

How to add Legal Entity to your Supplier account in Coupa Supplier Portal

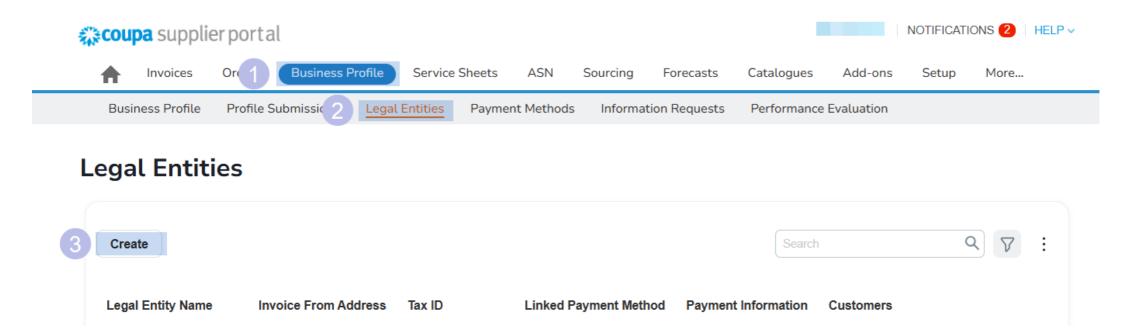
Supplier instructions

GFSS Procurement – July 2025

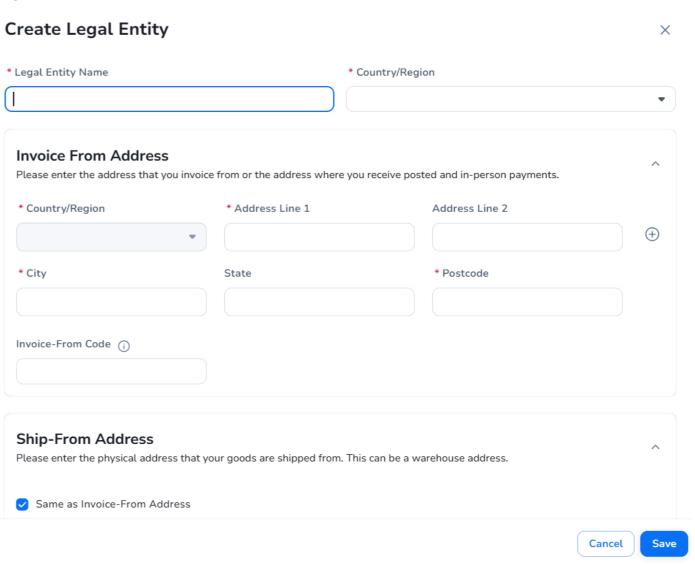
This step-by-step guide is provided to assist you to set up your Legal Entity (office address) and banking information on your Coupa Supplier Portal supplier account. Once you have set up the details, you will be able to issue invoices and have them paid to your defined banking details.

To start, you will need to log into your user account here: https://supplier.coupahost.com/

Go to Business Profile > Legal Entities > Create



Fill out all mandatory fields marked with red asterisk and click on Save to continue to the next page





There will be a pop-up window confirming your Legal Entity has been created. Click on continue and you will be redirected to the Payment Methods tab where you can add your preferred payment method and banking details.



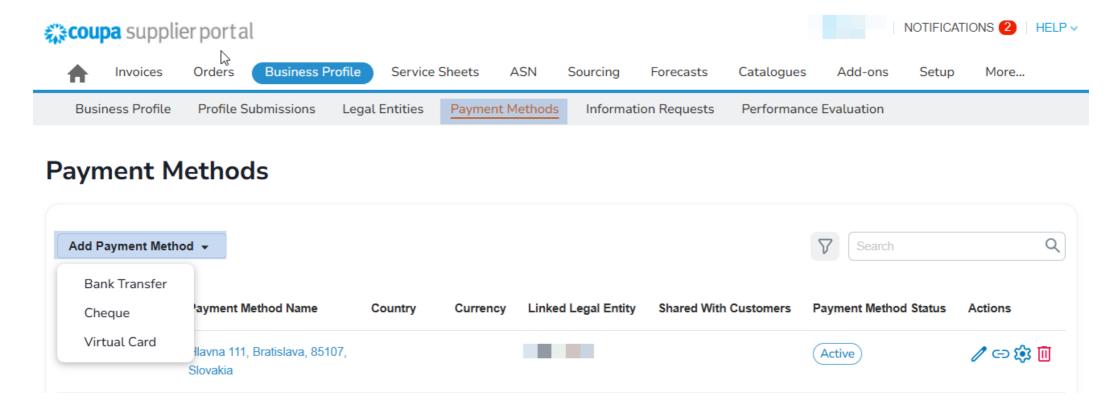
Business Legal Entity successfully created. Next, you must add payment info or a Remit-to address required for invoicing. Go to Payment Methods and click 'Add Payment Method' to complete this.

