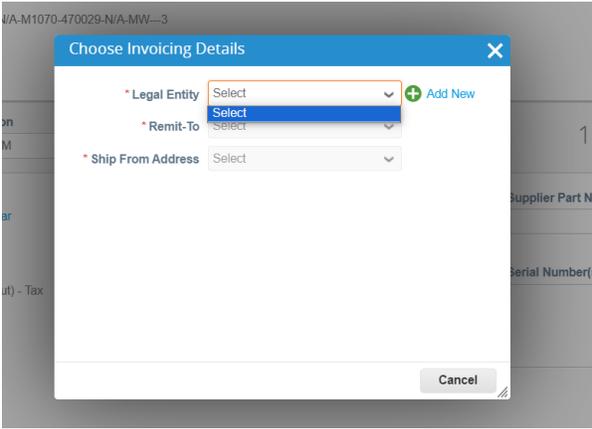
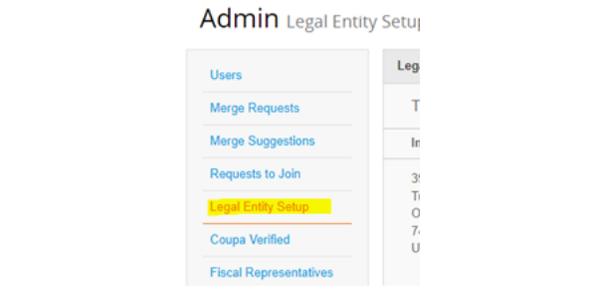
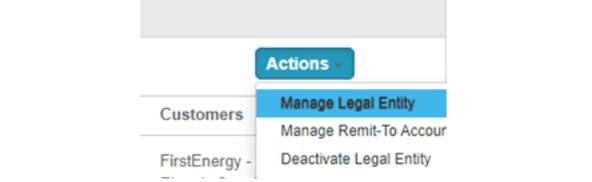
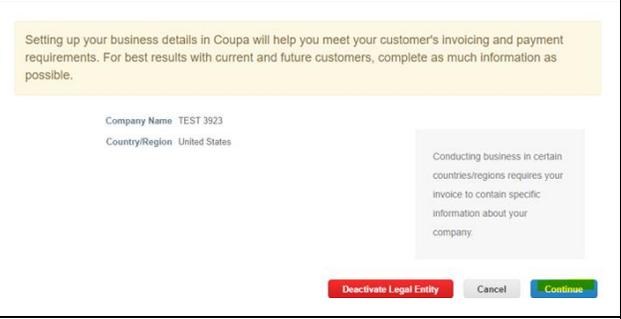
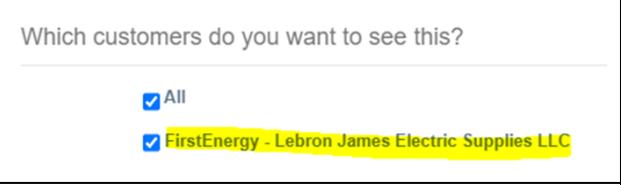


HOW TO ASSIGN FIRSTENERGY TO A “LEGAL ENTITY” WHEN CREATING AN INVOICE

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	
2	From the Coupa Supplier Portal homepage, select Setup . Ensure you are on the Admin tab	
3	In the toolbar on the left side, select Legal Entity Setup	
4	At the top right, select Actions , followed by Manage Legal Entity	

STEP	ACTION	VIEW
5	Select Continue	
6	On the page titled ' Which customers do you want to see this? ', ensure FirstEnergy is selected	
7	Click continue through the remaining pages, and click DONE	