



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS®

Managing Legal entities (e-invoicing set up)

Coupa Supplier Guide

Legal entity set up

1. To add your legal entity to the CSP, navigate to setup and then Legal entity setup

Business Performance Sourcing Add-ons Setup

Admin Legal Entity Setup

1

- Users
- Merge Requests
- Merge Suggestions
- Requests to Join
- Legal Entity Setup**
- Fiscal Representatives
- Remit-To
- Terms of Use
- Additional CaaS Information
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)
- sFTP File Status (from Customers)

Legal Entity

Let's get your company setup for electronic invoicing!
We'll walk you through what's needed & keep it as short as possible.

The first thing you'll need to do is add a legal entity.

Please note, if you are a European Company, or have any operations in Europe, and you are based in one country/region but are registered for VAT in more than one country/region, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.

Add Legal Entity

Coupa Supplier Guide

Legal entity set up

Where's your business located?

2. The CSP will guide you through all the fields needed to set up your legal entity.

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

2

* Legal Entity Name

* Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel

Continue

Coupa Supplier Guide

Legal entity set up

Miscellaneous Information

1 2 3 4

3. Based on your country, different country specific fields will pop up on this screen.

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

3

* Legal Entity Name

* Country/Region

* Co Reg Num.

* Place of Reg.

* Register Legal Entities

Liquidation State

* Type of Company

License Number

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel Save & Continue

Coupa Supplier Guide

Legal entity set up

4

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All
 Sherwin-Williams

What address do you invoice from?

* Address Line 1
Address Line 2
* City
State: Select an Option
* Postal Code
Country/Region: Belgium

Use this address for Remit-To
 Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region: Belgium

* VAT ID
 I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice From Code
Preferred Language: Dutch (Belgium)

Cancel Save & Continue

4. In this tab, you need to fill in your invoicing address.

If you are planning on setting up a cXML connection with Sherwin Williams, do not forget to fill in the Invoice from code field as this will serve as the address ID in cXML invoices. Please contact the Sherwin Williams Supplier Enablement team (emeaicoupaenable@sherwin.com) first for more information.

Coupa Supplier Guide

Legal entity set up

5. Select your preferred payment type and fill in the required fields.

Where do you want to receive payment?

1 2 3 4

5

* Payment Type Address

What is your Rel Address

Bank Account

Virtual Card

Address Line 2

City 123

State

Postal Code 123

Country/Region Belgium

Cancel Save & Continue

Coupa Supplier Guide

Legal entity set up

Where do you want to receive payment? ×

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	123 123 123 Belgium	Active	Manage

Deactivate Legal Entity Cancel Next

6

6. Verify if the data is correct for the Remit-to

Coupa Supplier Guide

Legal entity set up

7

Where do you ship goods from? ×

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status	
123	Active	Manage
123		
123		
Belgium		

Deactivate Legal Entity Done


7. Verify if the data is correct for the Ship-from

Coupa Supplier Guide

Legal entity set up

Setup Complete ×

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** [?](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

8

[Go to Orders](#) [Go to Invoices](#) [Return to Admin](#) [Done](#)

8. After completing these steps, your legal entity is set up in Coupa and ready for invoicing.