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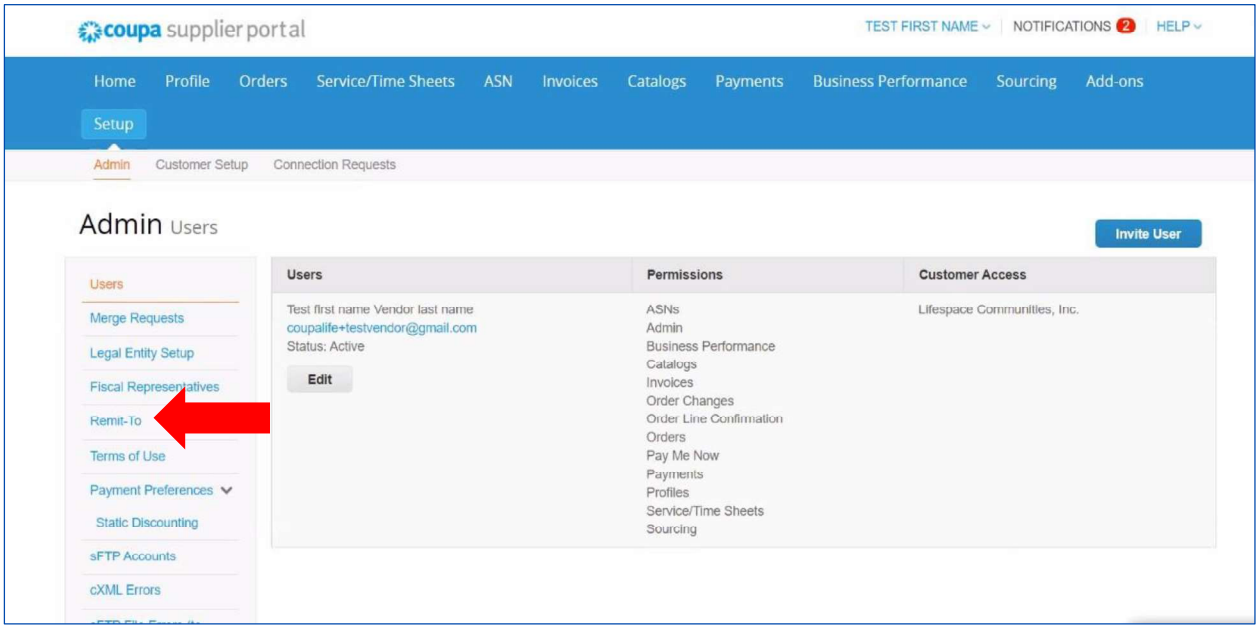
Remit update in CSP

Remit Updates in the Coupa Supplier Portal (CSP)

Step I: What's Next?



If you already have a Coupa Supplier Portal (CSP) account, you can update, add, and edit your Remit-To and payment accounts.

To do this, log into Coupa and click on Setup/Admin. Then find Remit-To.

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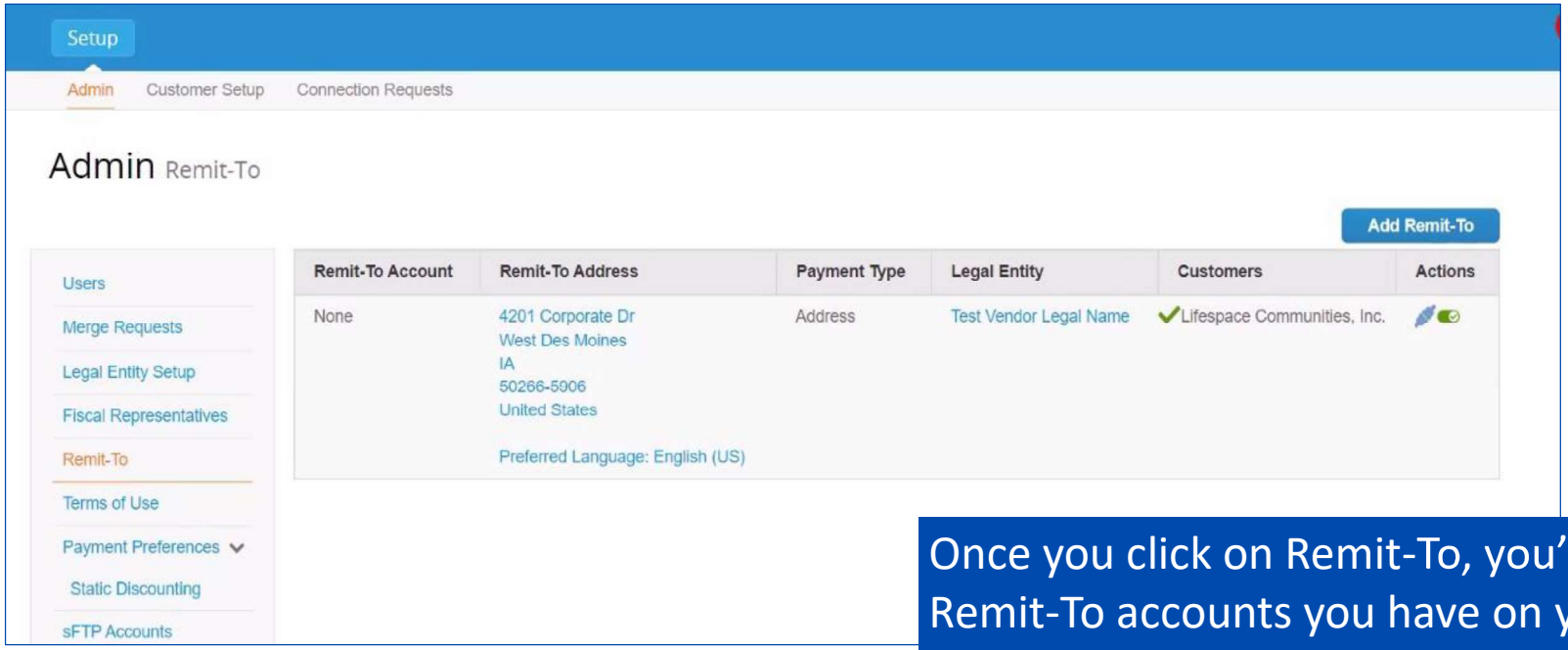
Step 2: Find Your Remit-To Accounts



