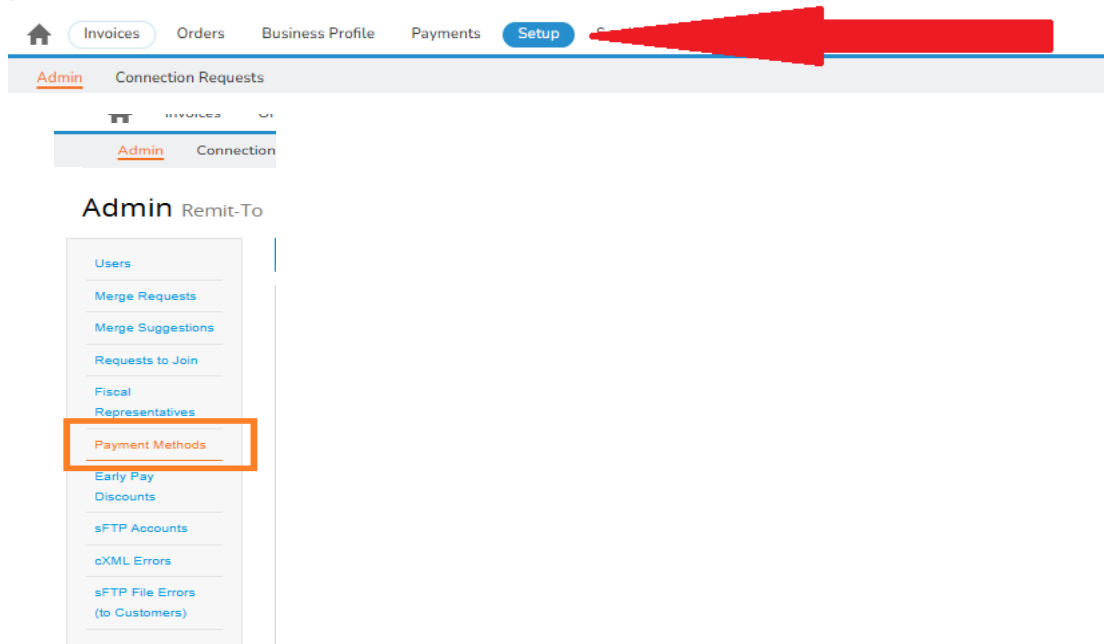## Updating Remit Address/Email

### About this Guide

This guide is intended to show suppliers how to update/change their remit address/remit email address

This guide contains the following sections:

## Add a new Payment Method

1.) Click on Setup



2.) Click on Payment Methods
3.) If you have your multiple authentication created, please enter the 6- digit code sent to the Authenticator App/phone number provided when you created your account or use the authenticator app and click ok.
   a. If you receive the below notification that means your multifactor has not been sent up yet. Please click on the Enable Multi Factor Authentication button provided.



Multi Factor Authentication Required

Multi Factor Authentication must be configured before you can provide payment information. Please click the button below to enable Multi Factor Authentication before completing this form.

Enable Multi Factor Authentication

   i. For steps on how to complete this section, please go to Establish Multifactor Authentication
       1. Via Google Chrome
       2. Via Microsoft Edge
       3. Via Firefox
       4. Via SMS

**coupa**

**flynn** marketplace

4.) Click on the Add Payment Method Button

**Admin** Remit-To

| Users | **Add Payment Method** |
|-------|------------------------|

5.) Select the Legal Entity you just create by from the options in the drop down menu next to Legal Entity and click next

Add Payment Method

Legal Entity  TEST

Invoice From Address  test
cleveland, OH, 44131
United States

Next

a. If no legal entity is displayed, please go to Establish Legal Entity between pages section to get this created.
b. For **check payment**, click on the drop down located next to Payment type and click on **Address**. If Remit Address is correct click on the blue Save and Continue button.

Add a new Payment Method

* Payment Type  Address

Address
Bank Account
Virtual Card

'hat is your Re[            ]s?

* Address Line [            ]

* City [            ]

State  Select an Option

* Postal Code [            ]

* Country/Region  United States

**Recommended**
If you receive payments to a different location to where your business is registered, add the address here.

