



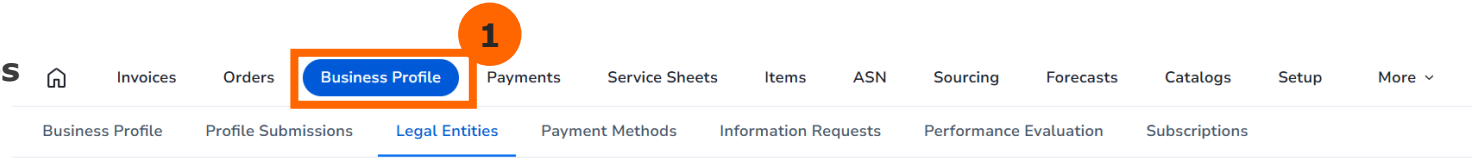
GLENCORE

Creating a Legal Entities and assigning payment methods

4.1 Adding a legal entity

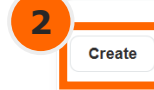
Create a Legal Entity to represent your company and give your Coupa customers the information they need to do business with you.

1 Navigate to the **Business Profile > Legal Entities**

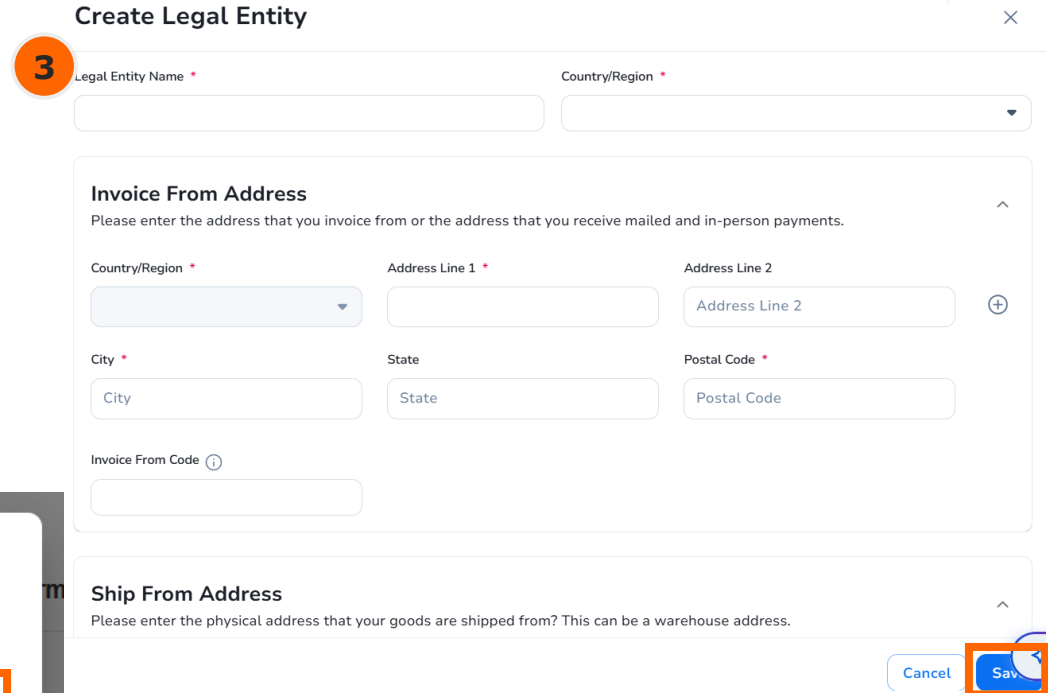


2 Click the **Create** button under the **Legal Entities** header.

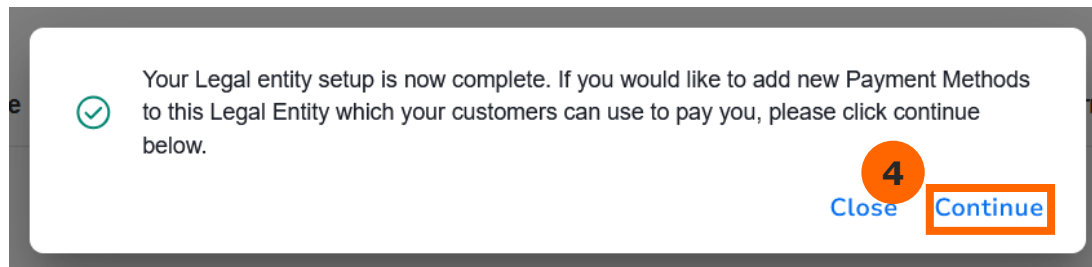
Legal Entities



3 Complete the details in the Create Legal Entity form and click **Save**



4 A confirmation message **confirms that the action** is successful: "Your Legal Entity setup is now complete. Click continue to add new Payment Methods to this Legal Entity."



