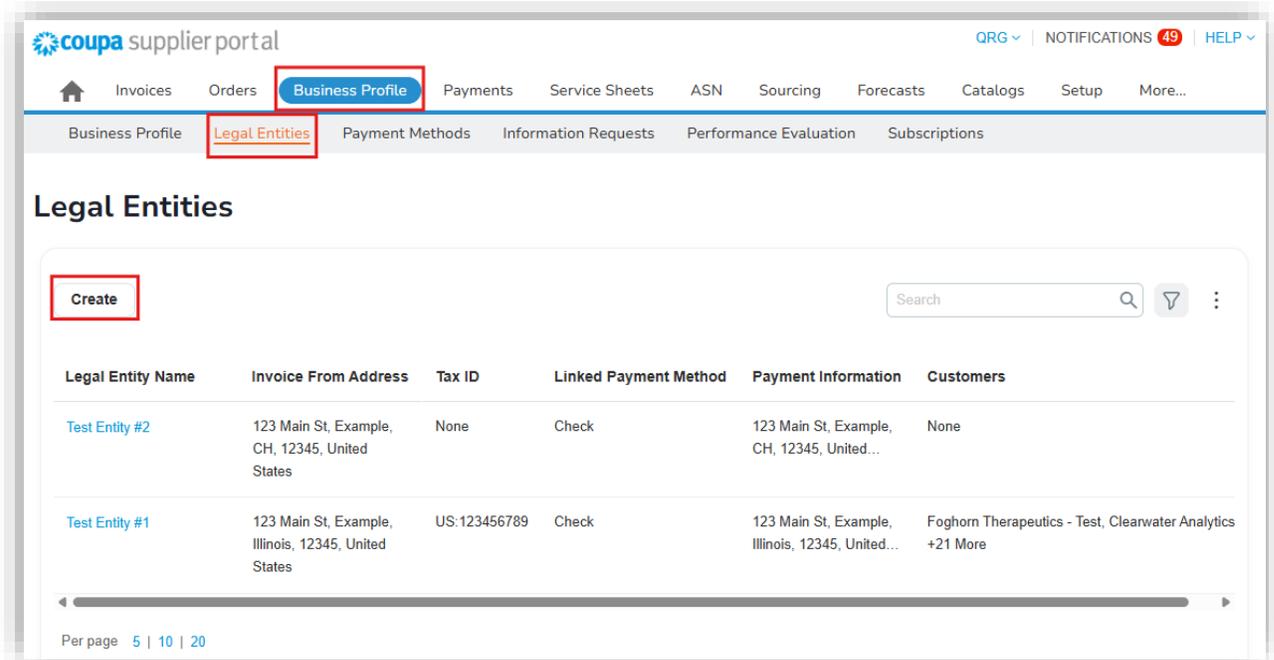


# CSP Legal Entity/Remit-to Setup

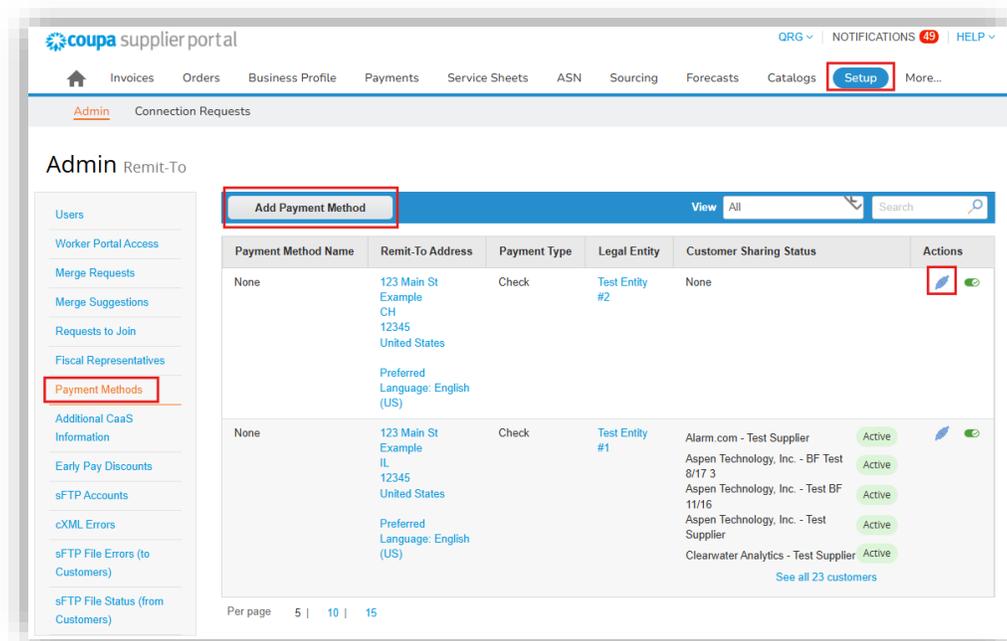
Please follow the below steps to create a Legal Entity or Remit-to Address within your CSP Account. This is required for every Supplier to transact through Coupa. FYI – this is *not* done within the Invoice screen, but within your CSP Business Profile.

