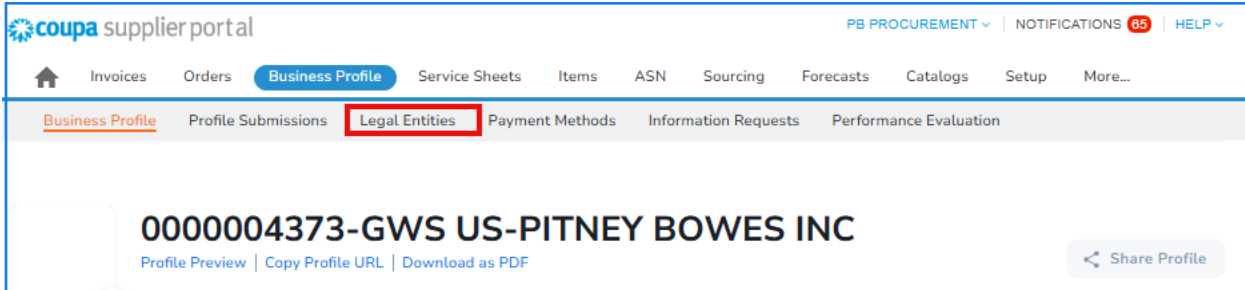
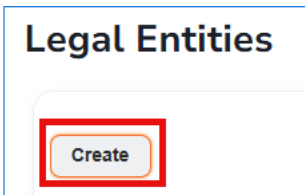


Add a Legal Entity

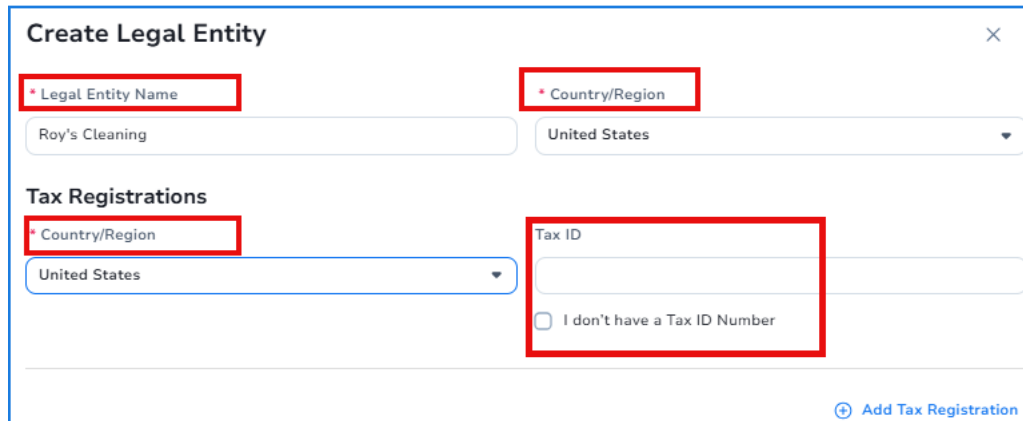
1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Business Profile** tab.
3. Select **Legal Entities**.



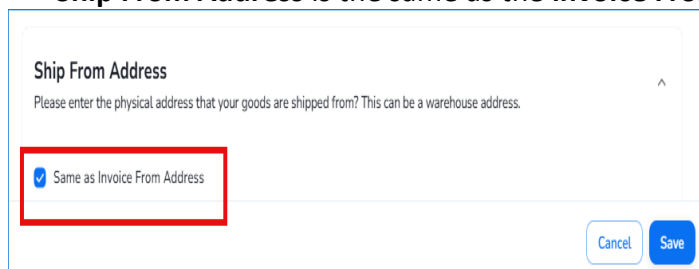
4. Click **Create**.



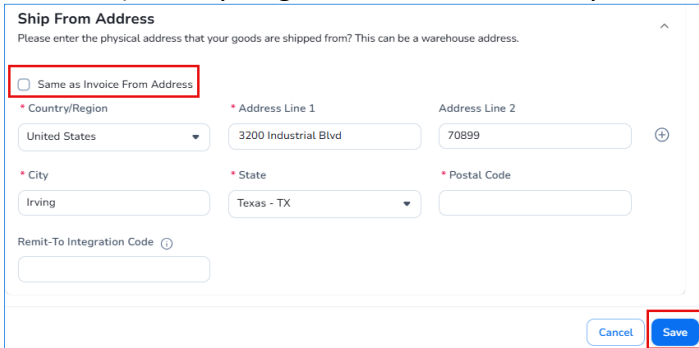
5. Enter information in the required (*) fields. Other fields are optional.
 - a) *Legal Entity Name
 - b) *Country/Region (select from the drop-down menu)
 - c) Enter **Tax Registrations** information (*Country/Region, *City, *State, *Postal Code).



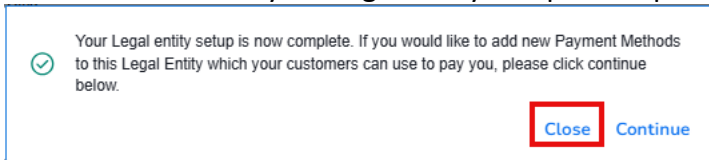
- d) If the **Ship From Address** is different from the **Invoice From Address**, de-select the box. If the **Ship From Address** is the same as the **Invoice From Address**, ensure the box is selected.





e) If different address from Invoice From, complete the required information for the **Ship From Address** (Country/Region, Address Line 1, City, State, and Postal Code). Click **Save**.



f) A confirmation that your Legal entity setup is complete will display. Click **Close**.



Update a Legal Entity

1. From the **Legal Entities** tab under **Business Profile**, locate the Legal Entity Name to be updated by entering the name in the Search bar.
2. Hover over the Legal Entity Name until the  displays. Click the .
3. The following fields can be updated on the **Edit Legal Entity** page.
 - **Tax Registrations** information (Country/Region, Tax ID)
 - **Invoice From Address**
 - **Ship From Address**
4. Click **Save**.

For additional support, please contact your Procurement Buyer Support Team.

Region & Line of Business	Support Email Contact
ADV & GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
Corporate & US	usprocurement@cbre.com
GWS U.S. & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com Chile, Panama, Peru, Costa Rica, Uruguay, Dominican Republic, Columbia, Argentina, Mexico
EMEA, Canada ACML	All CBRE Entities