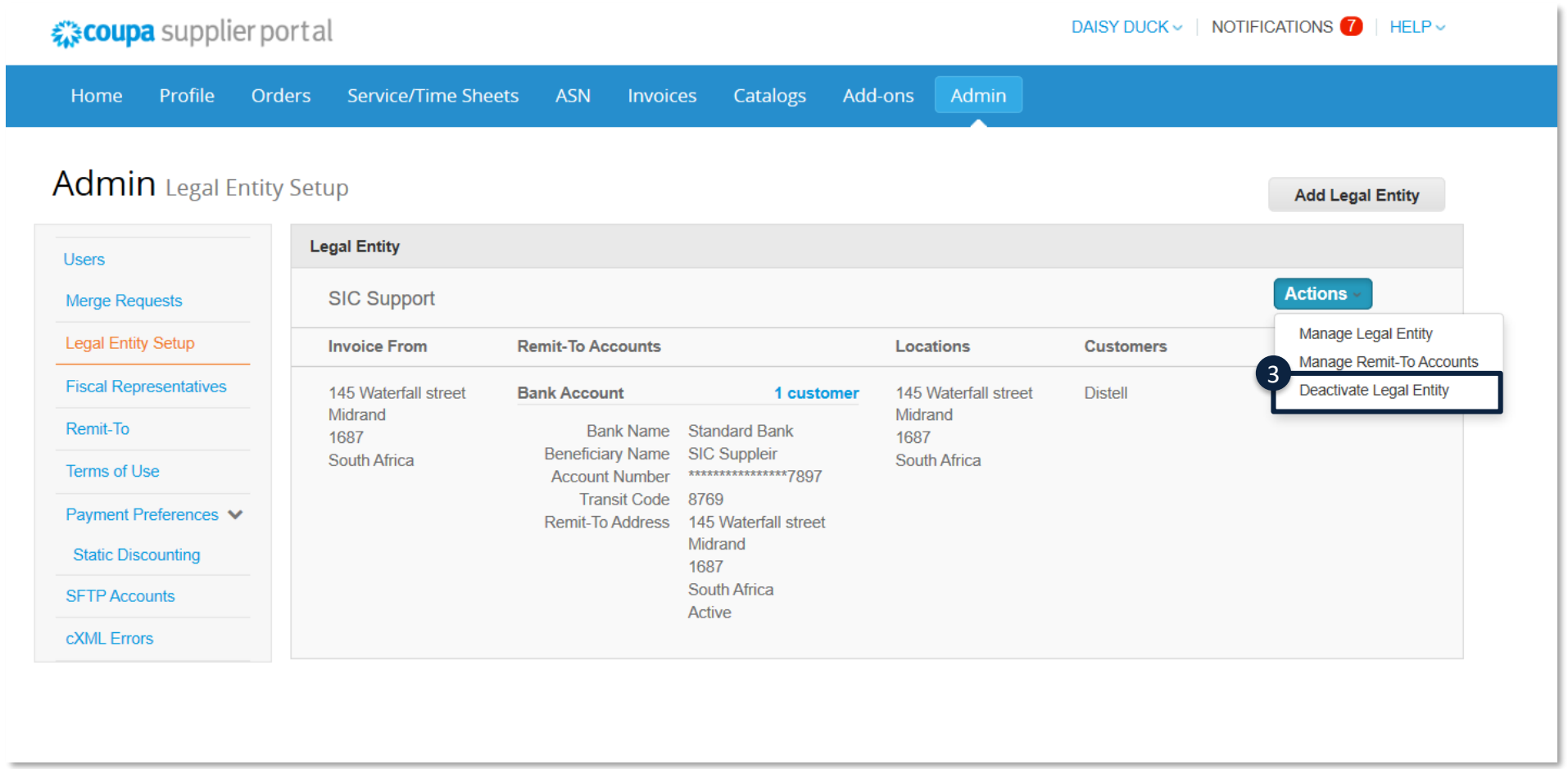


Fixing Remit-to Address Not Applied Error

Deactivate the legal entity:

Process Steps:

