

Supplier Guide: Configuring Country-Specific Remit-To in Coupa for Tax Compliance and Accurate Invoice Processing

Purpose:

This guide establishes the requirement for automating invoice submission to Pact through the Coupa Supplier Portal for all non-AU and non-NZ legal supplier entities. The objective is to streamline transactions and ensure compliance with tax configuration requirements.

Scope:

This guide applies to all suppliers submitting invoices to Pact for entities outside Australia (AU) and New Zealand (NZ).

Why Is This Setup Required?

- The Coupa Supplier Portal shall be used to automate the sending of invoices to Pact for all non-AU and non-NZ legal supplier entities.
- A country-specific Remit-To address must be configured and linked to the site charging the invoice.
- This configuration is for technical purposes only and does not represent an actual Coupa-defined Remit-To address.
- The setup is required to ensure **accurate tax configuration** within the system.

Compliance:

Failure to comply with this policy may result in delays in invoice processing and payment.

For any questions email us at: css@pactgroup.com

Important Note:

The country-specific Remit-To address configured in the Coupa Supplier Portal is intended solely for Pact's internal technical configuration purposes. It does not represent or function as an actual Coupa-defined Remit-To address for payment processing.

This setup is required to ensure accurate tax configuration and system functionality. It will not impact payment routing or supplier banking details.

Important: If you invoice both Australia (AU) & New Zealand (NZ) sites the below steps will need to be repeated once for AU and once for NZ.

Steps:

Suppliers are required to create a new Legal Entity in the Coupa Supplier Portal. This entity must correspond to the same country as the Pact Bill-To company. Once the Legal Entity is established, invoices can be submitted to Pact with the correct tax rate applied.

1. Log in to Coupa Supplier Portal
 - Navigate to [<https://supplier.coupahost.com/sessions/new>].
 - Enter your registered supplier credentials.
2. Click on **Business Profile**.
3. Select **Legal Entities**.



4. Click on **Create**.



5. Please populate the following fields. If you **do not** have a legal entity based in the country the Pact bill-to party is in, please create a “**dummy**” legal entity:
 - **Legal Entity Name:**
 - 5.1. Enter the name of your legal entity, or
 - 5.2. If you are not based in that country, please create a “dummy” legal entity 4.1.3. Ensure the “name” is easily identifiable when invoicing.
 - **Country/Region:**
 - 5.3. **Important: Select the country where the Pact Bill-To entity is legally registered and operates (a list of these entities has been attached to the email you’ve received).**

Do not choose any country other than Australia (AU) or New Zealand (NZ) unless specifically instructed, as selecting an incorrect country may result in improper tax code mapping and compliance issues within the system.

 1. For AU based Pact sites select “**Australia**”
 2. For NZ based Pact sites select “**New Zealand**”

- **ABN / VAT ID:**
- 5.4. Enter your number or tick “**I don’t have an ABN Number**” if you do not have one.
 - 5.5. Note: for other countries “**VAT ID**” appears instead of “**ABN**”.
- **Local Tax ID:**
- 5.6. Enter your local tax number if applicable.
 - 5.7. Alternatively enter “**N/A**”

Create Legal Entity ✕

* Legal Entity Name * Country/Region

Tax Registrations

* Country/Region ABN

I don't have a ABN Number

* Local Tax ID

6. Invoice From Address:

- Enter the address of your business premises, or
- If using a “dummy” entity, please enter a “dummy” address.
- Under **Ship-From address**, tick **Same as Invoice-From Address** button.

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

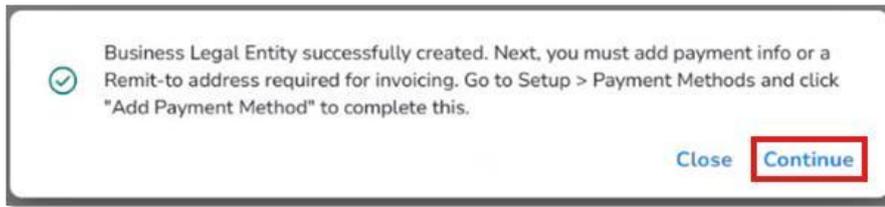
Invoice-From Code Preferred Language

Ship-From Address ^

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

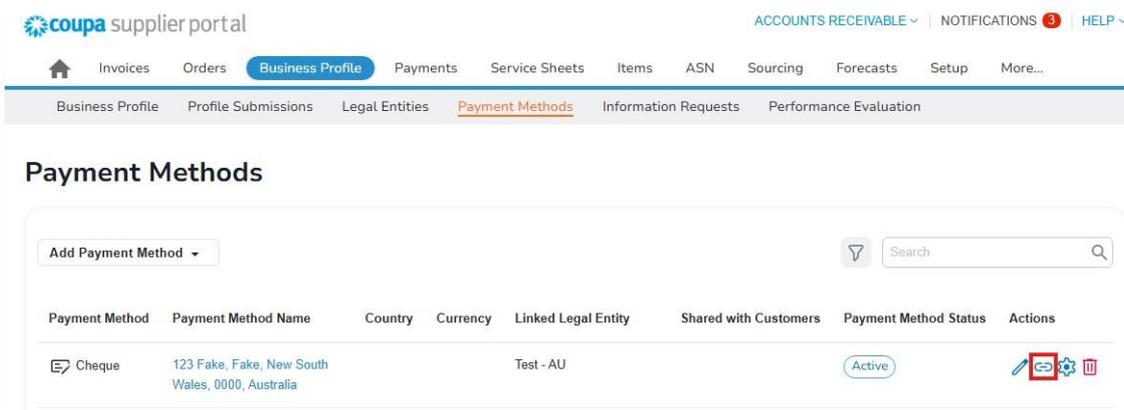
Same as Invoice-From Address

7. Click on **Continue**



8. **Payment Methods – Sharing to Pact Group:**

- Find the **new legal entity** that you've created.
- Select the icon that looks like a **paperclip**.



9. Select **Pact Group**.

- Scroll down to the bottom of the page and select **Share Payment Method**



10. The **Shared with Customers** should now show **Pact Group**. This completes the set-up process.



Note: Change to invoicing process:

When creating invoices, a pop-up will appear prompting you to select the **Legal Entity** to bill from. Select the newly created **Legal Entity** for the relevant invoices.

The screenshot shows a dialog box titled "Choose Invoicing Details" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- * Legal Entity:** A dropdown menu showing "Test - AU" and a green "+ Add New" button.
- Invoice From:** A text field containing "123 Fake", "Fake, NSW 0000", "Australia", and "N/A".
- * Remit-To:** A dropdown menu showing "123 Fake, Fake, NSW 0000, At" and a green "+ Add New" button.
- * Ship-From Address:** A dropdown menu showing "123 Fake, Fake, NSW 0000, At" and a green "+ Add New" button.

At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

The tax rate that you were previously unable to select should now be available for you within the Coupa Supplier Portal.