Close

Continue

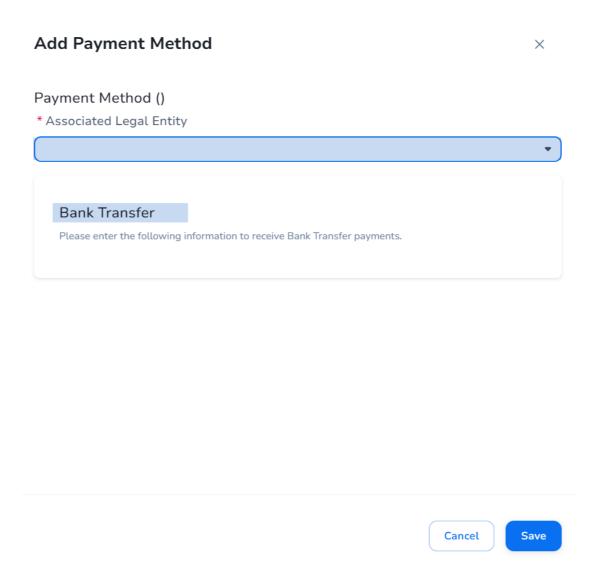


Select the preferred payment method from the drop-down menu. You will already see the Legal Entity you just created in the list.



Also select the Legal Entity you created from the drop-down menu that you wish to associate your payment method with.

You will see the selected payment method below, click Save to continue to the next page.



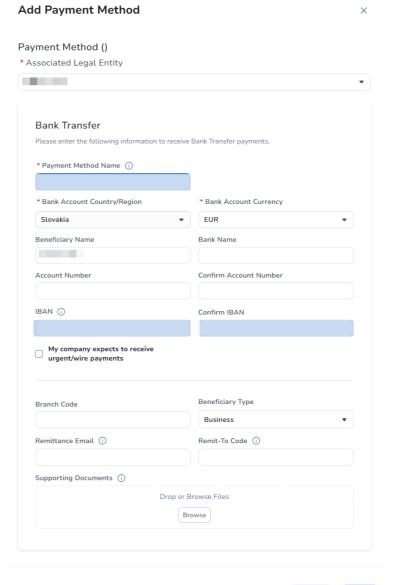


Name this payment method so you will be able to identify it easier from the list if multiple will be set up.

Fill out all mandatory fields marked with red asterisk and your IBAN number. Your IBAN number will need to be confirmed: you can copy-paste this value to the next field.

Also please add an email address for the remittance confirmation of the payments.

Click Save to continue to the next page.



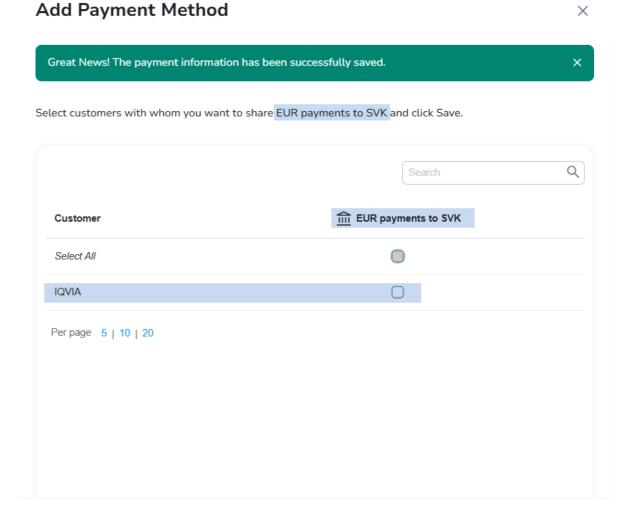


You can double check the payment method name on this page.

Select IQVIA as your customer by checking the box on the line.

