

## Updating Remit Address/Email

### About this Guide

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

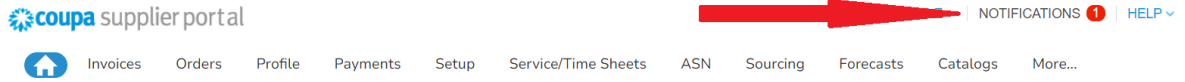
This guide contains the following sections:

[Completing an Information Change Request](#)

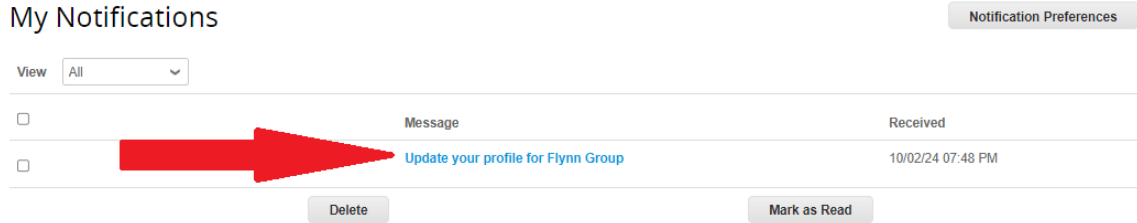
---

## Completing the Information Request Form:

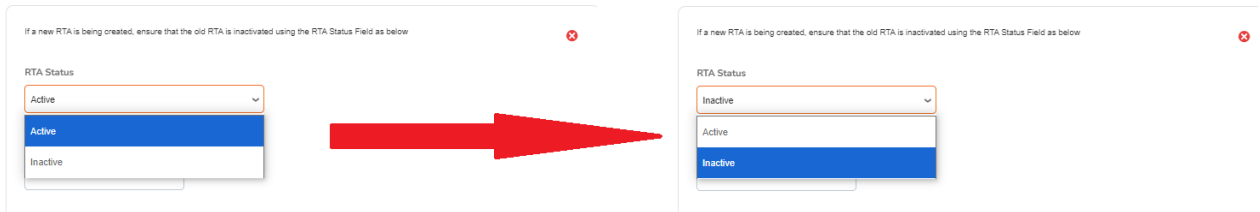
1.) Click the word Notifications in the top right corner



