

Updating Remit Address/Email

About this Guide

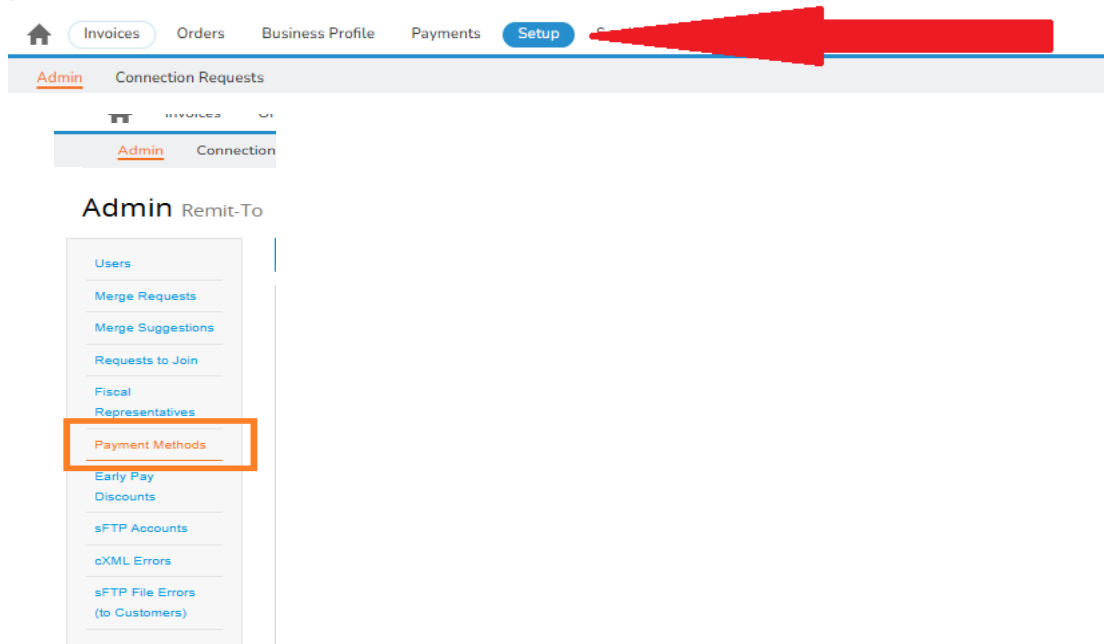
This guide is intended to show suppliers how to update/change their remit address/remit email address

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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.



- 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](#)

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

- If no legal entity is displayed, please go to [Establish Legal Entity](#) between pages section to get this created.
- 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

Address Line

City

State

Postal Code

Country/Region

Recommended

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

What is your Remit-To Integration Code? (optional)

Which 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.

The screenshot shows a web form for setting up an ACH payment. The form is titled "What are your Bank details?" and includes the following fields and steps:

- Payment Type:** A dropdown menu with "Bank Account" selected.
- State:** A dropdown menu with "Select an Option" selected.
- Bank Name:** A text input field.
- Account Number:** A text input field.
- Confirm Account Number:** A text input field.
- ACH Routing Number:** A text input field.
- Wire Routing Number:** A text input field.
- SWIFT/BIC Code:** A text input field.
- My bank does not have a BIC code:** A checkbox.
- Branch Code:** A text input field.
- Bank Account Type:** A dropdown menu with "Business" selected.
- Supporting Documents:** A "Choose Files" button and "No file chosen" text.
- Email Address:** A text input field.
- Who is your Remit-To Contact? (optional):** A section with a right arrow.
- What is your Remit-To Address?:** A section with the following fields:
 - Address Line 1: 123 STREET
 - City: CITY
 - State: OH
 - Postal Code: 12345
 - Country/Region: United States

At the bottom right, there are two buttons: "Cancel" and "Save & Continue".


- 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.**

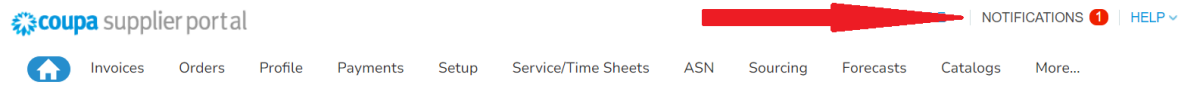
- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Add Later

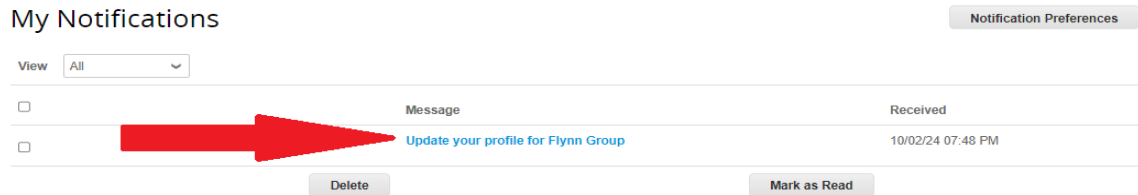
Add Now

Completing the Information Request Form: Payment Information

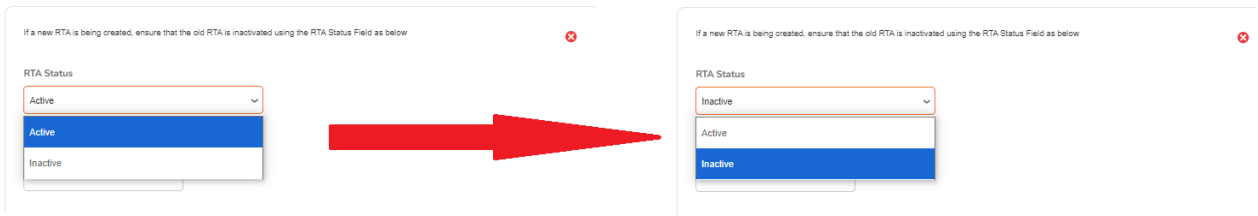
1.) Click the word Notifications in the top right corner



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

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

5.) Click Add Payment Method

- If your information is already populated, click on the box to the left, till it shows as a blue checkbox and hit Add Selected

How would you like to be paid?

All Methods Bank Transfers **Checks** Credit Cards Add Payment Method

Flynn Group supports Credit Cards, Bank Transfers, Checks Payments.

<input checked="" type="checkbox"/>	123 MAIN ST, CLEVELAND, OH 44131, United States, United States (12-3456789)	Customer Supported
<input type="checkbox"/>	CHECK PAYMENT METHOD, 6200 OAKTREE BLVD SUITE 250, INDEPENDENCE, OH 44131, United States (12-3456789)	Customer Supported

Cancel 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?”

The screenshot shows a web form for entering remit-to information. The form includes the following fields and annotations:

- RTA Status:** A dropdown menu currently set to "Active".
- Payment Type:** A dropdown menu with a red box and the number "1" next to it. The menu is open, showing options: "Net 20 via AP Card (ePay)", "Net 60 via ACH", "2%/20 Net45 via ACH", "Net 20 via AP Card (ePay)" (highlighted in orange), and "Other".
- Remit To Contact Email:** A text input field with a red box and the number "2" next to it.
- Remit To Phone Number:** A text input field with a red box and the number "3" next to it. Below the field, a note states: "+1(XXX)XXX-XXXX is the required format."
- Account Type:** A text input field with a red box and the number "4" next to it.

Additional text on the right side of the form reads: "and then select the applicable payment terms. Flynn's preferred Payment Type is ACH. If term combinations are not suitable for your business, select 'Other' from the Payment Type drop down and submit to Flynn for review."

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 x v

Net 60 via ACH

2%/20 Net45 via ACH

Net 20 via AP Card (ePay)

Other

1

and then select the applicable payment terms. Flynn's preferred Payment Type is ACH. If the selected 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?”

1 * Add Certificate of Insurance

No

Yes

No

age as required by the state in which the work will be performed, with Statutory Limits, and Employer's Liability Insurance with minimum limit of \$1,000,00 per accident for bodily injury or disease.

If you do not have liability insurance or do not provide the requested information you may not be approved as a supplier for Flynn Group

2 * 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

Certificate of Insurance

* Add Certificate of Insurance

Select

Yes

No

* Certificate of Liability Insurance

Effective Date mm/dd/yy

* Expiration Date mm/dd/yy

* Attachments Add File

Description

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, in 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

2 Country

3 Tax ID

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

• Tax Certificate

1 • Type

2 • Attachments

3 Add [File](#)

[Browse](#) X

Drop files here

Submitting the Information Request Form

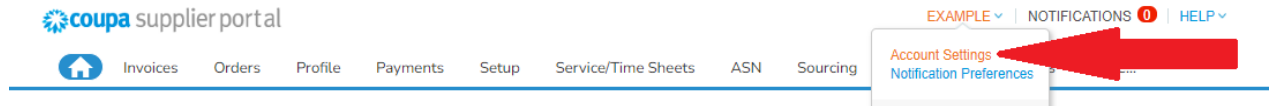
- 1.) Once all information is completed, scroll to the bottom and click Submit for approval.



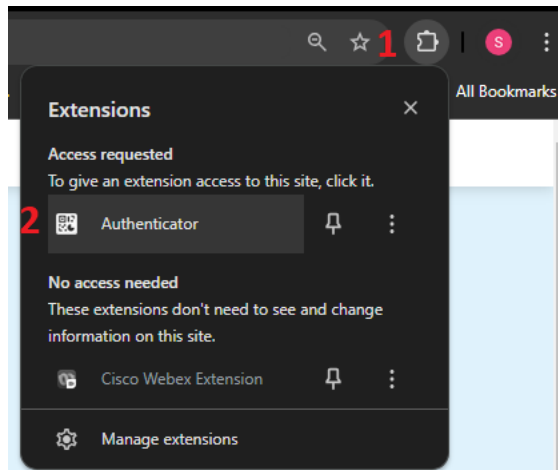
Once the Flynn team approves your account change it will reflect on your account. Ensure that all information is filled out in full and correctly to avoid delays and refusals. Note that although some Information is optional, Flynn strongly recommends you fill out all of the fields for a better user experience.

Establish Multifactor Authentication via Authenticator App on Google Chrome

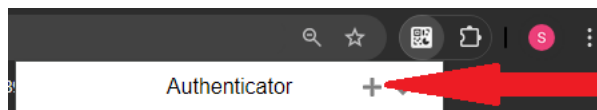
- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.



- 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

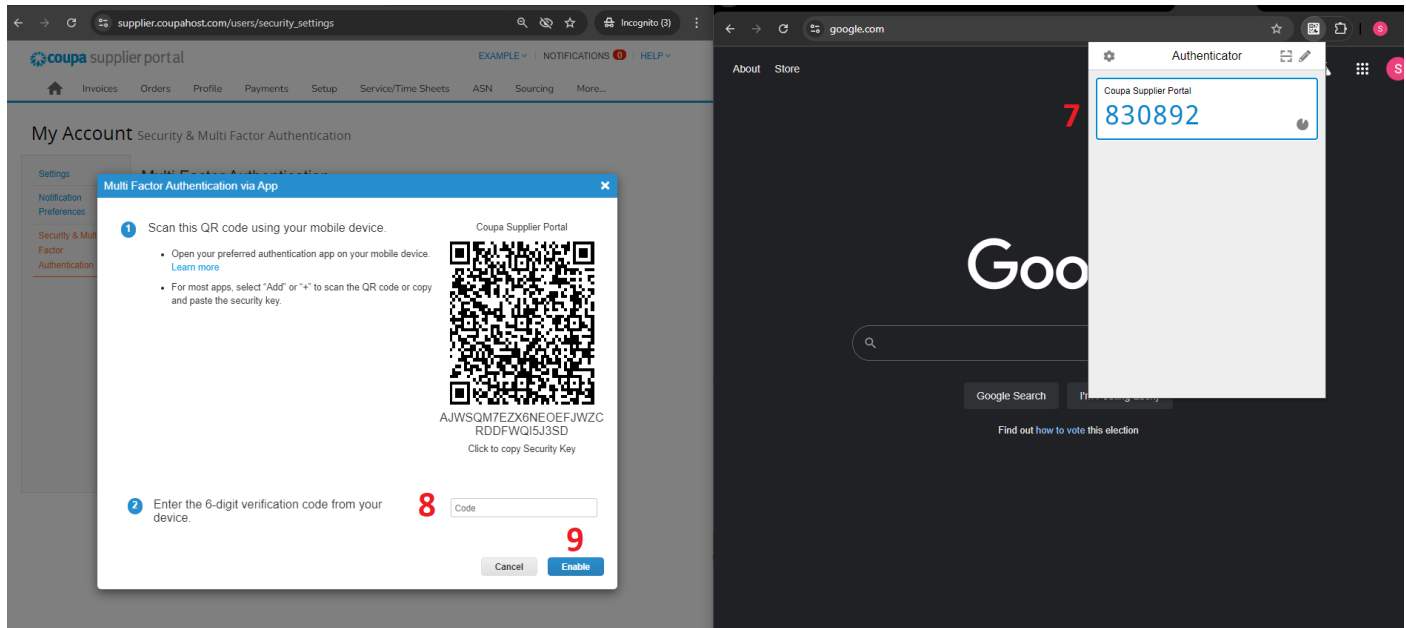


- b. Click the pencil icon
- c. Click on the “+” icon



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

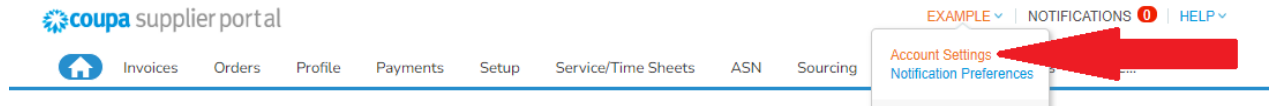
Update Remit Address/Email Reference Guide



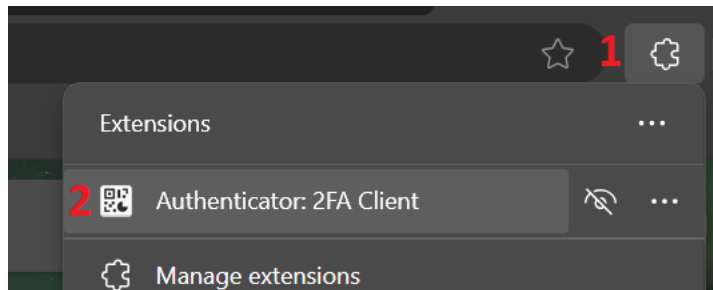
- 7.) In your browser with the Authenticator App, copy of the 6 digit code
- 8.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.
- 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 Authenticator App on Microsoft Edge

- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, 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

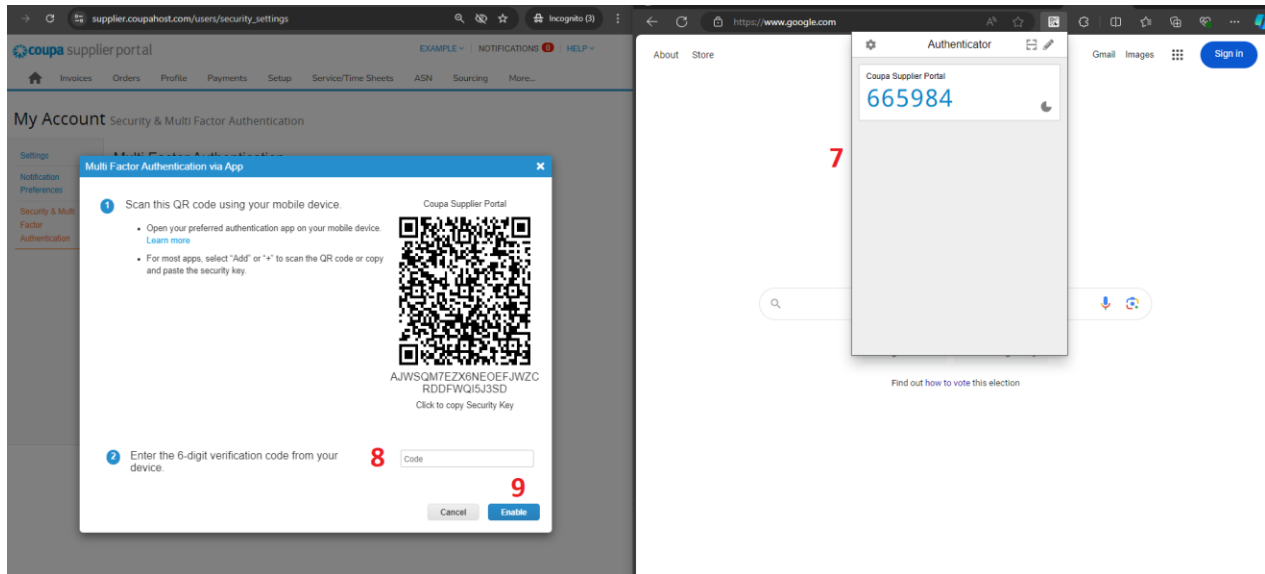


- b. Click the pencil icon
- c. Click on the “+” icon



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

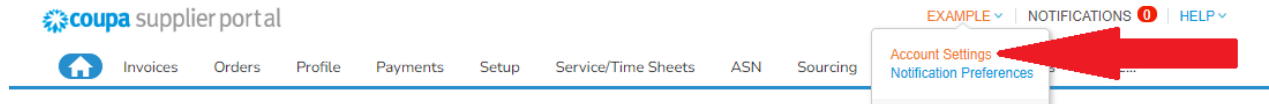
Update Remit Address/Email Reference Guide



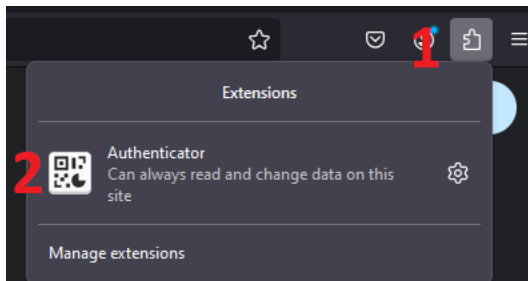
- 6.) In your browser with the Authenticator App, copy of the 6 digit code
- 7.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 8.) Click Enable
- 9.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.
- 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

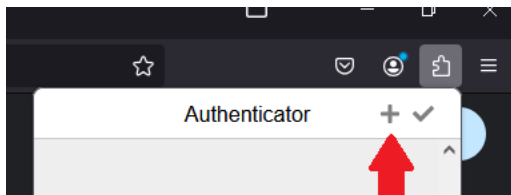
- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.



- 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

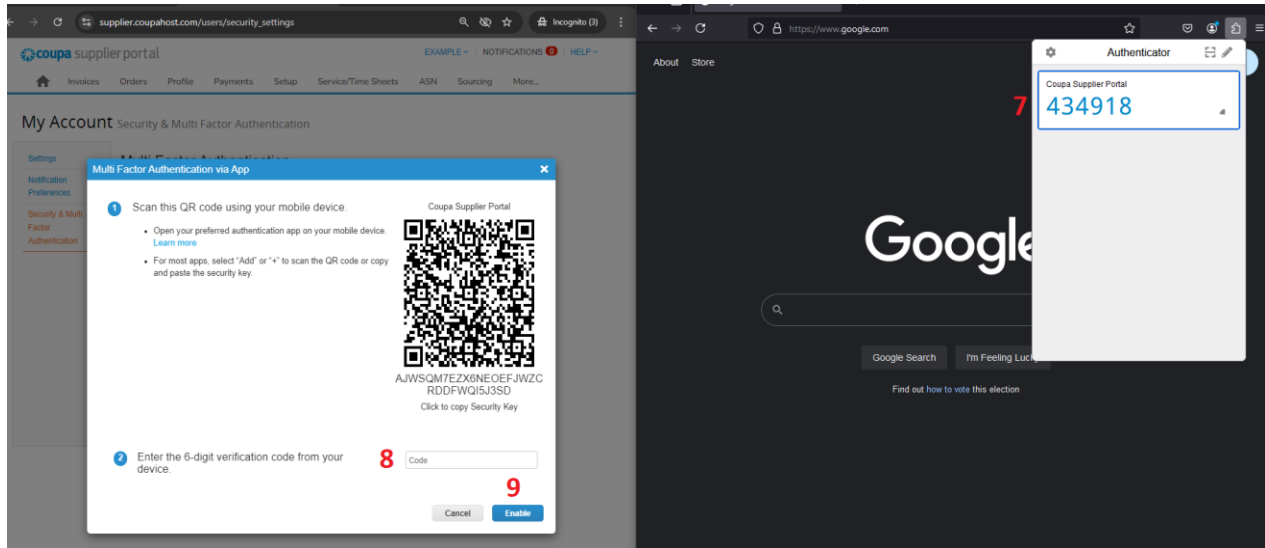


- b. Click the pencil icon
- c. Click on the “+” icon



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

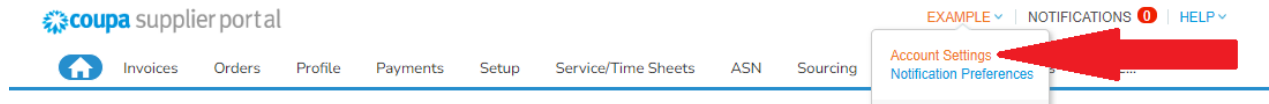
Update Remit Address/Email Reference Guide



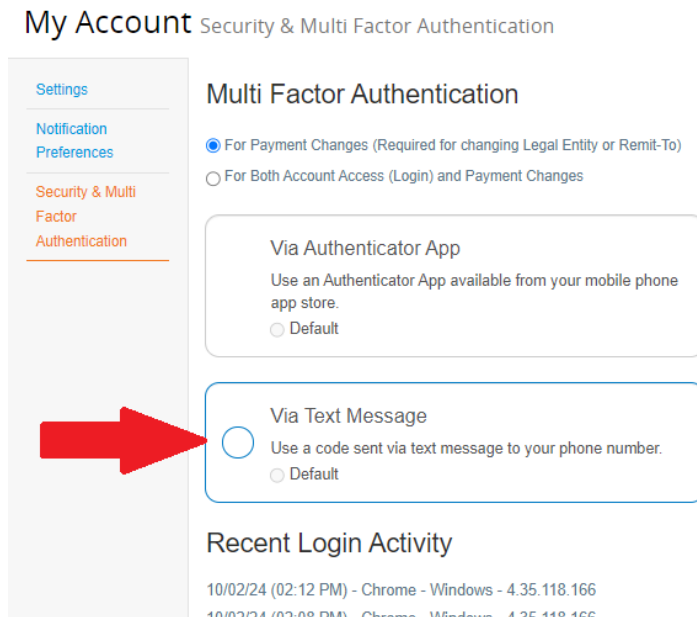
- 7.) In your browser with the Authenticator App, copy of the 6 digit code
- 8.) In Coupa, paste the 6 digit code in the text box to the right of step 2
- 9.) Click Enable
- 10.) A pop up label "Save Your Back Up Codes" will appear, save these via downloading or printing depending on your personal preference.
- 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

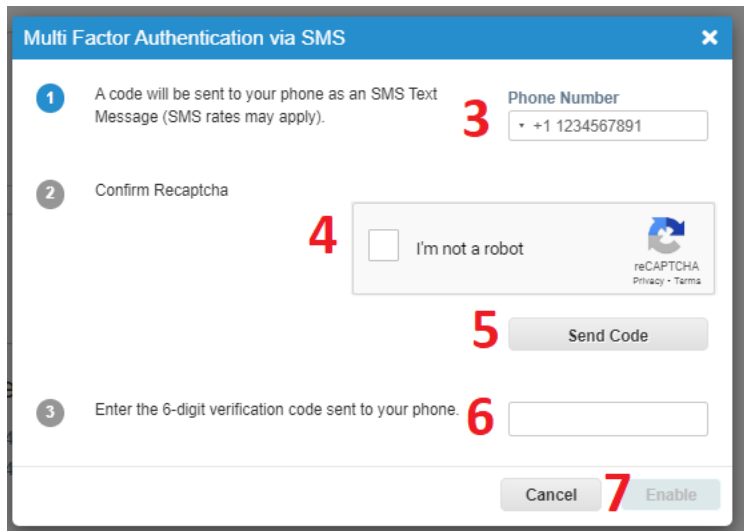
- 1.) Log in to the Coupa Supplier Portal (CSP). Hover your mouse over your name located in the top right corner, two options will appear. Click on the Account Settings option.



- 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”



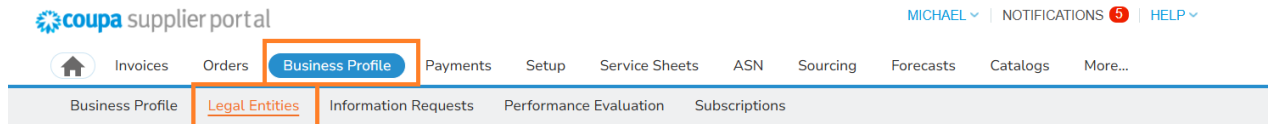
Update Remit Address/Email Reference Guide



- 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

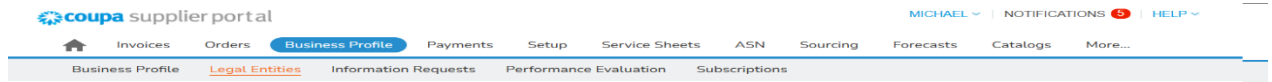
1.) Click the word Business Profile then click on Legal Entities



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



Legal Entities



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

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

7.) Under Tax Registration, below Country/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](#)

Create Legal Entity

* Legal Entity Name * Country/Region

Tax Registrations

* Country/Region Tax ID

☐ I don't have a Tax ID Number

[Add Tax Registration](#)

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region * Address Line 1 Address Line 2

* City * State * Postal Code

Invoice From Code Preferred Language

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

☒ Same as Invoice From Address

[Cancel](#) [Save](#)