'hat is your Remit-To Integration Code? (optional)

'hich customers can use this account?

☑ All
☑ **Flynn Group - John Ellis**
☑ **Flynn Group - EMAIL TEST**

Cancel    **Save & Continue**

c. For **ACH payment**, click on the drop down located next to Payment type and click on **Bank Account**. Enter the state where your bank is located, Bank's name, account number, confirm account number, ACH routing number. If you do not have access to your bank's Wire/SWIFT information, please click on the check box labeled "My bank does not have a BIC code. Once the information has been filled out, click on the blue Save and Continue button.

d. For payment via virtual credit card, click on the drop down located next to Payment type and click on Virtual Card. Enter a remit email address in the box located the right of Email Address. If your company processes credit card automatically, please click the appropriate check box. Once the information has been filled out, click on the blue Save and Continue button.



6.) Click the blue Next button.



7.) Click the blue Done button.

8.) Click the blue Add Now button.

Setup Complete                                                    ✕

Congratulations!

This legal entity can now be used on new invoices.

> **To get paid -** Most customers require that you send them this payment info **in addition to providing it on the invoice.** ⓘ
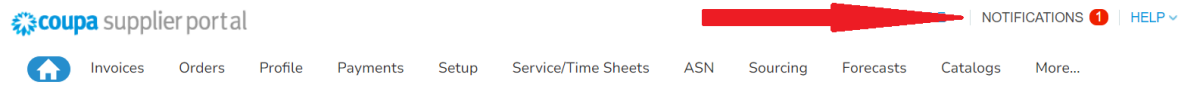> • Click on the Profile Tab to see if your customer has a form that collects payment information.
> • Otherwise, you'll have to send it to them through another channel.
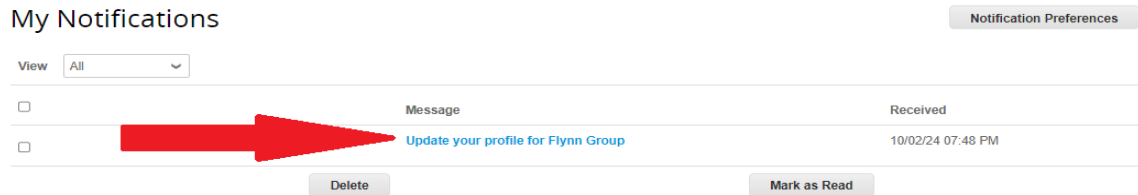
Add Later    Add Now

## Completing the Information Request Form: Payment Information
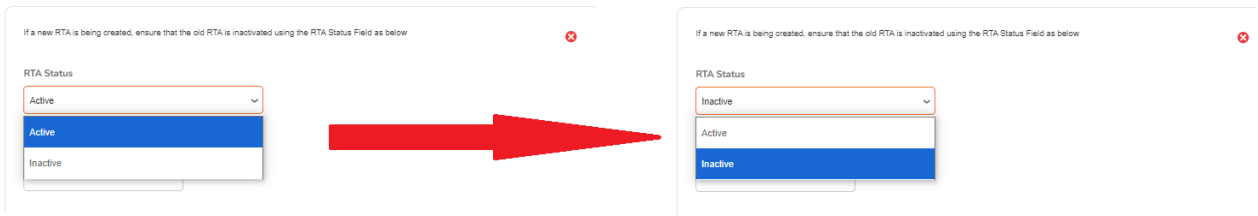
1.) Click the word Notifications in the top right corner



2.) Click on the Message in blue labeled "Update your profile for Flynn Group"



3.) Under the current RTA status change the status from active to inactive



4.) Click the Add Remit to button



5.) Click Add Payment Method
   a. If your information is already populated, click on the box to the left, till it shows as a blue checkbox and hit Add Selected

6.) Under the Remit-to Address now that a remit address has been entered, click on the drop down located under payment type:

    a. For payment via **ACH**

        i. Click on the drop down under Payment Type

        ii. Select from the two available terms options.

