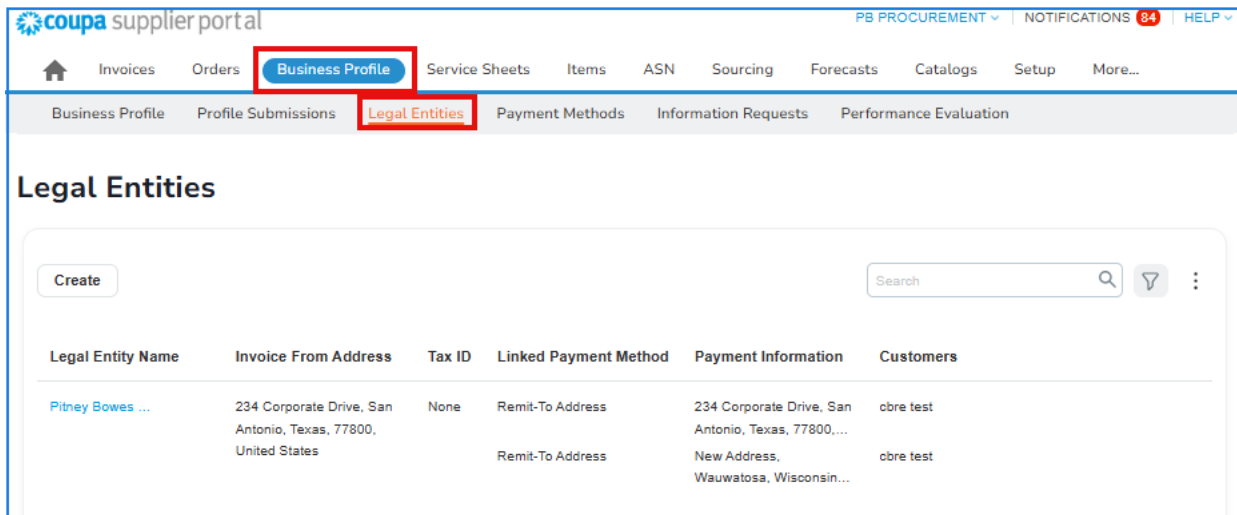


Add Remit-To Address

1. Log into the Coupa Supplier Portal <http://supplier.couphost.com/>

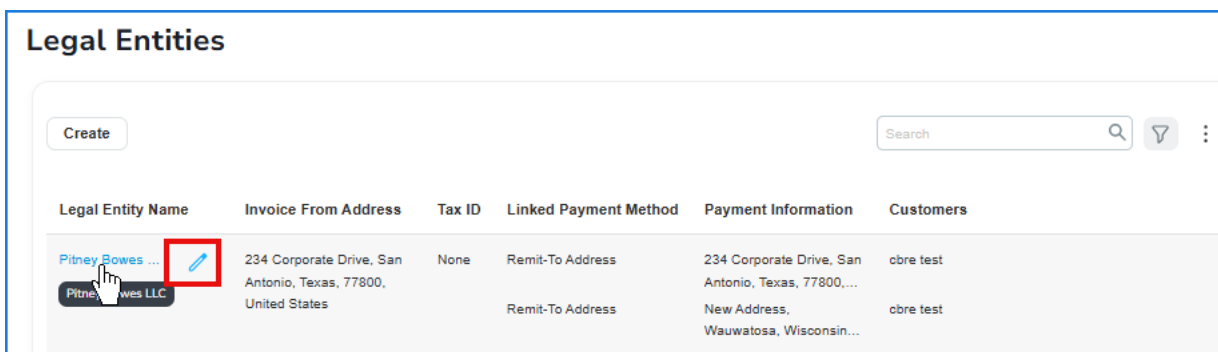
Note: Vendor must ensure that any Remit-To information setup in their CSP should also be created in the CBRE ERP. Failure to request CBRE to also update their ERP will result in the invoice being placed on hold.