4.2 Adding a payment method (or Remit-To) Information

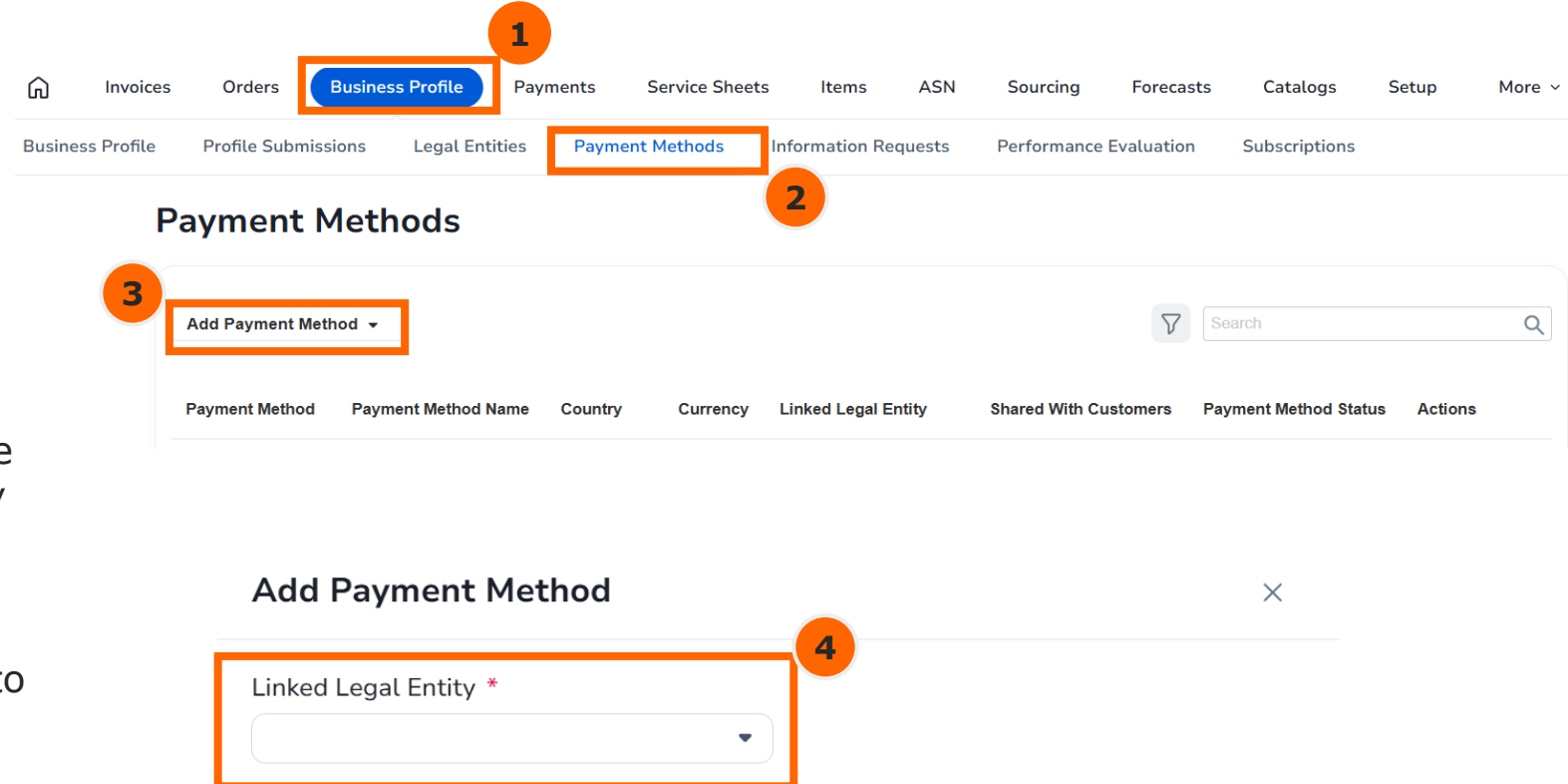
Payment methods are the individual options you register for customers to pay you once an invoice has been approved

1 Navigate to the **Business Profile** tab

2 Click the **Payment Methods** subtab

3 Click **Add Payment Method** to select the payment method to apply to a legal entity

4 Select the legal entity you want to link to the chosen payment method



The screenshot shows the Glencore Business Profile interface. The top navigation bar includes tabs for Invoices, Orders, Business Profile (highlighted with a red box and a red circle with the number 1), Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogs, Setup, and More. Below this, the Business Profile subtabs include Business Profile, Profile Submissions, Legal Entities, Payment Methods (highlighted with a red box and a red circle with the number 2), Information Requests, Performance Evaluation, and Subscriptions. The main content area is titled "Payment Methods" and contains a red circle with the number 3 next to an "Add Payment Method" button. Below the button is a table with columns: Payment Method, Payment Method Name, Country, Currency, Linked Legal Entity, Shared With Customers, Payment Method Status, and Actions. A search bar is located to the right of the table. Below the table, there is a modal titled "Add Payment Method" with a red circle with the number 4 next to a dropdown menu labeled "Linked Legal Entity *".

4.2 Adding a payment method (or Remit-To) Information

Payment methods are the individual options you register for customers to pay you once an invoice has been approved

5 Complete the **Bank Transfer Information** section by entering the banking details for the account to which you would like payments to be made.

6 Once the payment information has been saved successfully, you can select the individual customers to whom this payment method will apply.

5 Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * 	Beneficiary Legal Name * 
	SweetWater Services
Bank Branch Country / Region *	Bank Account Currency *
South Africa	ZAR
Bank Name *	Account Number * 
	9-17 digits
Branch Code * 	SWIFT / BIC Code 
6 digits	8 or 11 characters

6

Great News! The payment information has been successfully saved.

Select customers with whom you want to share SweetWater and click Save.

Search	
Customer	 SweetWater
Select All	☐
Glencore DEV 	☐

Cancel

Save 