3. Click on '**Deactivate legal entity**' to deactivate the current remit-to.

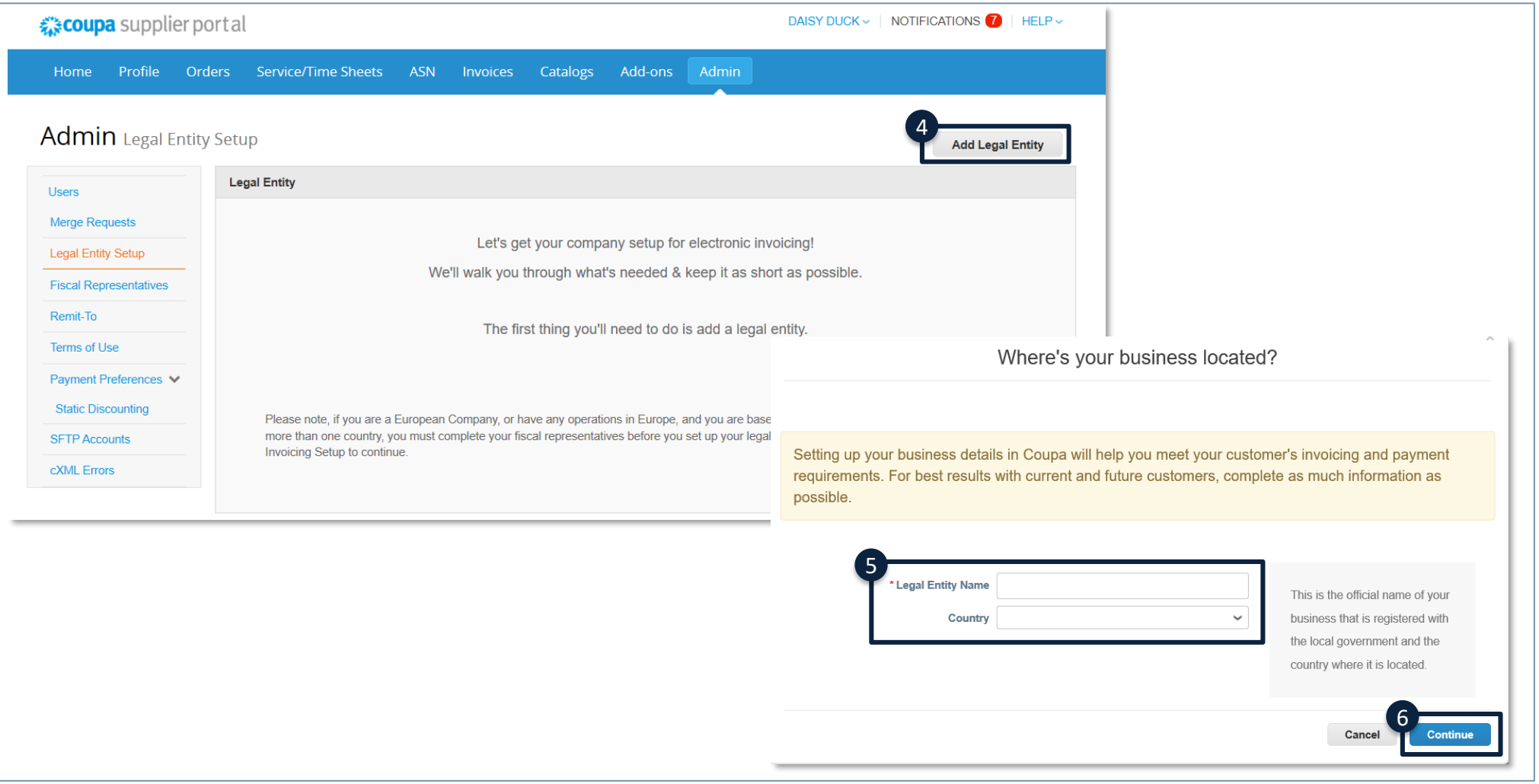


Fixing Remit-to Address Not Applied Error

Click add legal entity

Process Steps:

4. Click on '**Add Legal Entity**' to make the current remit-to inactive.
5. Populate your '**Legal Entity Name**' and '**Country**'.
6. Click on '**Continue**' to fill out the rest of your company information.