        iii. Under Remit To Contact Email enter a **new good remit email address.**

        iv. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.

        v. Under Account Type, enter either Checking or Savings

        vi. Check the box, labeled "Does the vendor accept these conditions?"

    b. For payment via **virtual card**,

        i. Click on the drop down under Payment Type, select the option Net 20 via AP Card (ePay)

        ii. Under Remit To Contact Email **enter a good remit email address.**

        iii. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.

        iv. Under Account Type, enter either Checking or Savings.

        v. Check the box, labeled "Will the vendor have the ability to accept MasterCard Payments?"

        vi. Check the box, labeled "Does the vendor accept these conditions?"

c. For payment via **check**
   i. Click on the drop down under Payment Type, select the option Other
   ii. Under Other Payment Method and Term, type in Check at preferred terms.
   iii. Under Remit To Contact Email **enter a good remit email address.**
   iv. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.
   v. Under Account Type, enter either Checking or Savings.

\* Payment Type

Other                          × ∨

Net 60 via ACH
2%/20 Net45 via ACH
Net 20 via AP Card (ePay)
**1** Other

and then select the applicable payment terms. Flynn's preferred Payment Type is ACH.
term combinations are not suitable for your business, select "Other" from the Payment Type drop down and
Flynn to review.

\* Other Payment Method and Term

**2** [                    ]

\* Remit To Contact Email

**3** [                    ] ⓘ

\* Remit To Phone Number

**4** [                    ]

+1(XXX)XXX-XXXX is the required format.

\* Account Type

**5** [                    ]

## Completing the Information Request Form: Indemnification

1.) Review the Indemnification section

   a.) Click the box located under Does the vendor accept these conditions?

   b.) Enter your name and position in the text box below Name and title of individual accepting conditions on behalf of vendor

**1**    * Does the vendor accept these conditions?

☐

**2**    * Name and title of individual accepting conditions on behalf of vendor

## Completing the Information Request Form: Certificate of Insurance

1.) After filling out the Remit-To Address, you will need to add a **Certificate of Insurance** if applicable.

      a. If you do not have Certificate of Insurance

            1. Select No drop the drop down

            2. Click the check box labeled "Does the supplier accept this condition?"



      b. If you do have a Certificate of Insurance select **Yes** and fill out the required information.
Please have Certificate Holder listed as:
Flynn Restaurant Group
Attn: Risk
6200 Oak Tree Blvd Suite 250
Independence, OH 44131



*Note that if you do not have a certificate of insurance you may not be approved as a supplier for Flynn. Please coordinate directly with Flynn for this matter.*

## Completing the Information Request Form: Tax Information

1.) The next fields you need to complete are the Tax Information/Registration fields.

2.) Under **Tax Information**, choose the type of organization that you have by clicking on the drop down below "**Organization Type**" (i.e., corporation, individual, partnership, etc).

Tax Information

\* Organization Type

| |
| Corporation |
| Foreign Corporation |
| Individual |
| Foreign Individual |
| Partnership |
| Foreign Partnership |

3.) **Tax Registration**

    a. Click Add Tax Registration

    b. Select United States from the drop down located to the right of County

    c. Enter your tax ID or Social Security number with dashes, is the text box located to the right of Number

\*Tax Registrations

Use this section to add all your applicable tax registrations.

**1** Add Tax Registration

\*Tax Registration

Country

**2**

Tax ID

**3**

Local
☐

If individual, kindly key in Social Security Number

4.) **Tax Certificate**

     a.  Select your tax type (W8 or W9)

     b.  Click on the blue word File

     c.  Click the blue word Browse to find your copy of your W8 or W9 to upload into Coupa