Once you click on Remit-To, you'll see the different Remit-To accounts you have on your account. You can click on the legal entity name and then edit inside there if you'd like. You can also click "Add Remit-To" to start fresh with a new one and then add payment details.

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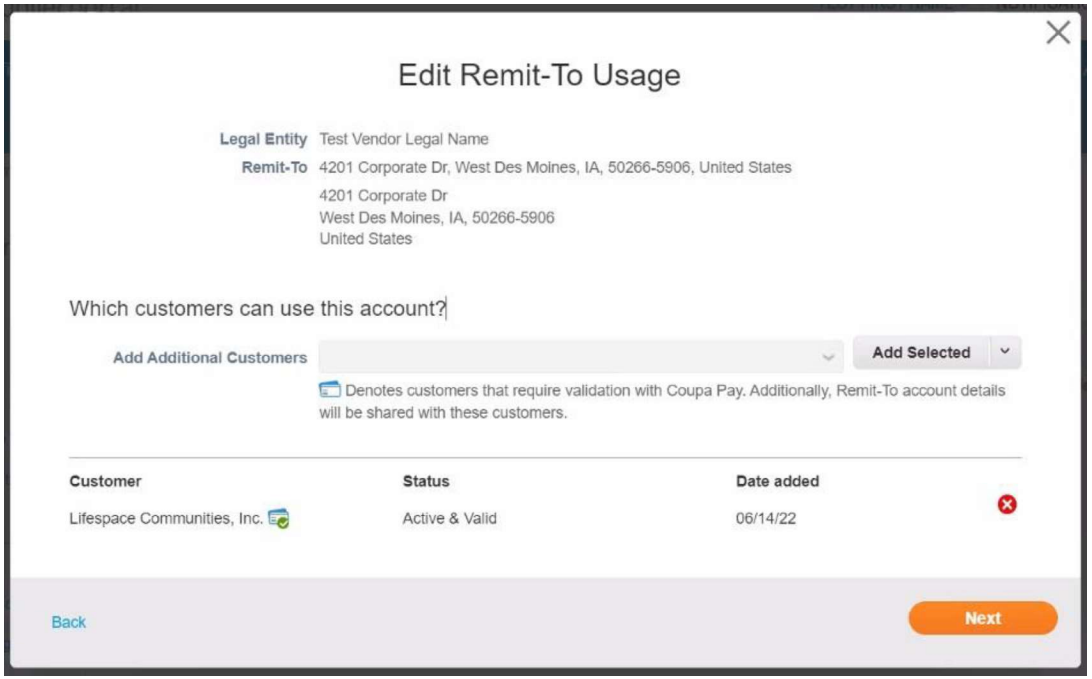
Step 3: Edit Your Remit-To Accounts



Once you're in edit or you create a new one, this is where you would select vendors to assign this remit to or you can also be sure you've added a payment account.

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QUESTIONS?

Please reach out to Lifespace at

CoupaHelp@lifespacecommunities.com