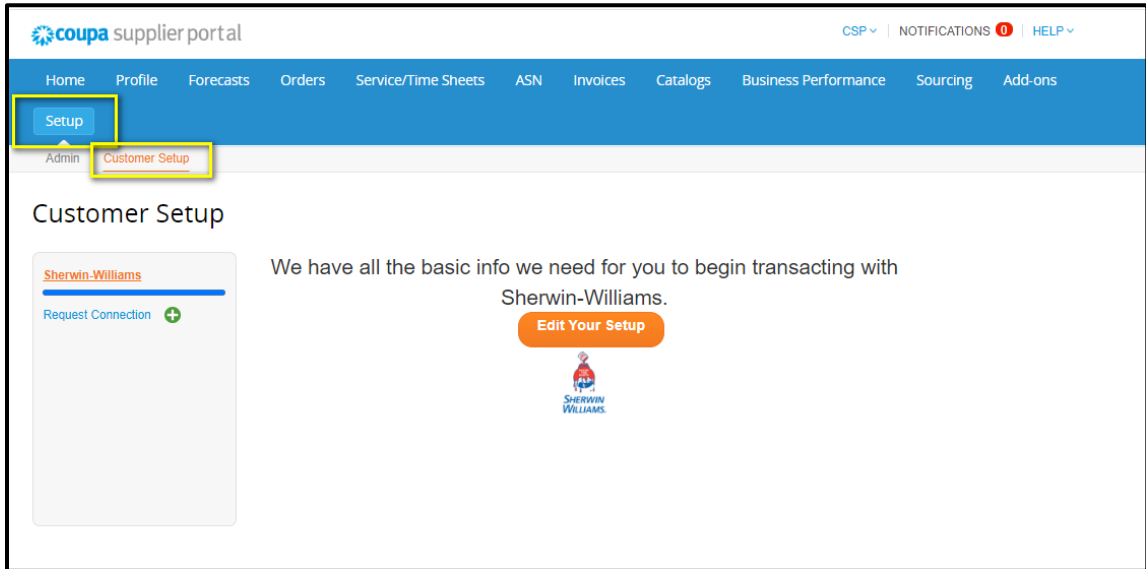


How to Update your CSP Profile

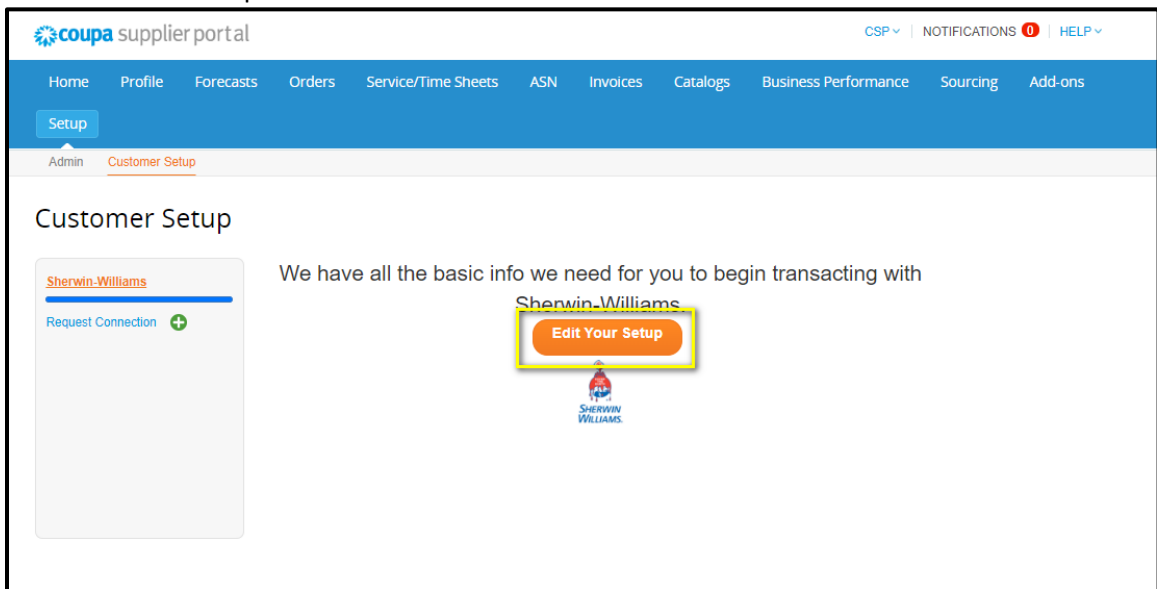
This step-by-step process shows how a Supplier can update their profile within the Coupa Supplier Portal (CSP).

