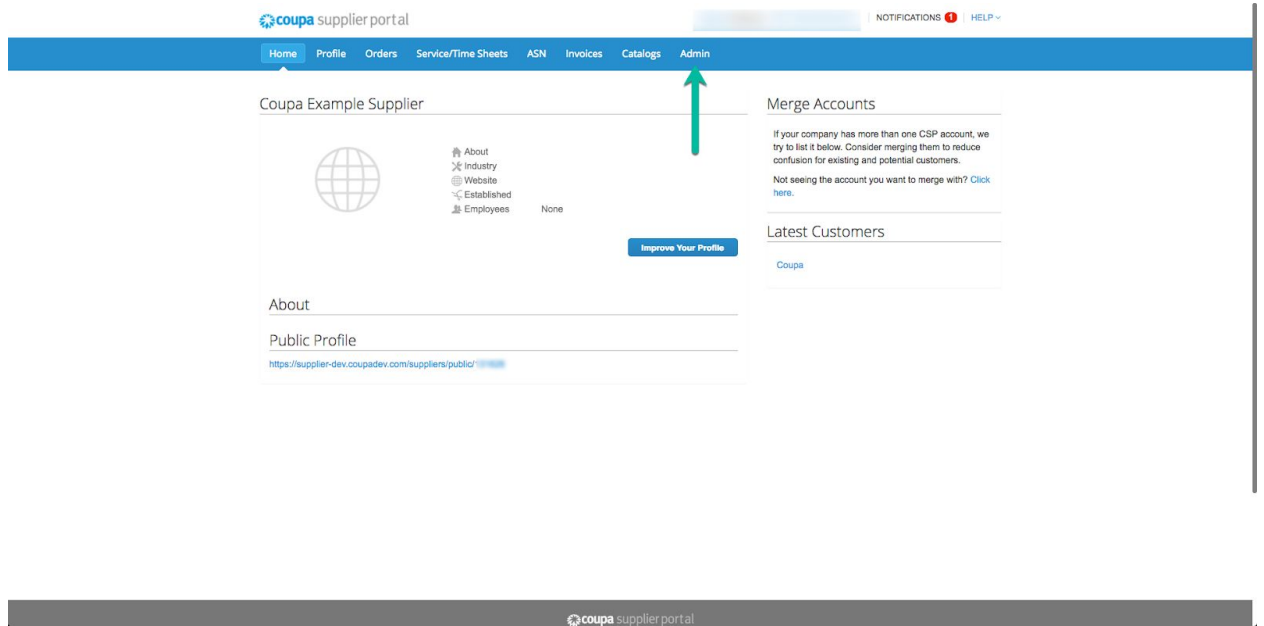


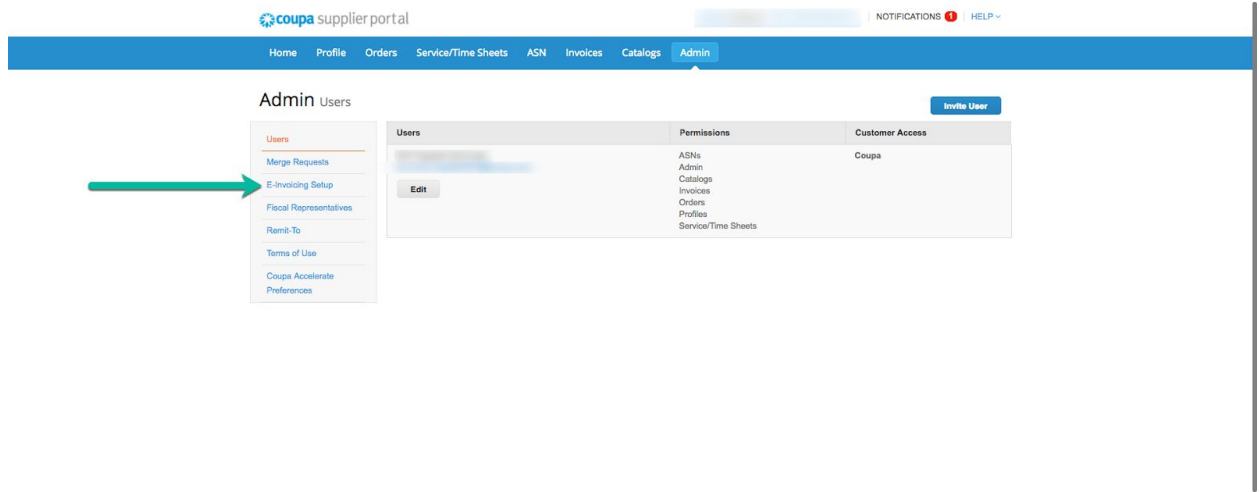
Disconnected Legal Entity or Remit To Address