## STEPS:

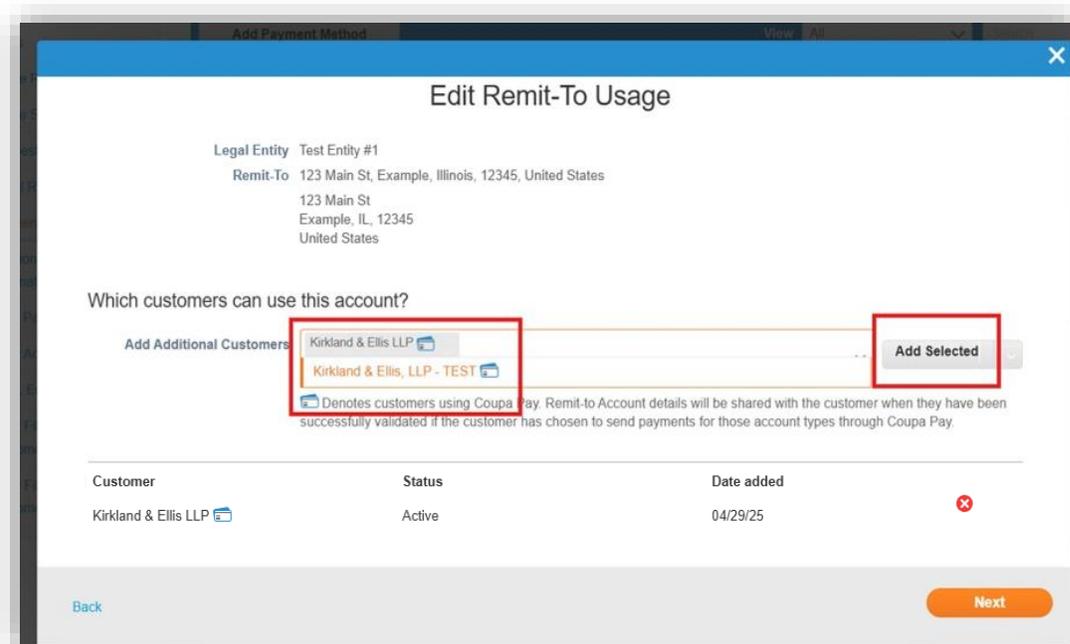
- 1. Go to Business Profile > Legal Entities > Create
- 2. Follow the steps to create, then Save



- 3. Then go to Setup > Payment Methods
  - If you have a Payment Method already, then click the little  “plug” icon
  - If you don’t have a Payment Method, then click “Add”



4. Once the Payment Method is created, then you will need to make sure that “Kirkland & Ellis LLP” is an available customer for that Remit-to Address
  - Once selected, you will see your Company name appear on the bottom of the Pop-up



5. Now when you go to submit an Invoice to Kirkland & Ellis the Remit-to, Ship-to, Invoice From fields should all auto-populate by default