STEPS

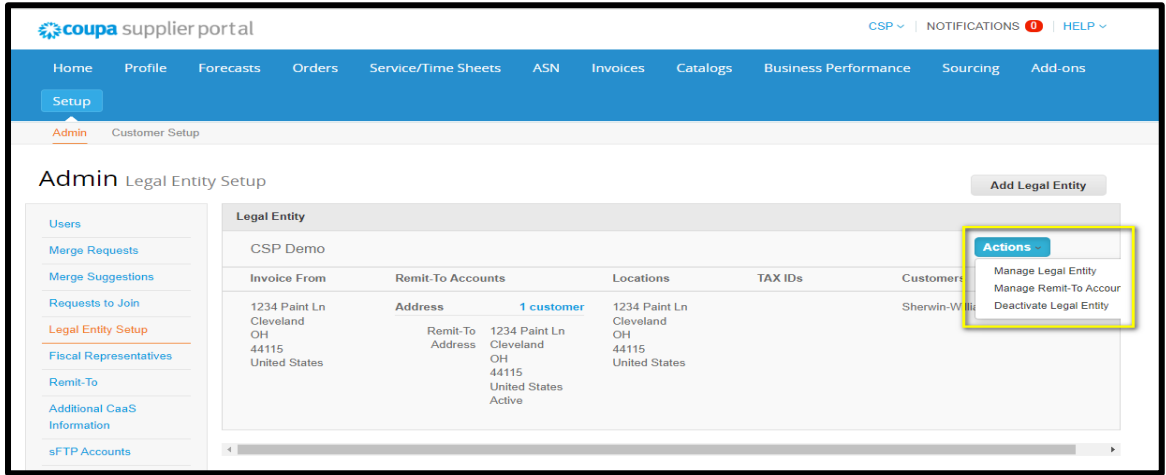
1. On the home screen, please navigate to “Setup” and then “Customer Setup”



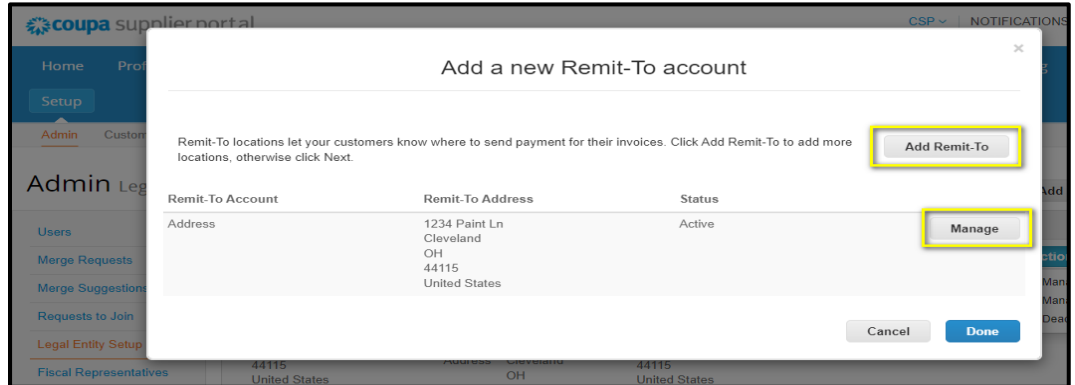
2. Click “Edit Your Setup”



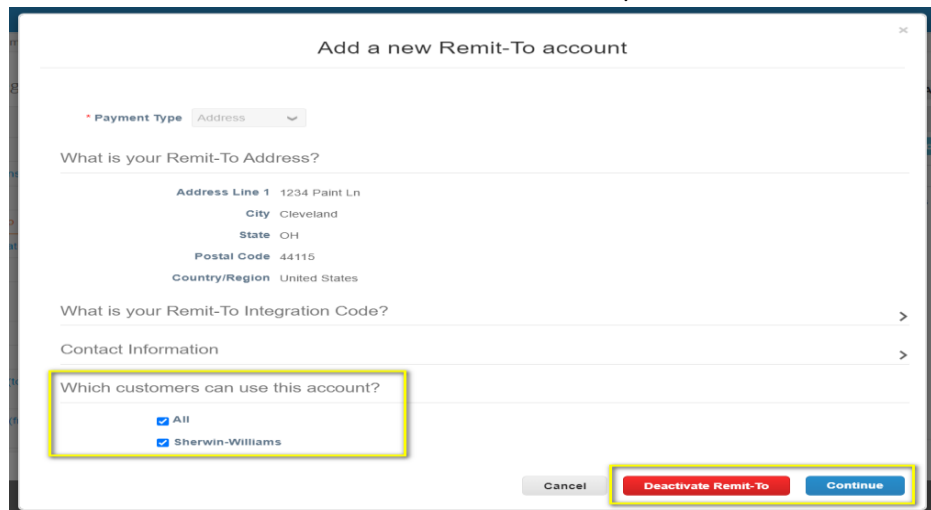
- To edit/manage the Remit-to address(es) and Legal Entity, click “Actions” and then select your option:



