

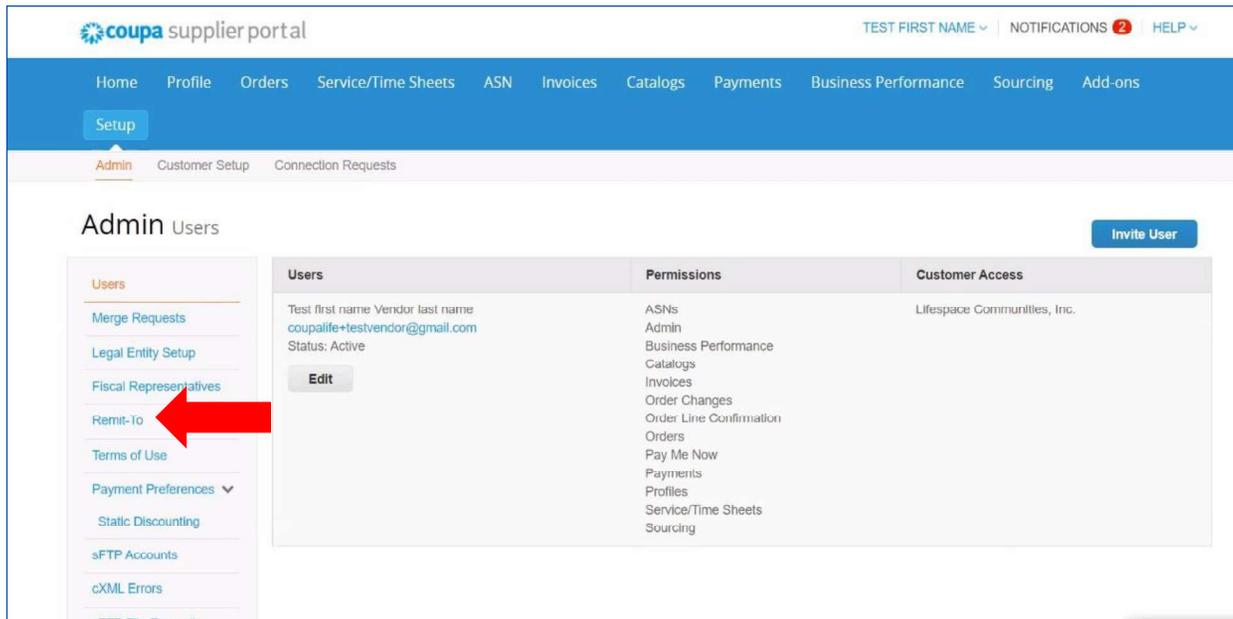
LIFESPACE
COMMUNITIES®



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.

Remit Updates in the Coupa Supplier Portal (CSP)

➔ Step 2: Find Your Remit-To Accounts

Setup

Admin Customer Setup Connection Requests

Admin Remit-To

Add Remit-To

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	4201 Corporate Dr West Des Moines IA 50266-5906 United States Preferred Language: English (US)	Address	Test Vendor Legal Name	✔ Lifespace Communities, Inc.	

Users

Merge Requests

Legal Entity Setup

Fiscal Representatives

Remit-To

Terms of Use

Payment Preferences ▾

Static Discounting

sFTP 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.

Remit Updates in the Coupa Supplier Portal (CSP)

➔ Step 3: Edit Your Remit-To Accounts

Edit Remit-To Usage

Legal Entity Test Vendor Legal Name
Remit-To 4201 Corporate Dr, West Des Moines, IA, 50266-5906, United States
4201 Corporate Dr
West Des Moines, IA, 50266-5906
United States

Which customers can use this account?

Add Additional Customers Add Selected

 Denotes customers that require validation with Coupa Pay. Additionally, Remit-To account details will be shared with these customers.

Customer	Status	Date added	
Lifespace Communities, Inc. 	Active & Valid	06/14/22	<input type="button" value="X"/>

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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.

QUESTIONS?

Please reach out to Lifespace at
CoupaHelp@lifespacecommunities.com