## Submitting the Information Request Form

1.) Once all information is completed, scroll to the bottom and click Submit for approval.
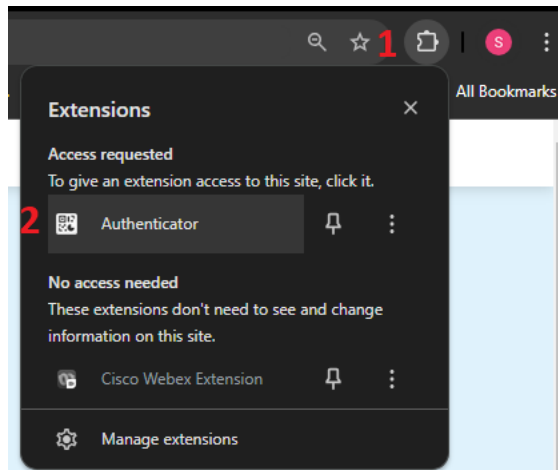


Once the Flynn team approves your account change it will reflect on your account. Ensure that all information is filled out in full and correctly to avoid delays and refusals. Note that although some Information is optional, Flynn strongly recommends you fill out all of the fields for a better user experience.

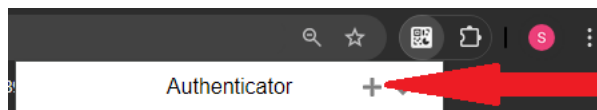## Establish Multifactor Authentication via Authenticator App on Google Chrome

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
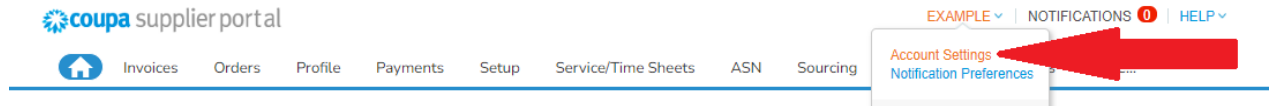


2.) Select the third option on the left side under My Account labeled "Security & Multi Factor Authenticator"
3.) Add the relevant extension to your browser:
   a. Google Chrome extension authenticator
4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
5.) Copy the Security Key password shown **underneath** the QR code
6.) How to enter the information into the chrome extension:
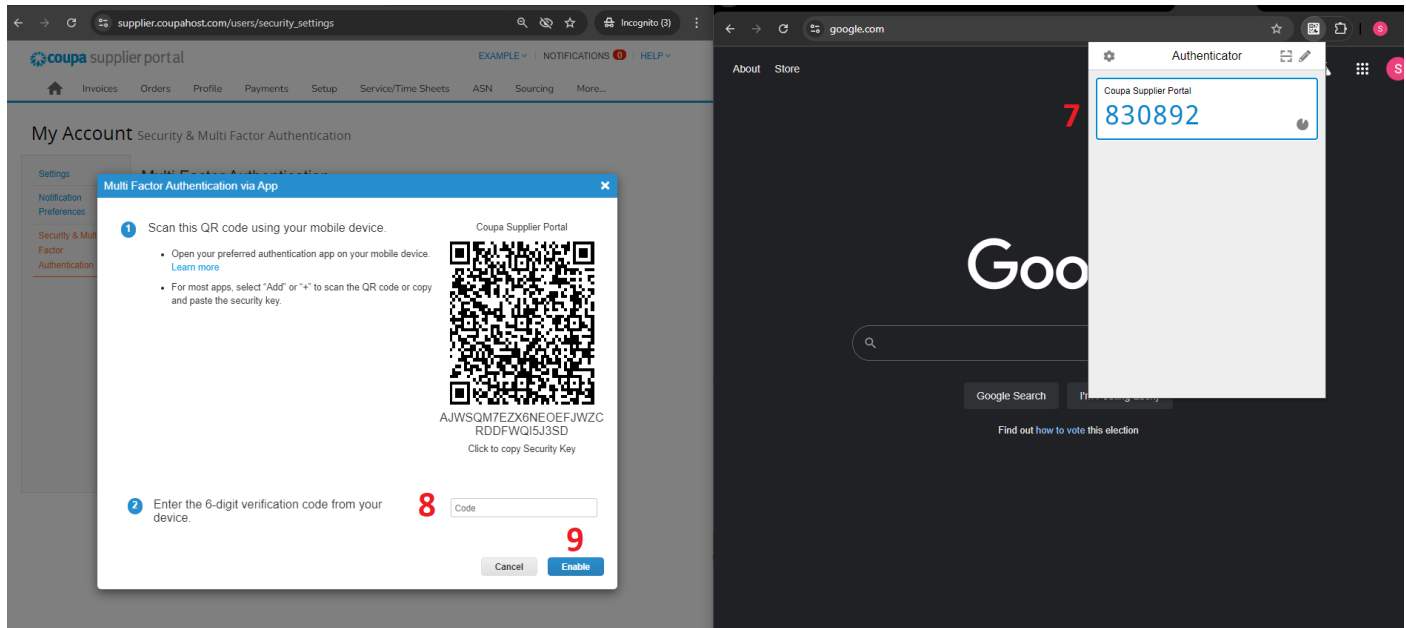   a. Click the extension icon then Authenticator