Are you receiving an error that says “Choose Invoice From Address” or “Remit to Address can’t be blank?” This may be because of a legal entity connection error. Instructions on how to resolve this issue from Coupa below:

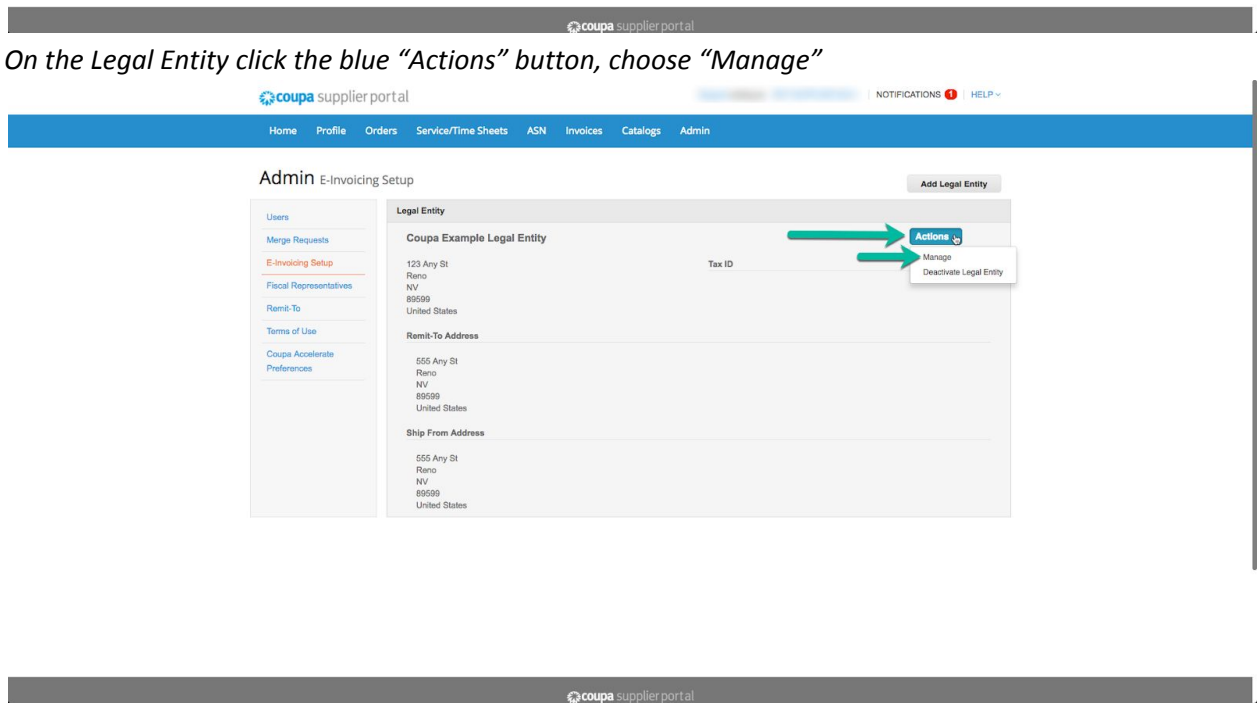