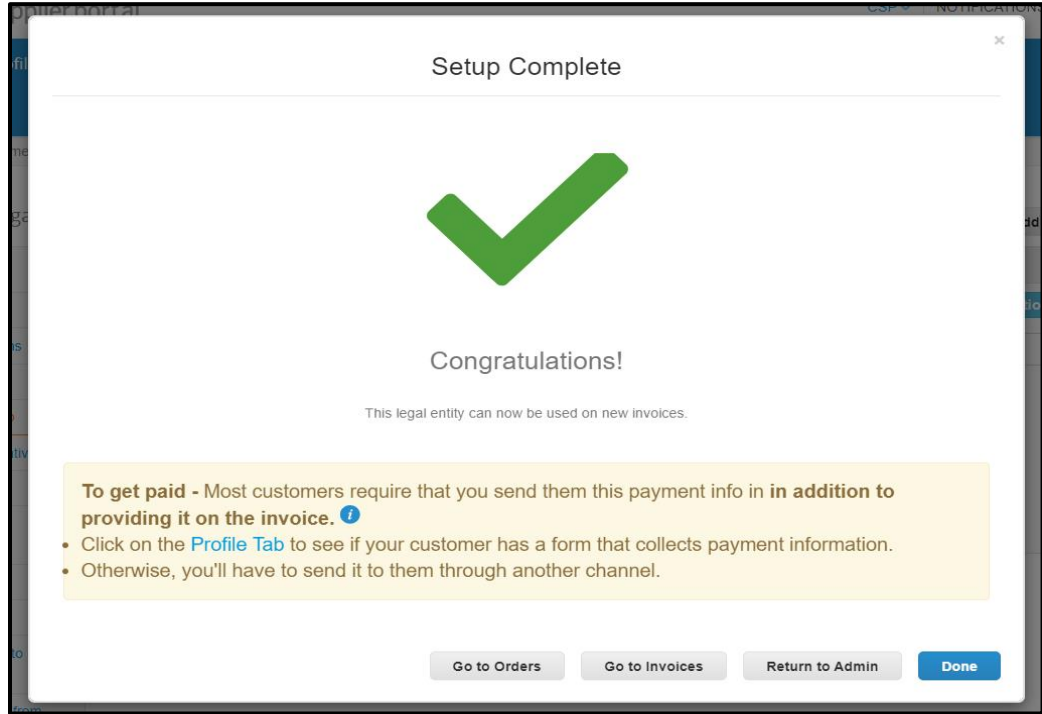
- To add/manage Remit-to Address(es):



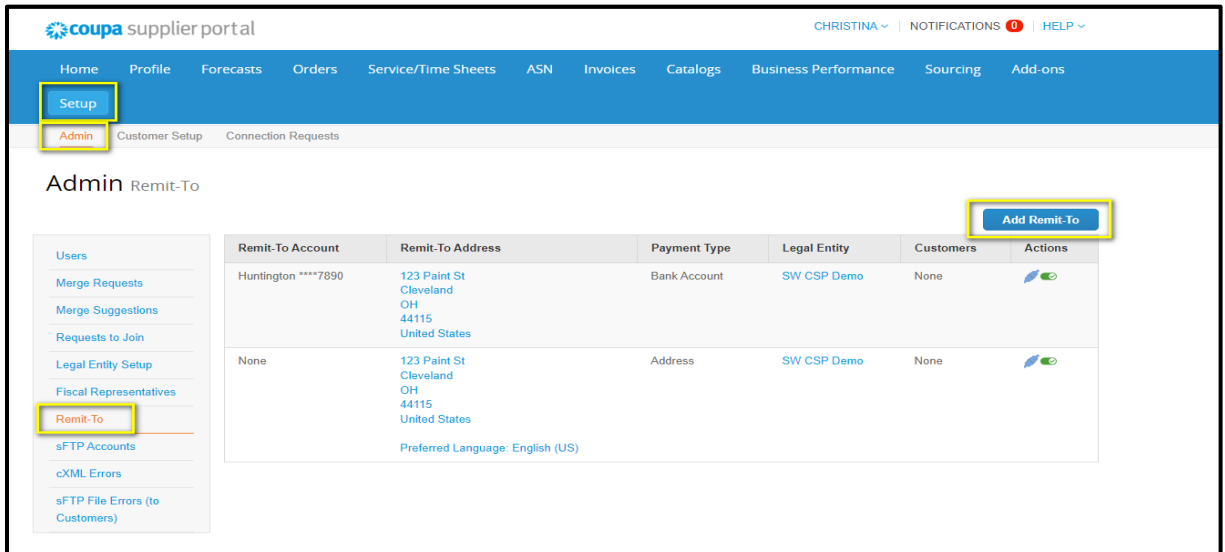
- To Modify the Current Address:
 - Click “Manage” by the address you’d like to modify
 - You can edit which Customers see this Remit-To and/or Deactivate this address



- b. To Add Remit-To Address:
 - i. Click "Add Remit-To"
 - ii. Select the Payment Type associated with this Remit-to Address: Bank Account, Address, or Virtual Payment
 - iii. Fill in questions related to the Payment Type
 - iv. Click "Save & Continue"



5. You can modify your payment information via Setup and Admin



a. Add your new banking and any other requested information

Add a new Remit-To account

Payment Type: Bank Account

What are your Bank Account Details?