   b. Click the pencil icon
   c. Click on the "+" icon



   d. Click on "Manual Entry" option
   e. Under Issuer: Type in "Coupa Supplier Portal"
   f. Under Secret, Paste you Special Key
   g. Hit Ok
      i. Note, a new 6-digit code will now appear every 30 seconds
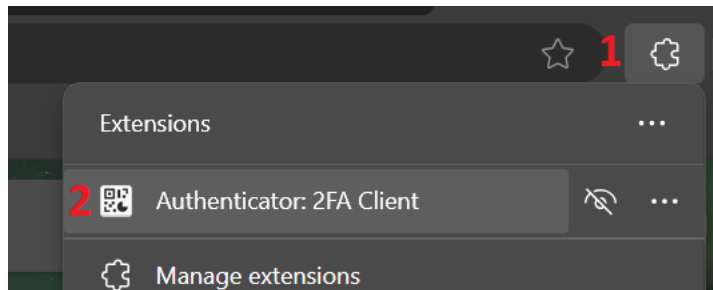
7.) In your browser with the Authenticator App, copy of the 6 digit code

8.) In Coupa, paste the 6 digit code in the text box to the right of step 2

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

12.) Continue back to

## Establish Multifactor Authentication via Authenticator App on Microsoft Edge

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
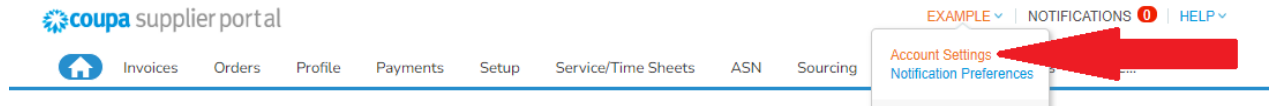


1.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"
2.) Add the relevant extension to your browser:
    a.Microsoft Edge extension authenticator
3.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear
4.) Copy the Security Key password shown **underneath** the QR code
5.) How to enter the information into the extension:
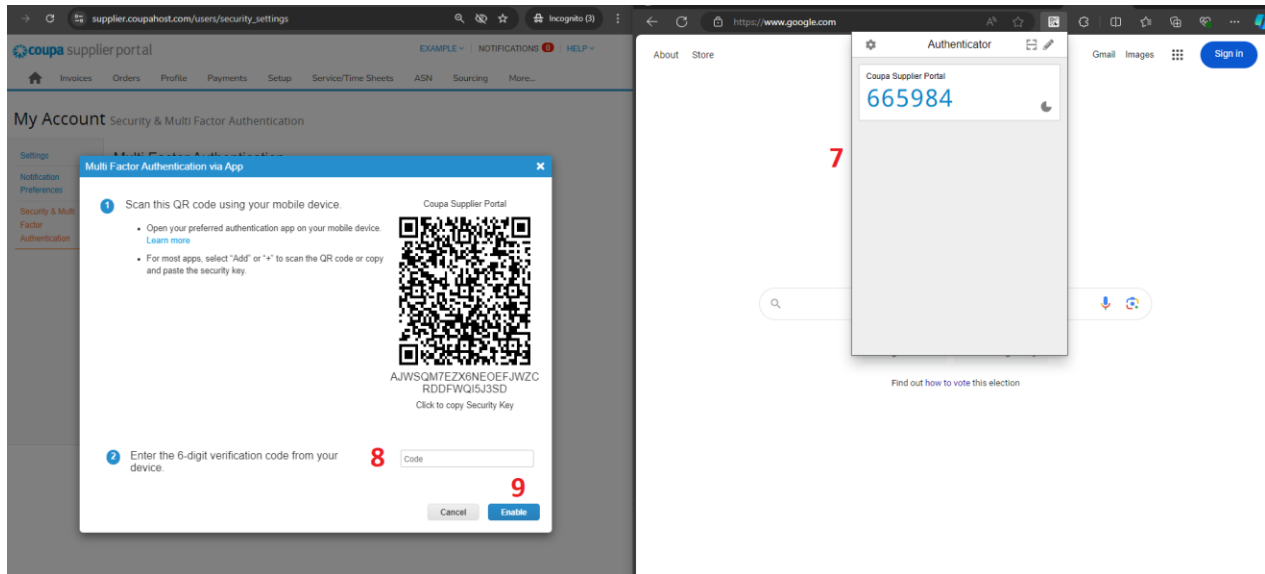    a.click the extension icon then Authenticator