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



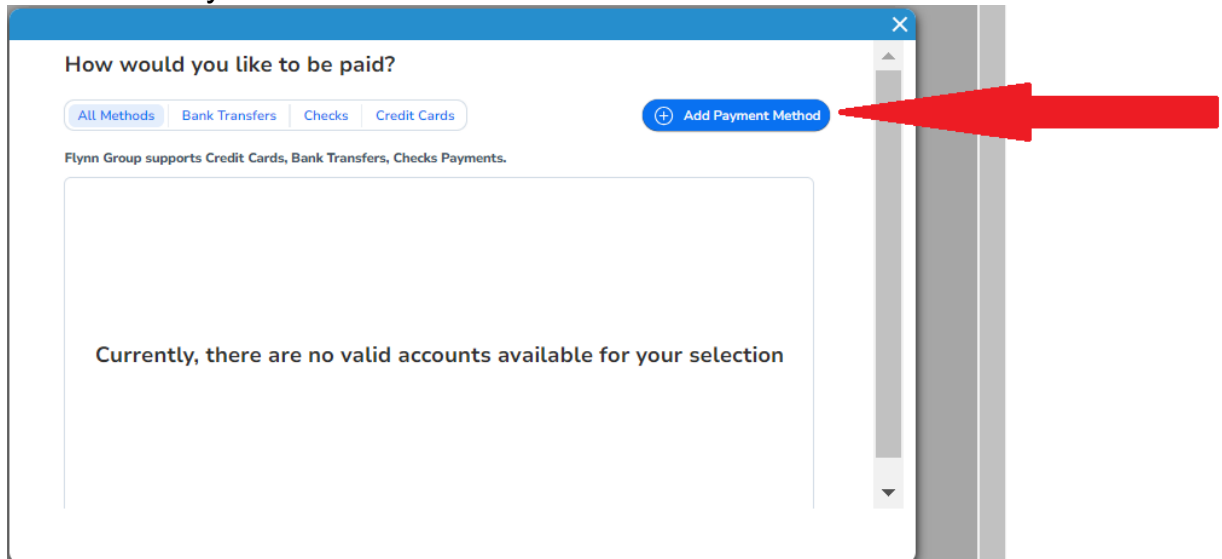
4.) Click the Add Remit to button

### 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.

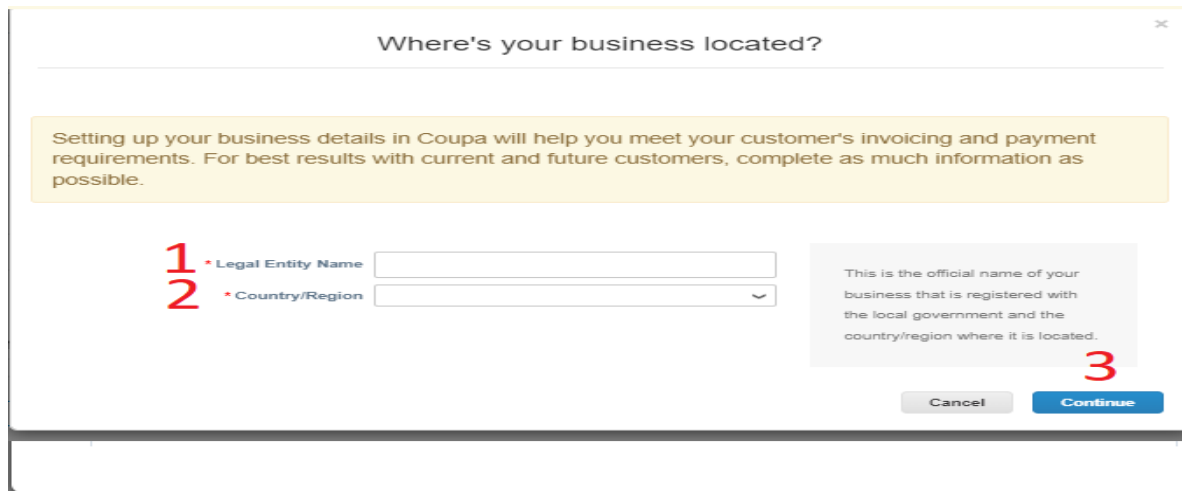
[Add Remit-To](#)

5.) Click Add Payment Method



6.) If you have your multiple authentication option turned on, 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.

7.) Under Where's your business located?, enter your business's legal name in the box located the right of Legal Entity Name. Click on the drop-down box located the right of Country/Region, scroll down and click on United States, click continue



Where's your business located? ×

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.

**1** \* Legal Entity Name

**2** \* Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

**3**

Cancel Continue

- 8.) Under the page labeled Tell your customers about your organization. Enter in your remit address, if your computer auto populates your address you will need to manually select the State option, enter in your tax ID with dashes. Once entered click the blue Save and Continue button.

Tell your customers about your organization

Which customers do you want to see this?

All  
 Flynn Group

What address do you invoice from?

1 \* Address Line 1  
 2 \* City  
 3 State  
 4 \* Postal Code

Country/Region United States

Use this address for Remit-To  
 Use this for Ship From address

What is your Tax ID?

Country/Region United States  
 5 Tax ID  
 I don't have Tax ID Number

Add additional Tax ID

Miscellaneous

Invoice From Code  
 Preferred Language English (US)

Cancel Save & Continue

- 9.) On the page labeled Where do you want to receive payment:
- If you currently receive payment via check, click on the drop down located next to Payment type and click on **Address**. If Remit Address if correct click on the blue Save and Continue button.

Where do you want to receive payment?

1 2 3 4

\* Payment Type Address

What is your Remit Address?

Address  
 State OH  
 Postal Code 12345  
 Country/Region United States

Cancel Save & Continue

- b. **If you currently receive payment via ACH**, 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.

