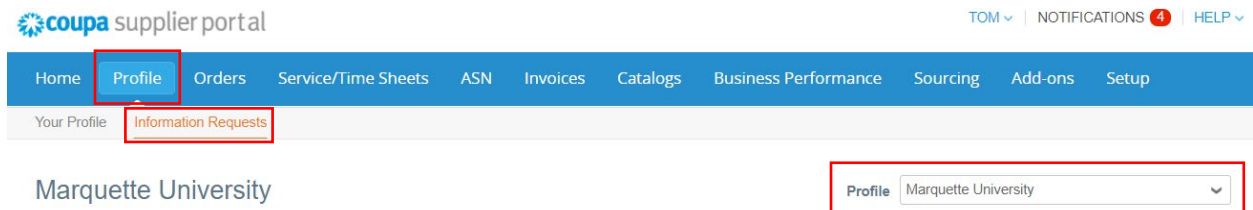
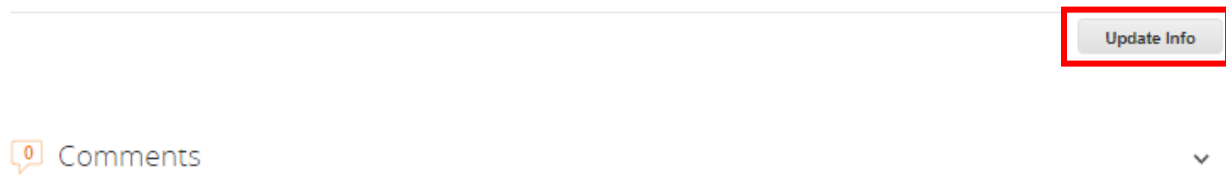


Updating Banking Information:

1. Log-In to the Coupa Supplier Portal- <https://supplier.coupahost.com/>
2. Select the “Profile” tab and then click the “Information Requests” link. In the Profile field, verify Marquette University is selected. Wait for the form to load on the page, this can take several seconds



3. Scroll down to the bottom of the page and select the “Update Info” button. This will open all the fields to edit



4. Select how you would like to be paid by Marquette University. Choose either Virtual Pay Card (Net15 payment terms offered and preferred), ACH or Check (Net 45 payment terms). You will see various hints to assist you in completing this section based on your payment choice. Please note Virtual Pay Card is for businesses not individuals.

Banking & Remittance Information

* How would you like to be paid by Marquette?

*** HINT FOR VIRTUAL PAY CARD ***

Suppliers will receive an automated email notification for each payment. These emails will contain a link to a secure web portal where the supplier will obtain the unique 16-digit Visa virtual credit card number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments. You will receive further instructions for processing from a U.S. Bank representative.

* Please note that you must be a Card Acceptor to process Virtual Pay Transactions.

* Standard processing fees administered by the supplier's merchant acquiring bank will apply.

*** HINT FOR DIRECT DEPOSIT/ACH PAYMENT ***

Please enter your Remit-To Email address below and complete the Remit-To section by clicking the "Add" button. The following fields are required: BENEFICIARY NAME, BANK NAME, BANK ACCOUNT NUMBER, & BANK ROUTING NUMBER.

*** HINT FOR CHECK PAYMENT ***

If you've selected to be paid via check, please complete the Remit-To information section by clicking the "Add" button and leave the Banking Information blank.

Remit-To Email

*** Please complete this field if you have selected Virtual Pay Card or Direct Deposit/ACH for your payment method ***

5. A Choose Remit-To Address screen will appear. If you have an existing Remit-To address entered not containing banking information, you can choose that or click “Create New”. If an existing bank account number is associated with the previously entered “Remit-To” address, you will need to select the “Create New” button.

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Choose Remit-To Address ✕

Choose a Remit-to Location below - Recommended
*It's a few more fields, but provides compliance, verification, and re-usability.
Otherwise, click 'Cancel' to add info to you customer's form manually.*

Create new Compliant Remit-To Address

+ Create New

6. Enter Legal Entity Name and Country- note ***If you choose the populated address, you will be directed to the banking section. If you choose “create new remit to address”, you will be directed to a new window.

×

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

Cancel Continue

7. Enter the Remit-To information if not already previously entered. Click "Save & Continue". You can leave the What is your Tax ID? And Miscellaneous sections blank. If you selected an existing address the information will appear.

×

Tell your customers about your organization

Which customers do you want to see this?

All

Marquette University

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code i

Country United States

Use this address for Remit-To i

Use this for Ship From address i

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. i

What is your Tax ID? i

Country ×

Tax ID

I don't have Tax ID Number

Add additional Tax ID

Miscellaneous

Invoice From Code i

Preferred Language

CancelSave & Continue

8. If you selected Virtual Pay Card in Step 4, DO NOT SELECT VIRTUAL PAY CARD HERE.

Select "Address" for check or "Bank Account" for ACH deposit. DO NOT ENTER VIRTUAL CARD HERE-select above in Step 4.

If changing or selecting ACH, enter the Bank Name, Beneficiary Name, Routing Number, Account Number, Confirm Account Number, and Bank Account Type to complete the banking information section. The rest of the fields are not required. You can leave all other fields blank and scroll to the bottom of the field.

×

Where do you want to receive payment?

1 2 3 4

* Payment Type: Bank Account Address Bank Account Virtual Card

Banking information

Bank Account Country: United States

Bank Account Currency:

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number: Routing Num

Account Number: ⓘ

Confirm Account Number:

IBAN: ⓘ

SWIFT/BIC Code: ⓘ

Bank Account Type: Business

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

Bank address

Address Line 1:

Address Line 2:

City:

State: Select an Option

Postal Code:

What is your Remit-To Address?

Address Line 1 45 Pointe Place

Address Line 2

City Milwaukee

State WI

Postal Code 53233

Country United States

Cancel Save & Continue

9. Confirm the information is correct and click the “Next” button

×

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Remit-To Account	Remit-To Address	Status	
Address	45 Pointe Place Milwaukee WI 53233 United States	Active	<input type="button" value="Manage"/>

10. Verify the information and click “Done”

×

Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Title	Status	
14 w wisconsin milwaukee wi 53233 United States	Active	<input type="button" value="Manage"/>

11. Set up is now complete, click “Add Now”

×

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

12. Scroll to the top and verify that all required fields have saved and contain information. Click “Submit for Approval”. If required information is missing the system will highlight the field(s) in red.

Decline Save Submit for Approval

 Comments▼

Enter comment