    b.Click the pencil icon
    c.Click on the "+" icon



    d.Click on "Manual Entry" option
    e.Under Issuer: Type in "Coupa Supplier Portal"
    f.Under Secret, Paste you Special Key
    g.Hit Ok
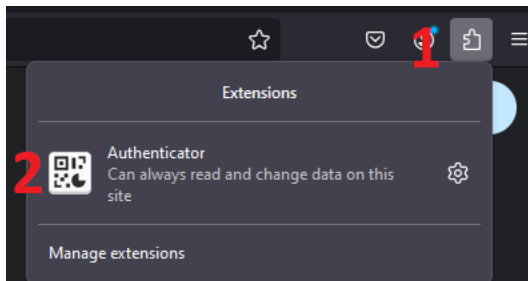      i.  Note, a new 6-digit code will now appear every 30 seconds

6.) In your browser with the Authenticator App, copy of the 6 digit code

7.) In Coupa, paste the 6 digit code in the text box to the right of step 2

8.) Click Enable

9.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

10.) Click the "X" in the top right corner of "Save Your Back Up Codes"

11.)Continue back to step 4 on Page 3

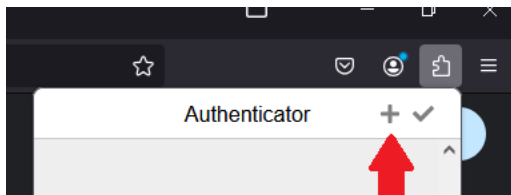## Establish Multifactor Authentication via Authenticator App on FireFox

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
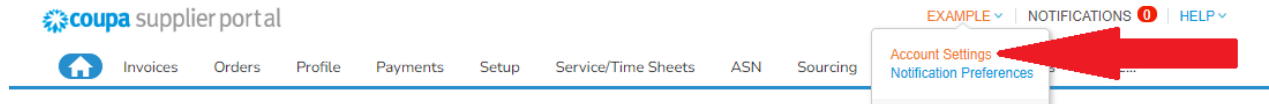


2.) Select the third option under My Account labeled "Security & Multi Factor Authenticator"

3.) Add the relevant extension to your browser:
   a. Mozilla Firefox extension authenticator

