



How to add Legal Entity to your Supplier account

Supplier Instructions

GFSS Procurement – April 2026



How to add Legal Entity to your Supplier account

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

The screenshot shows the Coupa Supplier Portal interface. At the top, the logo 'coupa supplier portal' is visible on the left, and 'NOTIFICATIONS 2' and 'HELP' are on the right. Below the logo is a navigation bar with items: Home, Invoices, Orders (1), Business Profile (1), Service Sheets, ASN, Sourcing, Forecasts, Catalogues, Add-ons, Setup, and More... Below this is a secondary navigation bar with items: Business Profile, Profile Submissions (2), Legal Entities (2), Payment Methods, Information Requests, and Performance Evaluation. The 'Legal Entities' section is expanded, showing a 'Create' button (3) and a search bar. Below the search bar, there are columns for 'Legal Entity Name', 'Invoice From Address', 'Tax ID', 'Linked Payment Method', 'Payment Information', and 'Customers'.



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

Create Legal Entity

* Legal Entity Name

* Country/Region

Invoice From Address

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

* Country/Region * Address Line 1 Address Line 2

* City State * Postcode

Invoice-From Code

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



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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



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

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Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	Slovakia				Active	Edit Link Settings Delete



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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.

Add Payment Method ×

Payment Method ()

* Associated Legal Entity

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Cancel Save



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- 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.

Add Payment Method ×

Payment Method ()

* Associated Legal Entity

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name ⓘ

* Bank Account Country/Region Bank Account Currency

Slovakia EUR

Beneficiary Name Bank Name

Account Number Confirm Account Number

IBAN ⓘ Confirm IBAN

My company expects to receive urgent/wire payments

Branch Code Beneficiary Type

Remittance Email ⓘ Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

Cancel Save



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- 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.

Add Payment Method ×

Great News! The payment information has been successfully saved. ×

Select customers with whom you want to share EUR payments to SVK and click Save.

Search

Customer	 EUR payments to SVK
Select All	<input type="checkbox"/>
IQVIA	<input checked="" type="checkbox"/>

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Cancel Save



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

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Payment Methods

✔ EUR payments to SVK has been linked with your customer(s). ✕



Add Payment Method Search

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	EUR payments to SVK	Slovakia	EUR		IQVIA	Active	Edit Link Settings Delete



How to add Legal Entity to your Supplier account



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


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Legal Entities

[Create](#)  


Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
	Hlavna 111, Bratislava, 85107, Slovakia	SK:SK1234567890	Cheque	Hlavna 111, Bratislava, 85107, Slovakia	IQVIA
			Bank Account	*****8900	IQVIA



How to add Legal Entity to your Supplier account

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.






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Payment Methods

Add Payment Method ▼ Search

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	EUR payments to SVK	Slovakia	EUR	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	IQVIA	Active	<div style="display: flex; align-items: center; gap: 10px;">↓↓↓↓    </div>



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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