1) *Navigate to the Admin tab*



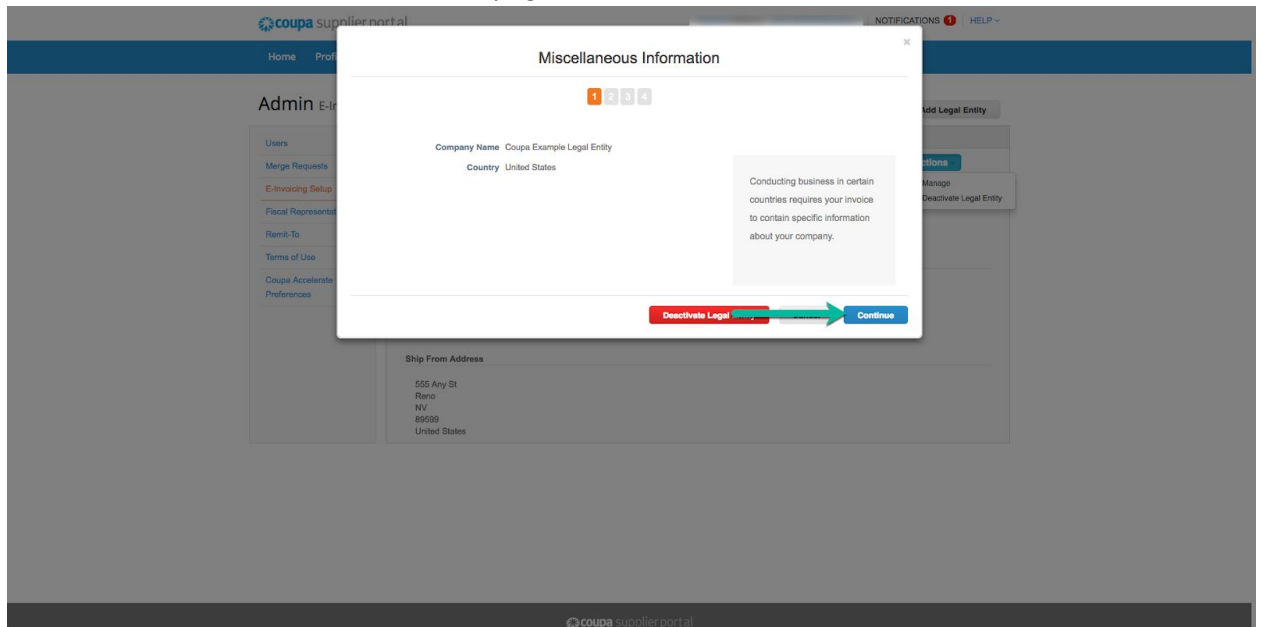
2) Select 'E-Invoicing Setup' from the left menu



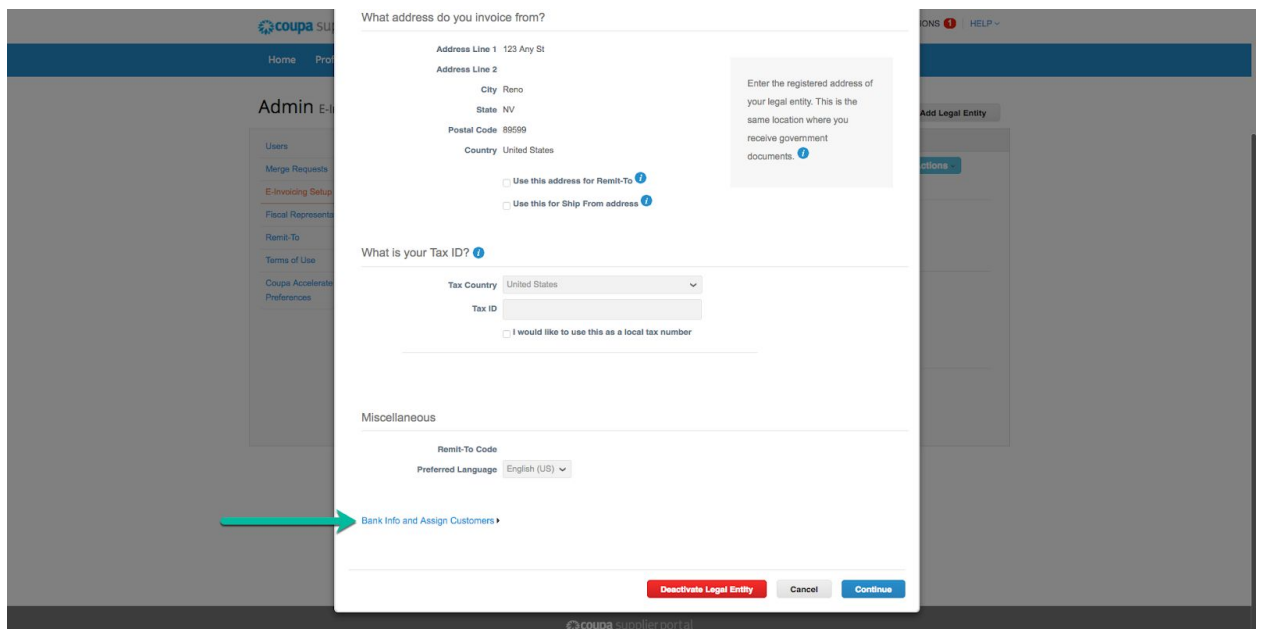
3) On the Legal Entity click the blue "Actions" button, choose "Manage"