4.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear

5.) Copy the Security Key password shown **underneath** the QR code

6.) How to enter the information into the extension:
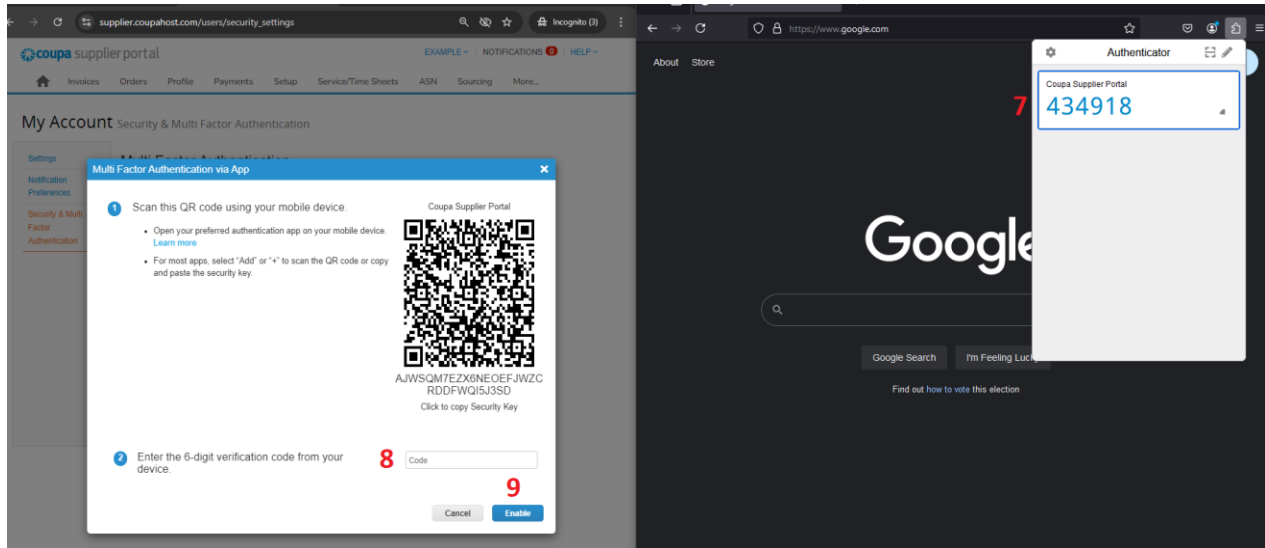   a. Click the extension icon then Authenticator



   b. Click the pencil icon
   c. Click on the "+" icon



   d. Click on "Manual Entry" option
   e. Under Issuer: Type in "Coupa Supplier Portal"
   f. Under Secret, Paste you Special Key
   g. Hit Ok
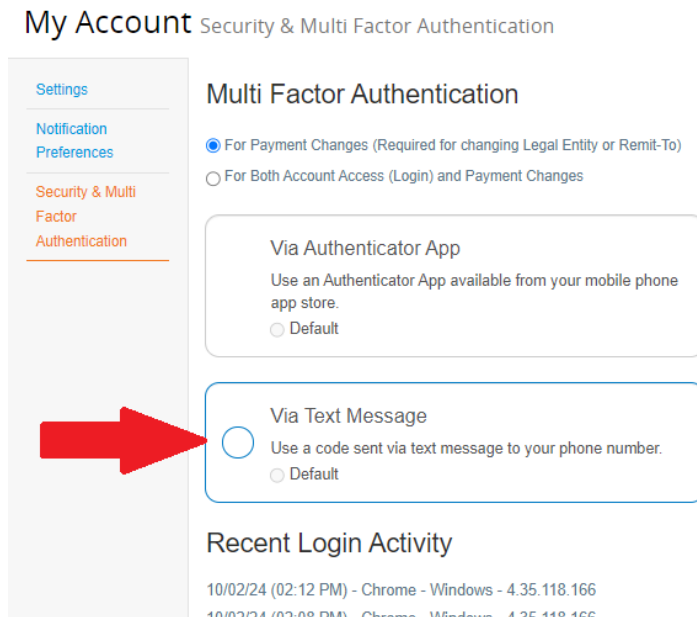      i. Note, a new 6-digit code will now appear every 30 seconds

7.) In your browser with the Authenticator App, copy of the 6 digit code

8.) In Coupa, paste the 6 digit code in the text box to the right of step 2

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.) Click the "X" in the top right corner of "Save Your Back Up Codes"