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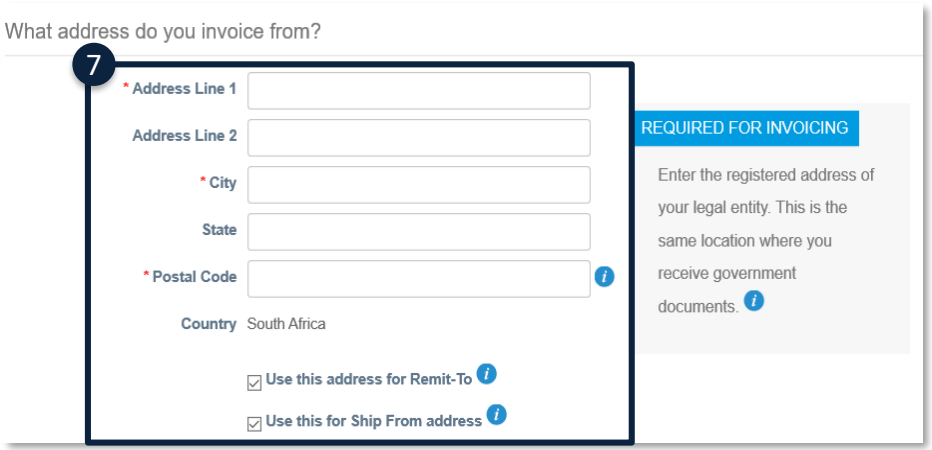
Populate your invoice address and banking details :

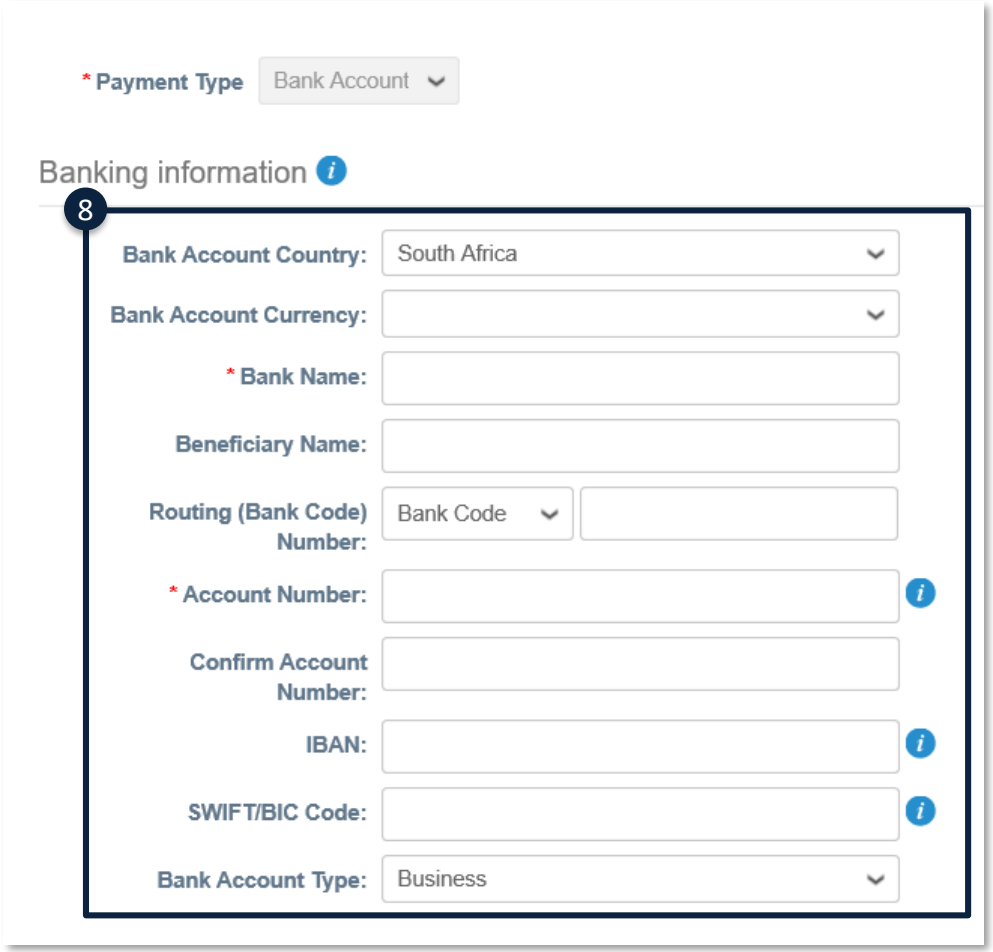
Process Steps:

7 **Invoice address**
Populate the address of your legal entity.