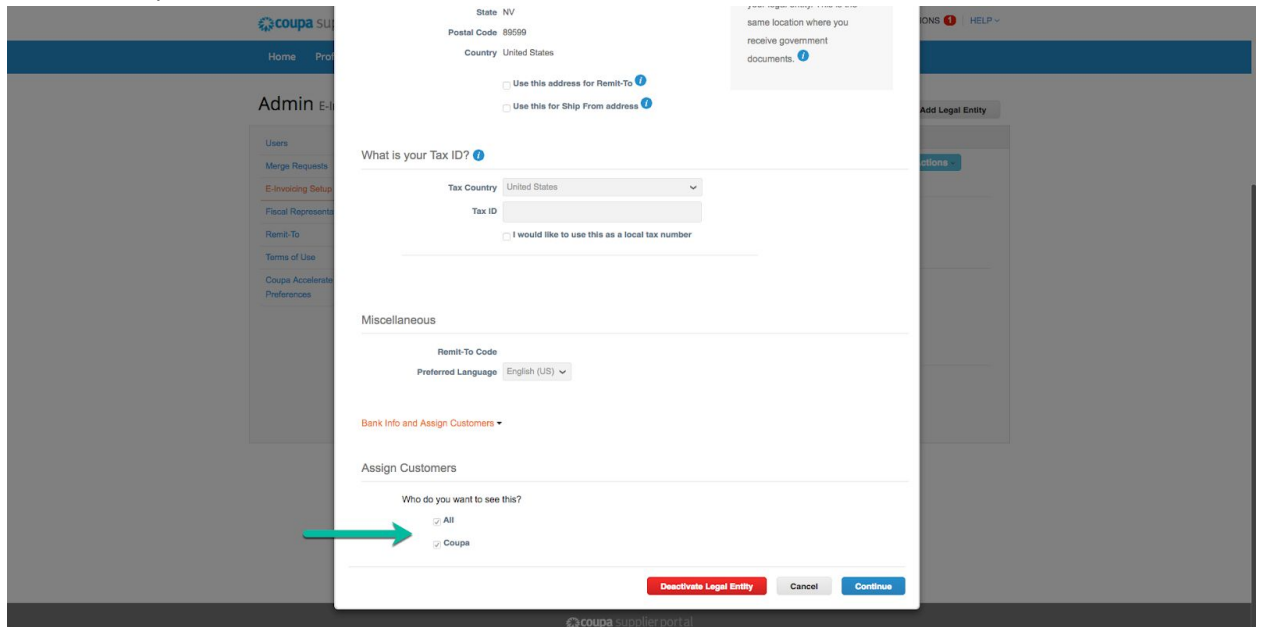
4) Click the blue "Continue" button to reach page 2



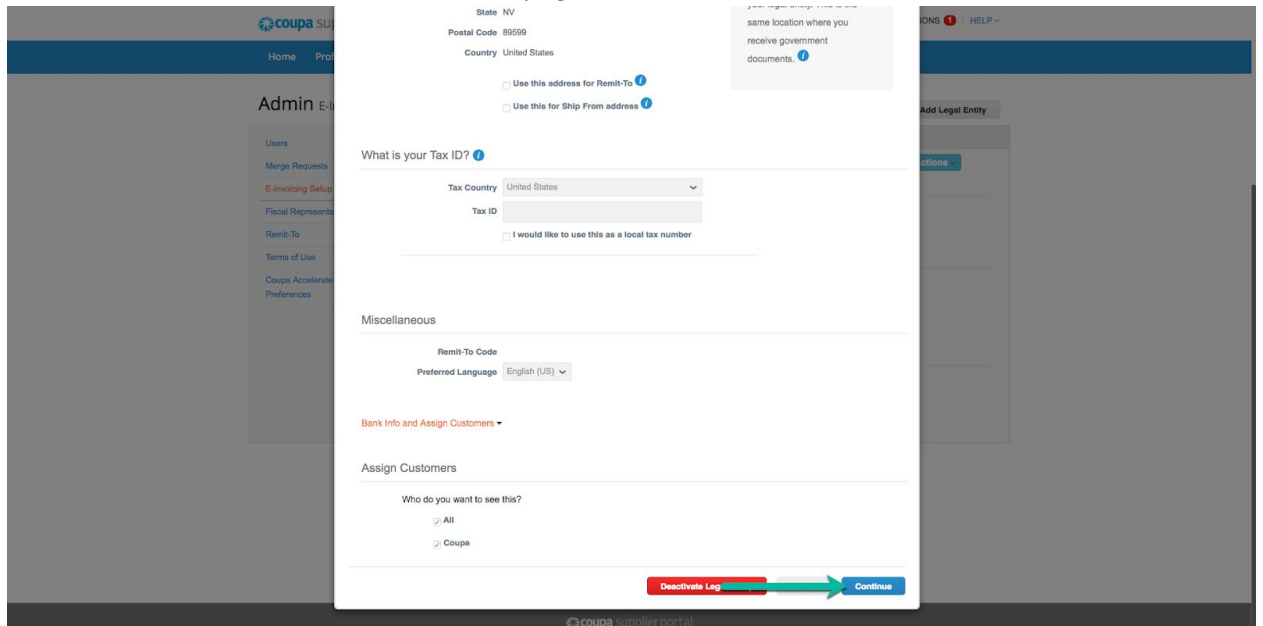
5) Scroll to the bottom of the page to "Bank Info and Assign Customers", click the link to expand the section