12.) Continue back to step 4 on Page 3
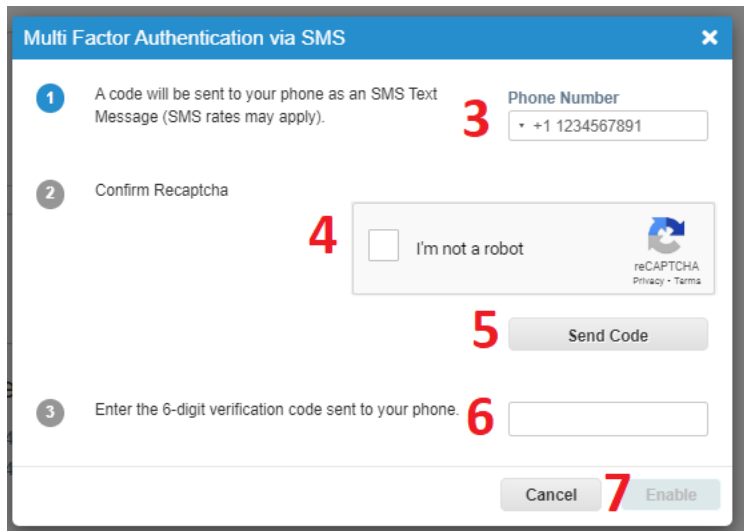
## Establish Multifactor Authentication via SMS

1.) Log in to the Coupa Supplier Portal (CSP). Hower your mouse over your name located in the top right cover, two options will appear. Click on the Account Settings option.
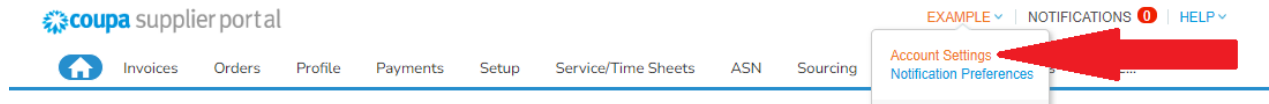


2.) Select the third option on the left side under My Account labeled "Security & Multi Factor Authenticator"

3.) In Coupa, a pop up labeled "Multifactor Authentication via App" will appear, click on the cancel button in the button right.

4.) Click on the Circle located to the right of "Via Text Message"

5.) Enter you phone number into the box provided, DO NOT REMOVE THE +1

6.) Click and complete the reCAPTCHA

7.) Click "Send Code"

8.) Enter the 6-digit code that was sent to you phone

9.) Click Enable

10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.

11.)  Click the "X" in the top right corner of "Save Your Back Up Codes"

12.)  Continue back to step 4 on Page 3
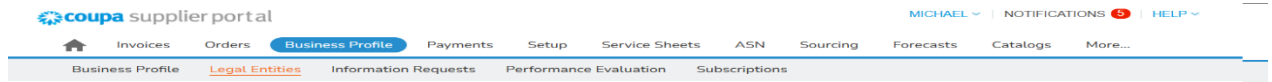
## Establish Legal Entity

1.) Click the word Business Profile then click on Legal Entities
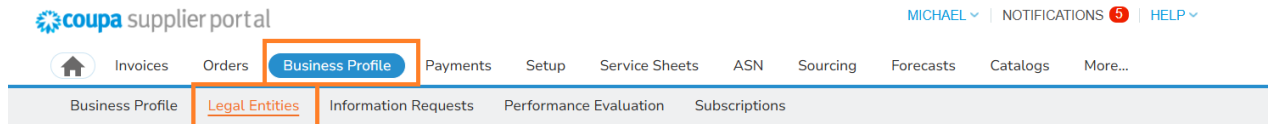


2.) A pop up will appear labeled "Multi Factor Authentication", enter the six code that was sent to your cell phone or authenticator app/extension in the box provided

3.) Hit the blue Ok button

4.) Click the Create Button



5.) Enter your business's legal name in the box underneath Legal Entity Name

6.) Click on the drop-down box located underneath County/Region, scroll down and click on United States

7.) Under Tax Registration, below County/Region, scroll down and click on United States then below Tax ID enter the business's EIN or SSN

8.) Under Address Line 1, enter the street address of business

9.) Under City, enter the city business is in

10.) Under State, from the drop down select the state the business is in

11.) Under Postal Code, enter the postal code the business is in

12.) Ensure Ship From Address check box is clicked

13.) Click Save

14.) Continue to step 5, page 3