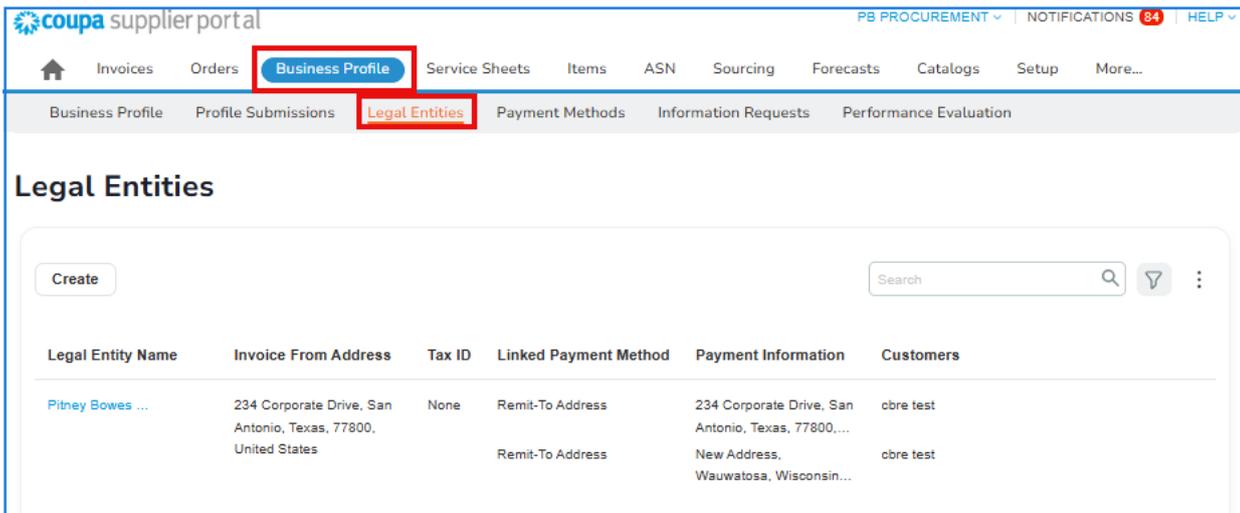


Add Remit-To Address

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

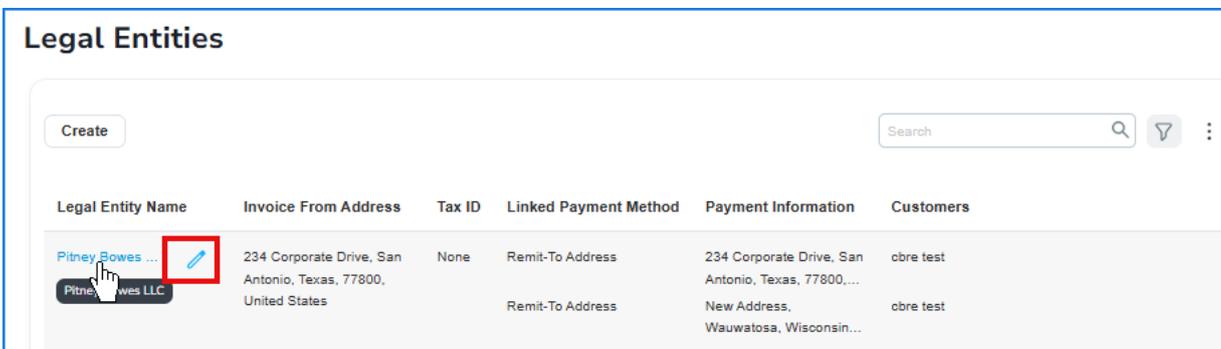
Note: Vendor must ensure that any Remit-To information setup in their CSP should also be created in the CBRE ERP. Failure to request CBRE to also update their ERP will result in the invoice being placed on hold.

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 Remit-To Address	234 Corporate Drive, San Antonio, Texas, 77800, ... New Address, Wauwatosa, Wisconsin...	cbre test 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