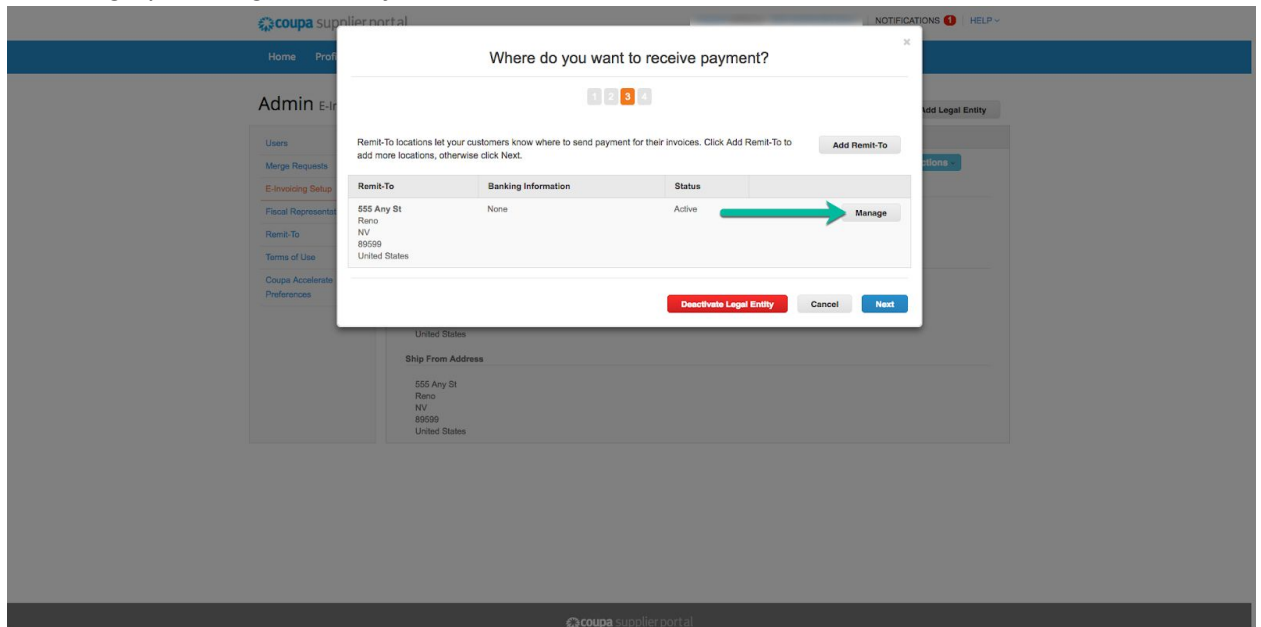
6) *Select the required customers*



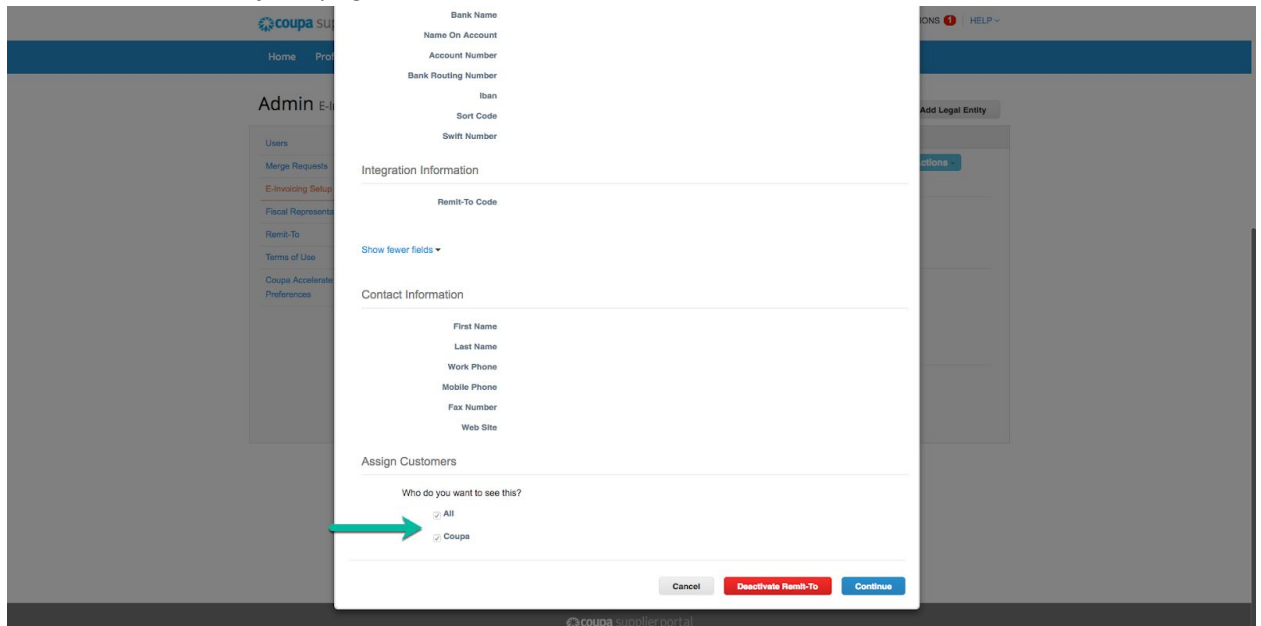
7) *Click the blue "Continue" button to move to page 3, where Remit-To addresses are listed*



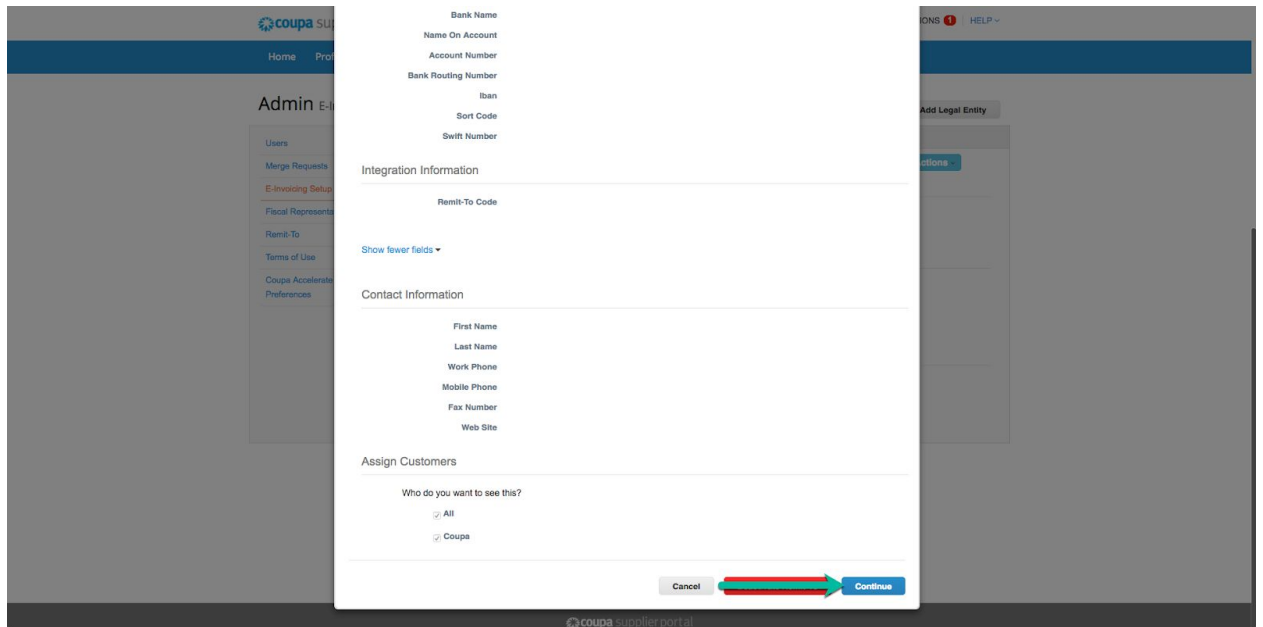
8) Click the gray “Manage” button for the Remit-To address



9) Scroll to the bottom of the page and select the customers



10) Click the blue “Continue” button to return to page 3, repeat steps 8 and 9 as necessary.