2. Go to the **Business Profile** tab and select **Legal Entities**.



| Legal Entity Name | Invoice From Address | Tax ID | Linked Payment Method | Payment Information | Customers |
|-------------------|---|--------|-----------------------|--|-----------|
| Pitney Bowes ... | 234 Corporate Drive, San Antonio, Texas, 77800, United States | None | Remit-To Address | 234 Corporate Drive, San Antonio, Texas, 77800,... | cbre test |
| | | | Remit-To Address | New Address, Wauwatosa, Wisconsin... | cbre test |

3. Hover over the correct legal entity name until . Click .



| Legal Entity Name | Invoice From Address | Tax ID | Linked Payment Method | Payment Information | Customers |
|--|---|--------|-----------------------|--|-----------|
| Pitney Bowes ...  | 234 Corporate Drive, San Antonio, Texas, 77800, United States | None | Remit-To Address | 234 Corporate Drive, San Antonio, Texas, 77800,... | cbre test |
| Pitney Bowes LLC | | | Remit-To Address | New Address, Wauwatosa, Wisconsin... | cbre test |

4. De-select **Same as Invoice From Address**.

Edit Legal Entity

Tax Registrations

Country/Region * Tax ID

I don't have a Tax ID Number

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

Country/Region * Address Line 1 * Address Line 2

City * State Postal Code *

Invoice From Code ⓘ Preferred Language

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

Same as Invoice From Address

Remit-To Address

Please enter the address where you receive in-person payments.

Same as Invoice From Address

[Manage](#)

5. Click **Manage**.

6. Select **add Remit-To**.

Remit-To Addresses

These are the addresses you would like customers to associate with your invoices.

| Address | Status | Action |
|---|--------|--------|
| New Address, Wauwatosa, Wisconsin, 53213, United States | Active | |
| 234 Corporate Drive, San Antonio, Texas, 77800, United States | Active | |

[+ Add Remit-To](#)

7. Enter the **Remit-To Address**. (* denotes required fields).

Create Remit-To Address ✕

These are the addresses you would like customers to associate with your invoices.

What is your Remit-To Address? ^

| | | | |
|------------------|------------------|----------------|---|
| Country/Region * | Address Line 1 * | Address Line 2 | + |
| City * | State | Postal Code * | |

What is your Remit-To Integration Code? ^ ⓘ

Code

Which customer do you want to see this? ^

All cbre test

Cancel
Submit

8. Select **CBRE** in response to **Which customer do you want to see this?** Click **Submit**.

9. The new Remit-To will display under **Payment Information** on the **Legal Entities** page.

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| Legal Entity Name | Invoice From Address | Tax ID | Linked Payment Method | Payment Information | Customers |
|-------------------|---|--------|-----------------------|--|-----------|
| Pitney Bowes ... | 234 Corporate Drive, San Antonio, Texas, 77800, United States | None | Remit-To Address | 234 Corporate Drive, San Antonio, Texas, 77800,... | cbre test |
| | | | Remit-To Address | New Address, Wauwatosa, Wisconsin... | cbre test |

Disable a Remit-To Address

1. Follow Steps 1 – 5, above.
2. Locate the Remit-to address and select  the **Action** column.

| Remit-To Addresses × | | |
|---|--------|---|
| These are the addresses you would like customers to associate with your invoices. | | |
| Address | Status | Action |
| New Address, Wauwatosa, Wisconsin, 53213, United States | Active |  |
| 234 Corporate Drive, San Antonio, Texas, 77800, United States | Active |  |

[+ Add Remit-To](#)

3. Select **Deactivate Remit-To**.

Edit Remit-To Address ×

These are the addresses you would like customers to associate with your invoices.

What is your Remit-To Address? ^

Country/Region * Address Line 1 * Address Line 2

City * State Postal Code *

What is your Remit-To Integration Code? ^ ?

Code

Which customer do you want to see this? ^

All cbre test

4. Confirm the desired deactivation by clicking **Deactivate**.

Please Confirm

⚠ 1 customer will be affected by this deactivation.

Customer

cbre test

Cancel
Deactivate

NOTE: Be sure to consider the **Affected Customers** listed in the **Please Confirm** window.

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

| 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 |