If you work with multiple customers, you will see all in the list and can check them all if you want to enable this payment method for them also.

Click Save to continue to the next page.





Payment Method

Rank Transfer

Payment Method Name

EUR payments to SVK

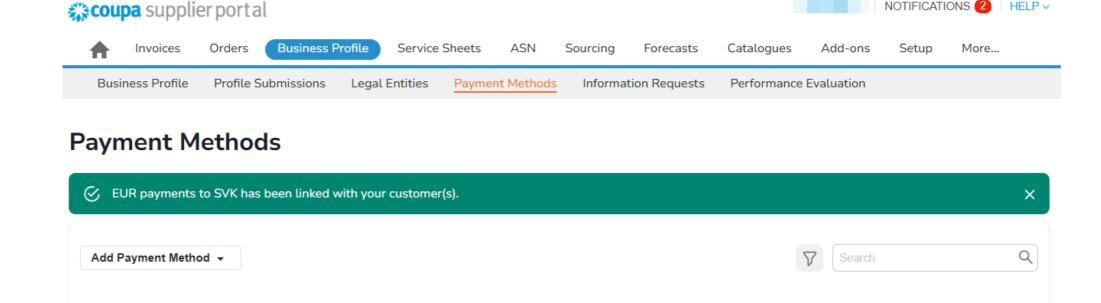
Your setup is now completed, and you will see the new payment method in the list with the associated Linked Legal Entity.

Country

Slovakia

Currency

EUR



Linked Legal Entity

Shared With Customers

AIVOI



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Actions

Payment Method Status

Active

NOTIFICATIONS (2)

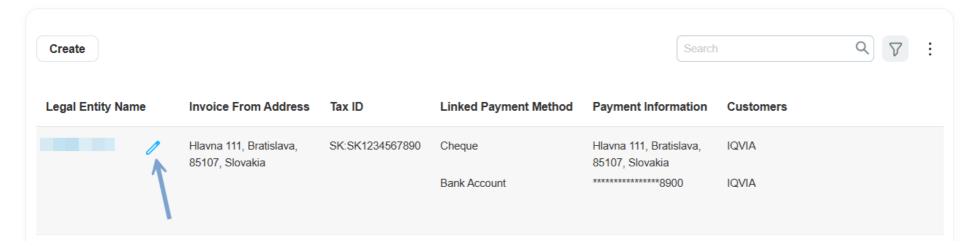
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Changes to the Legal Entity information

You can update your Legal Entity data if needed by clicking on the pencil icon next to the Legal Entity name.



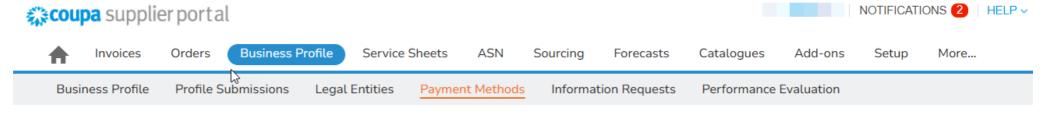
Legal Entities



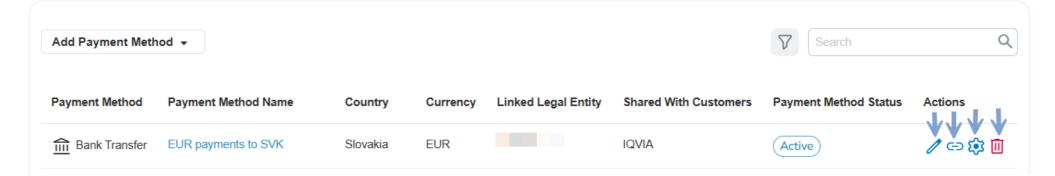
Changes to the Payment Method information

You can edit, share, manage the linked customers and deactivate the Payment Method if needed. The options are in the Actions column.

Note: editing the method will deactivate the original one and will create a new Payment method.



Payment Methods



Please keep us informed about all changes in your supplier account. You can reach out to your IQVIA person who will be able to advise how to request these changes to be done on our internal supplier account data.

For any supplier setup queries please contact our Supplier Setup Team at GFSSVendorMasterData@iqvia.com

For invoice related queries please reach out to our Accounts Payable team at supplier.queries@iqvia.com

For procurement related queries please reach out to our Procurement team at procurement@iqvia.com

Thank you

GFSS Procurement