Bank Name
Name On Account
Account Number
Bank Routing Number
Iban
Sort Code
Swift Number

Integration Information

Remit-To Code

Show fewer fields ▾

Contact Information

First Name
Last Name
Work Phone
Mobile Phone
Fax Number
Web Site

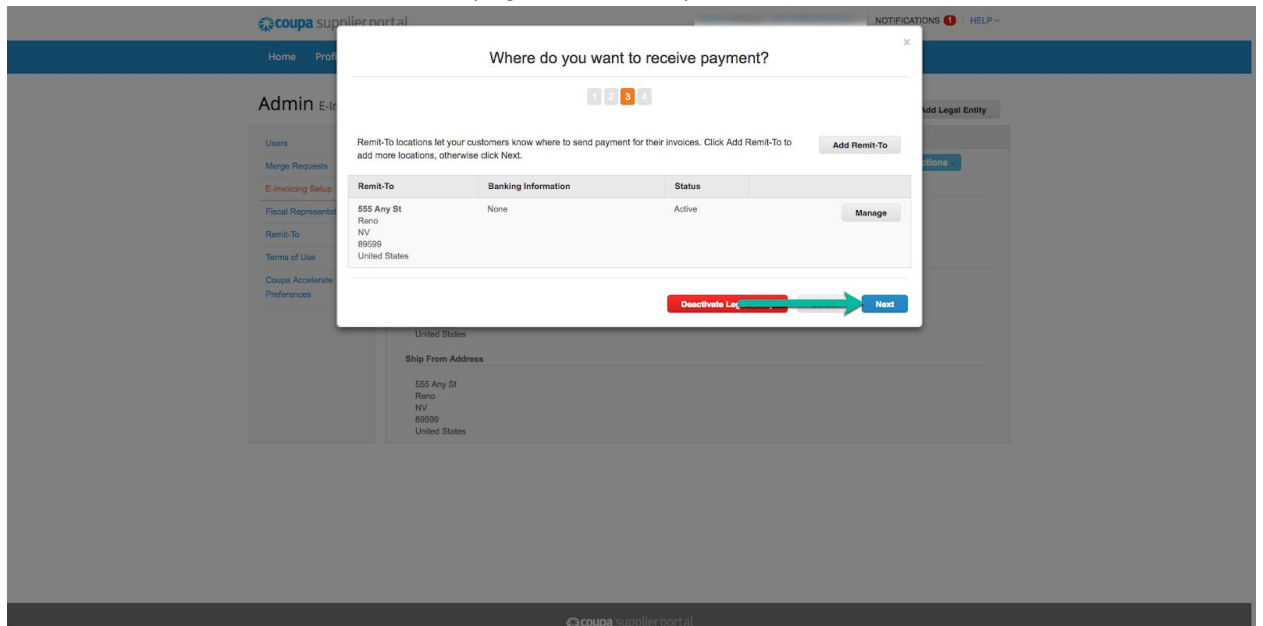
Assign Customers

Who do you want to see this?

All
 Coupa

Cancel **Continue**

11) Click the blue “Next” button to move to page 4, where Ship-From addresses are listed



Where do you want to receive payment?