8 Populate your '**Banking Information**'.

NOTE : *Select* ***"Routing number"*** *on the bank Routing number drop down and populate your universal bank code in the box next to it*





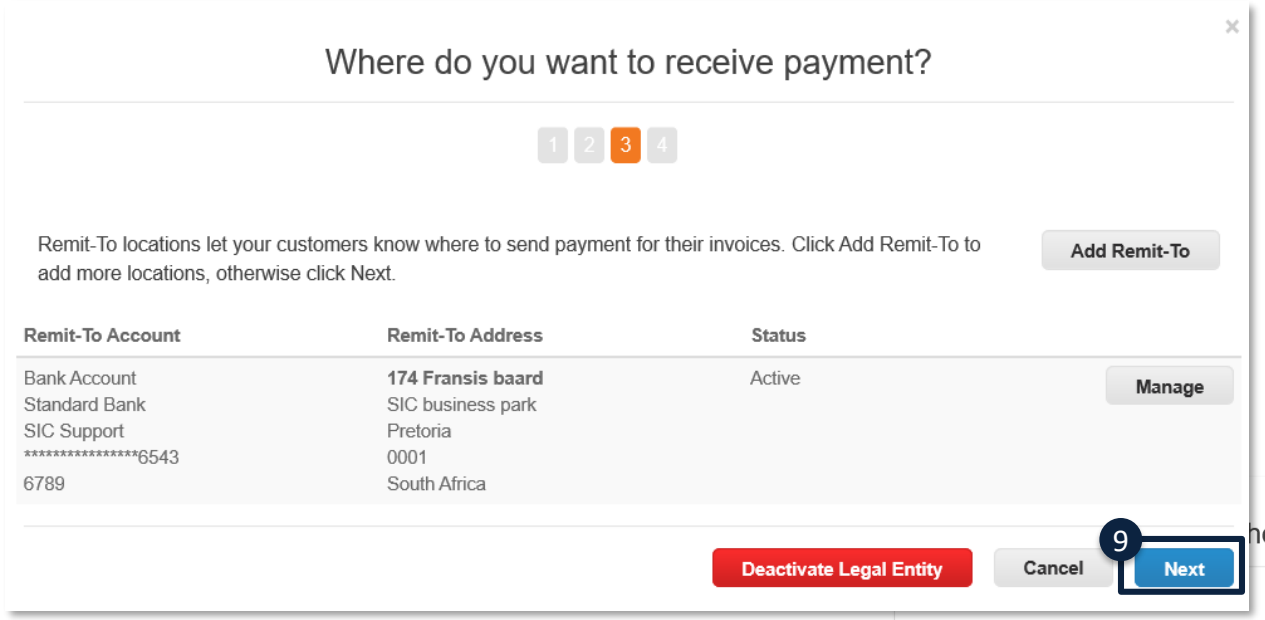
Fixing Remit-to Address Not Applied Error

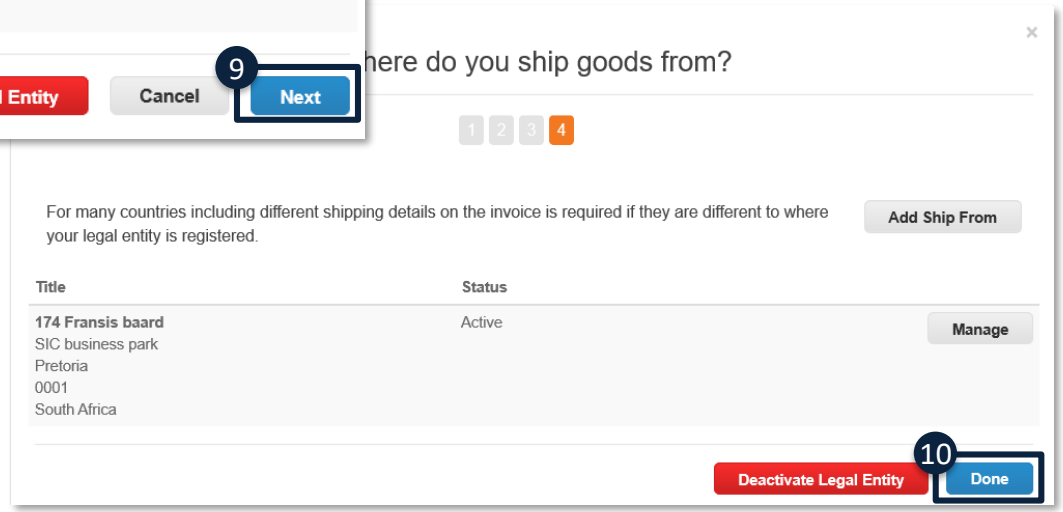
Apply the remit to address by following the below steps

Process Steps:

