## How To Assign FirstEnergy To A "Legal ENTITY" WHEN CREATING AN INVOICE

Applicable Coupa Role(s): Suppliers

This Job Aid describes the process for how Suppliers can assign FirstEnergy to a "Legal Entity" when creating an invoice.

STEP	Action	View
1	While creating an invoice, the Supplier is unable to select a legal entity in the Choose Invoicing Details pop-up	VA-M1070-470029-N/A-MW3  Choose Invoicing Details  Legal Entity Select  Remit-To Select  Ship From Address Select  ut) - Tax  Cancel
2	From the <b>Coupa Supplier Portal</b> homepage, select <b>Setup.</b> Ensure you are on the <b>Admin</b> tab	Coupe Supplier portal  LEBRON- MOTIFICATIONS  HELP- Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add.ons. Strup.  Continue Shape
3	In the toolbar on the left side, select <b>Legal Entity Setup</b>	Users       Legal         Merge Requests       T         Merge Suggestions       In         Requests to Join       37         Lungal Entity Setup       O         Coupa Verified       7.         Fiscal Representatives       1
4	At the top right, select <b>Actions</b> , followed by <b>Manage Legal Entity</b>	Actions       Customers     Manage Legal Entity       Manage Remit-To Accour     Deactivate Legal Entity

STEP	ACTION	VIEW
5	Select Continue	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.
		Conducting business in certain countries/regions United States Conducting business in certain countries/regions requires your information about your company. Deectives Legal Entity Cancel Cancel
6	On the page titled 'Which customers do you want to see this?', ensure FirstEnergy is selected	Which customers do you want to see this?
7	Click continue through the remaining pages, and click <b>DONE</b>	