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

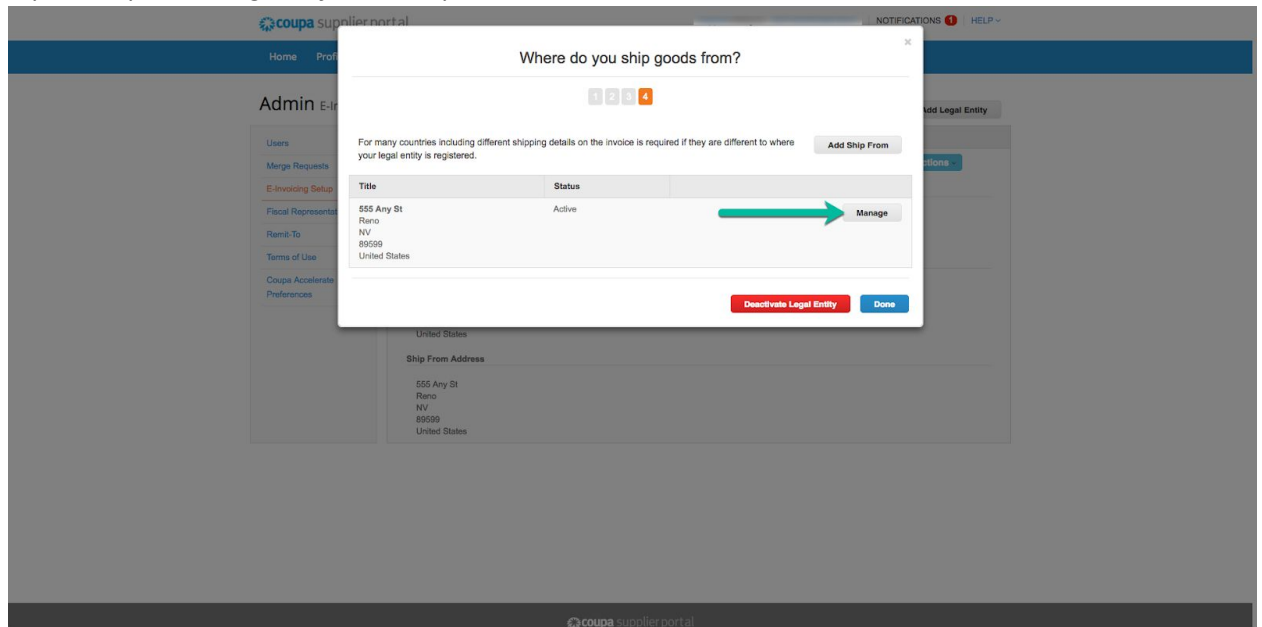
Remit-To	Banking Information	Status	
555 Any St Reno NV 89509 United States	None	Active	Manage

Deactivate Location **Next**

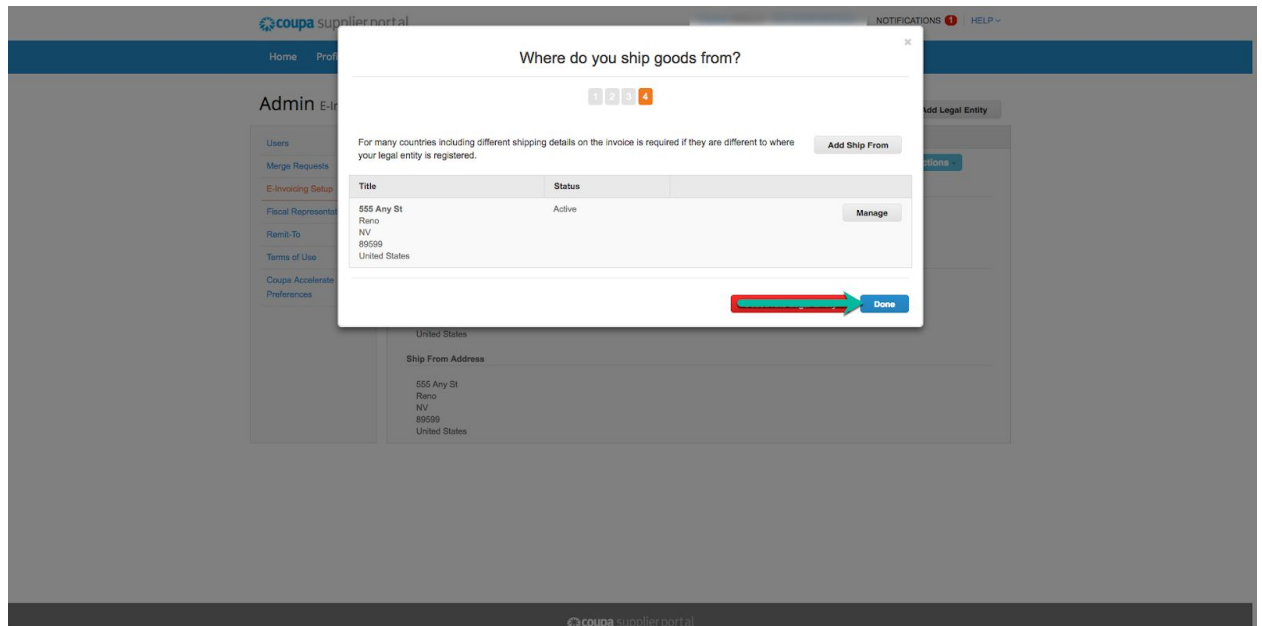
Ship From Address

555 Any St
Reno
NV
89509
United States

12) Repeat steps 8 through 10 for the Ship-From addresses



13) Click the blue "Done" button



14) Exit the Legal Entity Manage page

15) Create a new invoice and try to select the remit to address.