9. Once the remit to address has been populated, the address with be displayed, click '**Next**'.

10. Click on '**Done**' to apply the new remit to address.





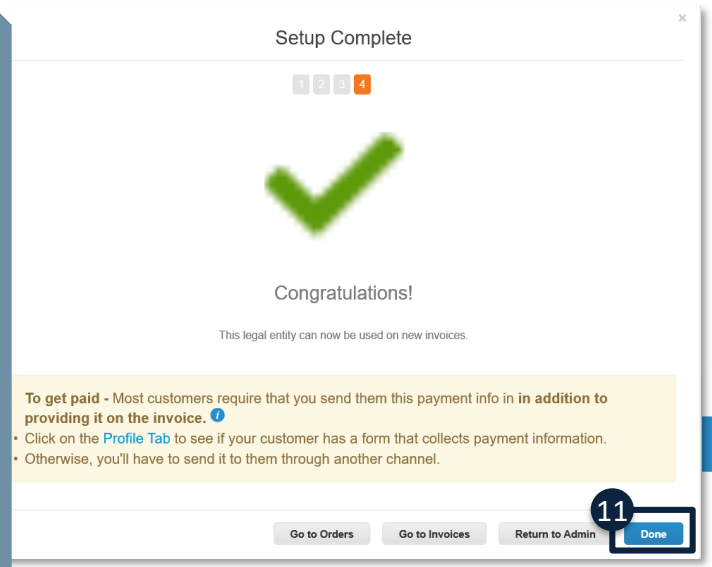
How to Create a New Remit-to Address

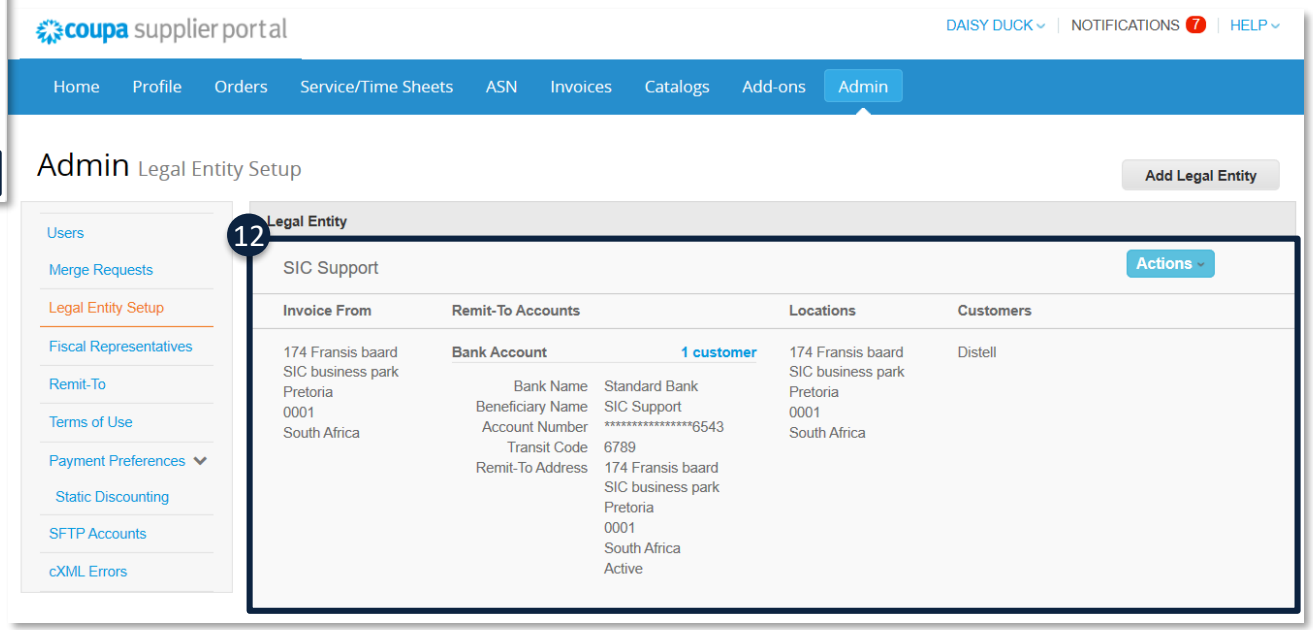
The remit to address will be applied

Process Steps:

11 The remit to address has been setup click '**Done**'.

12 The new remit to address will be displayed under Legal entity setup.





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END- THANK YOU

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