How to add a legal entity in the Coupa Supplier Portal (CSP)
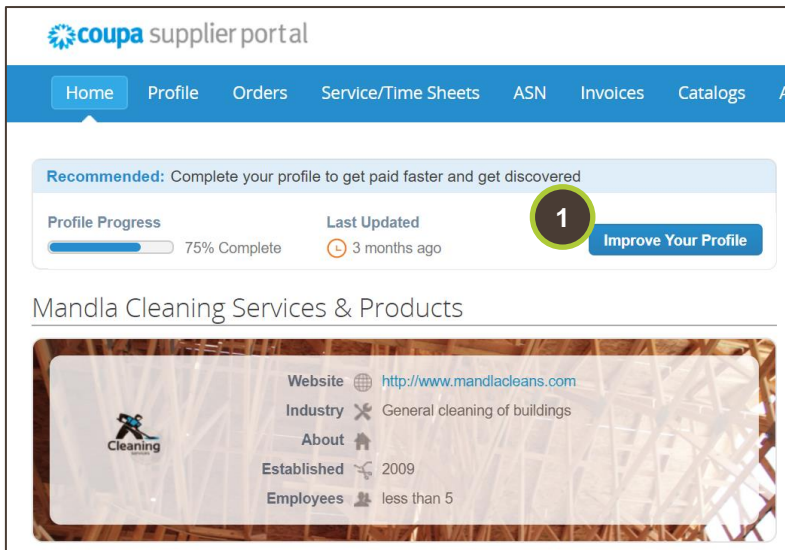
In this quick reference guide, we will show you how to add a legal entity. To submit an invoice to Exxaro, all suppliers are required to add a legal entity, (including banking details/remit to information).

Please login to the Coupa Supplier portal and continue with the steps below.

Note: The details in the screenshots provided are fictitious and are solely used for demonstration purposes.
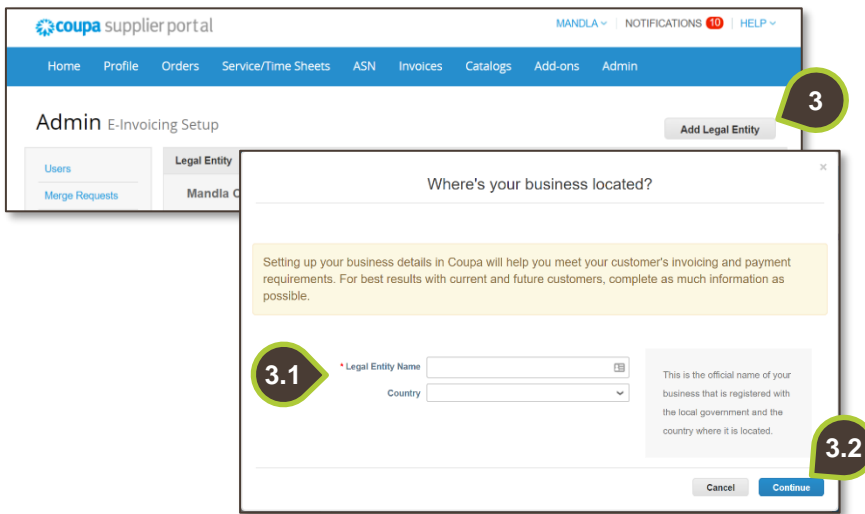

1. Improve your Profile

From your **Home** page, click **Improve your Profile.**

2. Add Legal Entity

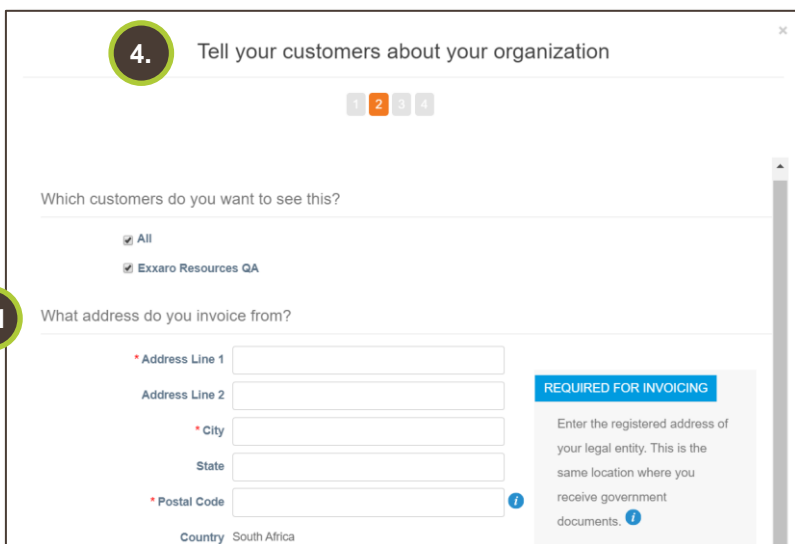Click **Add Legal Entity** to add your entity to be able to invoice.

3. In the Admin tab

Click **Add Legal Entity** to add your legal entity name.
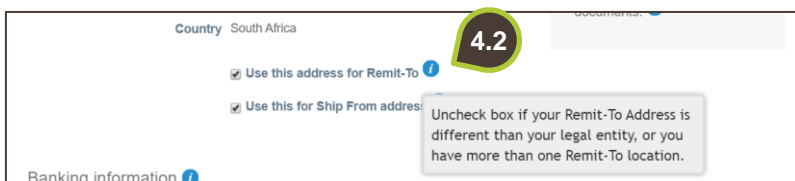
3.1. Populate the fields accordingly:
- **Legal Entity Name**
- **Country**

3.2. Click **Continue.**

4. 'Tell your Customers about your organization' page

4.1. Populate all the mandatory fields under '**What address do you invoice from?**'.

4.2. Hover on the blue "i" for more information about the check boxes.

4.3. Populate all necessary field under **Banking information** section.

4.4. Populate fields in the **Bank address** section.

4.5. Populate your **VAT ID.**

4.6. In the **Miscellaneous** section, populate **Invoice From Code** field if applicable.

4.7. Click **Save & Continue.**

5. Where do you want to receive payment?

Click **Next** if you are done

6. Where do you ship goods from?

Click **Done**

7. Setup Complete

A popup screen will indicate that your setup is complete.

Click **Return to Admin** if you are done.

8. Remit to:

Navigate to the **Remit to subtab** (in the Admin page) and notice the newly added banking details appear in this area (but the details are managed from the E-Invoicing setup page).

For additional support contact the help desk at 0872 839 704, or email vendor.services@exxaro.com for assistance.

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