Bank Account Country/Region: United States
State: Select an Option
Bank Account Currency: USD
Beneficiary Name: SW CSP Demo
Bank Name:
Account Number:
Confirm Account Number:
ACH Routing Number:
Wire Routing Number:
SWIFT/BIC Code:
 My bank does not have a BIC code
Branch Code:
Bank Account Type: Business
Supporting Documents: No file chosen
Email Address: cmdoran1988+40@gmail.com

What is your Remit-To Address?

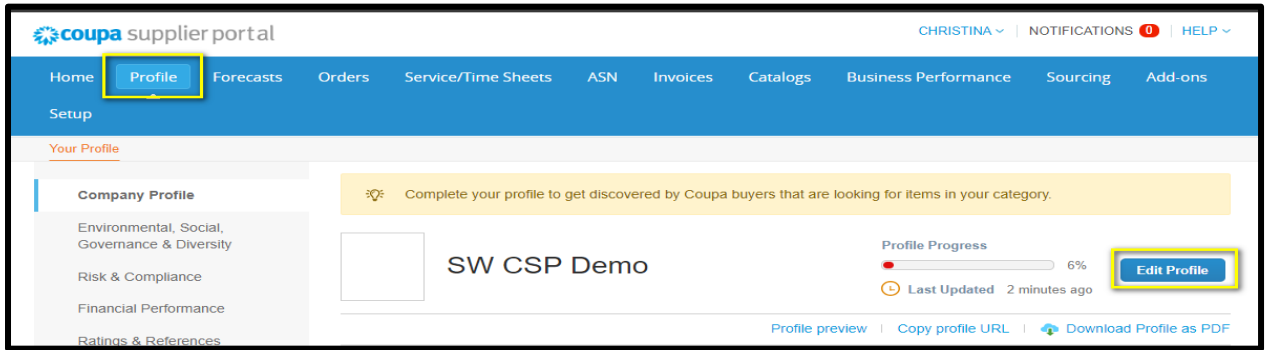
Saved Addresses: Select
 New Address

Recommended

If you receive payments to a different location to where your business is registered, add the address here.

What is your Remit-To Integration Code? (optional)
Who is your Remit-To Contact? (optional)
Which customers can use this account?

6. You can update your Coupa Profile via "Profile" and "Edit Profile"



a. From here, you can edit various aspects of your profile:

- i. Company Picture
- ii. Company Name, Doing Business As

* Company Name: SW CSP Demo

Doing Business As: [Empty]

Is Ultimate Parent: Yes No

iii. Primary Address

Primary Address

Address Line 1: [Empty] +

City: [Empty] State: [Empty] Postal Code: [Empty] Country/Region: [Empty]

+ Add another address

iv. Primary Contact

Primary Contact

Photograph: [Camera Icon]

* First Name: Christina

* Last Name: Doran

* Email: [Redacted]

Role: [Empty] Preferred Phone: Work

Work Phone: Country/Region: [Empty] Area/City: [Empty] Local: [Empty] Extension: [Empty]

Mobile Phone: Country/Region: [Empty] Area/City: [Empty] Local: [Empty] Extension: [Empty]

Fax Phone: Country/Region: [Empty] Area/City: [Empty] Local: [Empty] Extension: [Empty]

+ Add another contact

v. Company Information

Company Information ⓘ

Year Established <input type="text"/>	Company Size <input type="text" value="v"/>	Number Of Employees <input type="text"/>
Ownership Type <input type="text" value="v"/>	Industry <input type="text" value="Select an Option"/>	PO Delivery Email <input type="text"/>

DUNS

Secure Information - not published to your public profile

*** Country/Region** *** Tax Registration** ⓘ

I do not have a Tax ID [+ Additional Tax Registration](#)

vi. Commodities

Coupa Commodities ⓘ

vii. Product and Service Categories

Product and Service Categories ⓘ

viii. Areas Served

Areas Served ⓘ

Global Regional

No coverage in areas

ix. Online Presence

Online Presence ?

Website	Twitter	LinkedIn
<input type="text"/>	<input type="text"/>	<input type="text"/>
Facebook	Instagram	YouTube
<input type="text"/>	<input type="text"/>	<input type="text"/>

x. Once the information is filled in and/or updated, you'll click "Save Changes: