



Coupa Source-to-Pay

Supplier Resource – Supplier Updates via CSP

Supplier Updates through Coupa Supplier Portal (CSP)

Suppliers can and should manage their company information through their Coupa Supplier Portal (CSP) account.

When updating their payment information (ex. remit address, payment method, bank account), suppliers must update the information in 2 places in the CSP.

1. **Manage Legal Entity Setup** > Update the information they use on invoices across some or all of their customers. Example: Change their mailing address, set up EFT payments
2. **State Farm Supplier Update** > Update the information *State Farm* has on file for sending payments (remit address, payment method, bank information if applicable, enrolling for virtual card)

Manage Legal Entity Setup

For assistance with setting up a new Legal Entity, please review the [Set Up Legal Entities](#) resource in Coupa.

State Farm Supplier Update Form

Before or after updating their profile information, Supplier must complete the State Farm External Supplier Update Form to notify State Farm that their information has changed.

Find the form under Profile > Information Requests > State Farm (as customer).

- Open/edit the State Farm External Supplier Update.
- Scroll to the Remit Address section.
- Inactivate the current address if it should no longer be used.
- ADD a new Remit To Address and fill out:
 - Payment Method = Select either EFT, Check, or Virtual Card
 - Note: If State Farm has agreed to pay by Wire transfer, select Check as your payment method. State Farm will set up the wire on the back end.
 - For EFT only, enter all of your banking information (Bank Account Type, Bank Account Number, and Bank Routing Number. If any of the required fields are missing, the form will be sent back to you.
- Submit the request.

Your request will be reviewed by the State Farm Supplier Management Team within 1-2 days. Watch your email for additional notifications from Coupa in case additional action is needed.

Note: If you do not have a Supplier Update form in your Information Requests for State Farm, please email home.adsv-supplier.224j02@statefarm.com requesting a Supplier Update form be sent.

Updates

Brief summary of update	Date	Subject Matter Resource
Created	10/08/2024	FSS-Supplier Management