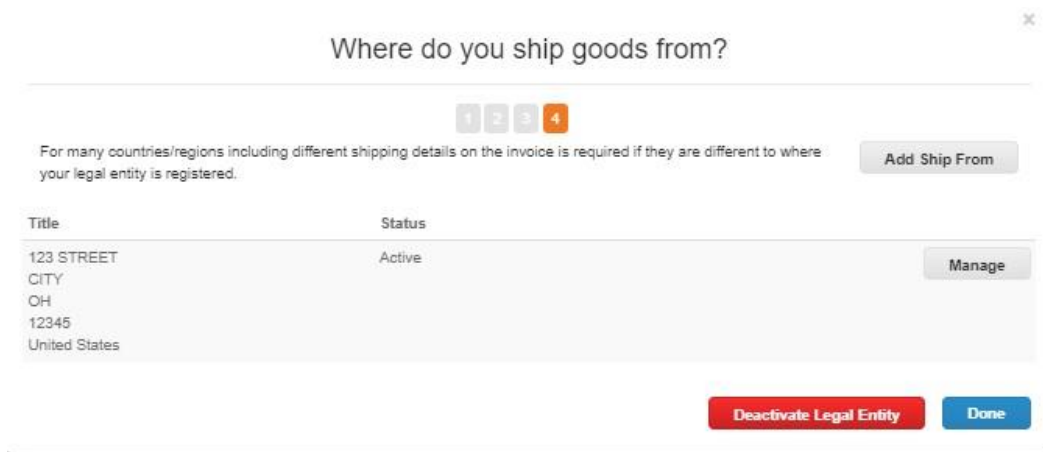
The screenshot shows a web form for updating remittance information. At the top, the 'Payment Type' dropdown is set to 'Bank Account'. Below this, the form asks for bank details. Red callouts 1 through 8 highlight the following elements: 1. The 'Bank Account' dropdown menu. 2. The 'State' dropdown menu. 3. The 'Bank Name' text input field. 4. The 'Account Number' text input field. 5. The 'Confirm Account Number' text input field. 6. The 'ACH Routing Number' text input field. 7. The checkbox labeled 'My bank does not have a BIC code'. 8. The 'Save & Continue' button at the bottom right of the form. Other visible fields include 'Bank Account Currency' (USD), 'Beneficiary Name' (EXAMPLE VENDOR), 'Wire Routing Number', 'SWIFT/BIC Code', 'Branch Code', 'Bank Account Type' (Business), 'Supporting Documents' (Choose Files), and 'Email Address'. The bottom section of the form shows a preview of the remittance address: 123 STREET, CITY, OH, 12345, United States.

- c. **If you currently receive payment via Virtual 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.

- 10.) On the page labeled *Where do you want to receive payment*, click the blue Next button.

| Remit-To Account | Remit-To Address                                   | Status |
|------------------|--|--------|
| Address          | 123 STREET<br>CITY<br>OH<br>12345<br>United States | Active |

- 11.) On the page labeled *Where do you want to ship goods from*, click the blue *Done* button.

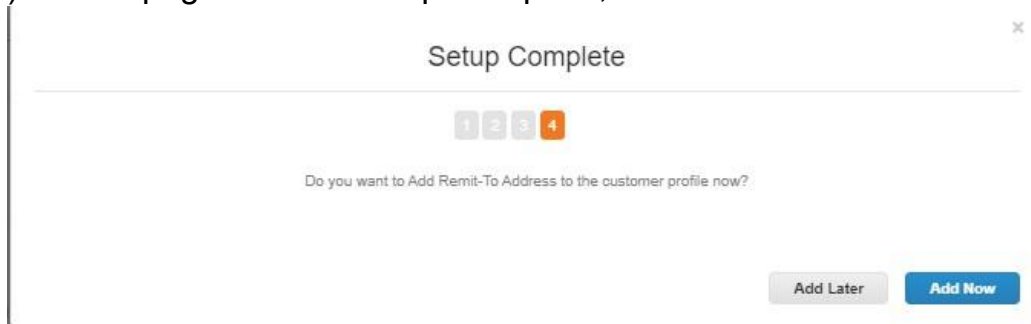


The screenshot shows a dialog box titled "Where do you ship goods from?". At the top, there are four numbered steps (1, 2, 3, 4), with step 4 highlighted in orange. Below the steps, there is a text prompt: "For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered." To the right of this text is a grey button labeled "Add Ship From". Below the text is a table with two columns: "Title" and "Status". The table contains one row with the following data:

| Title  | Status |
|--|--------|
| 123 STREET<br>CITY<br>OH<br>12345<br>United States | Active |

To the right of the table is a grey button labeled "Manage". At the bottom of the dialog box, there are two buttons: a red button labeled "Deactivate Legal Entity" and a blue button labeled "Done".

- 12.) On the page labeled *Setup Complete*, click the blue *Add Now* button.



The screenshot shows a dialog box titled "Setup Complete". At the top, there are four numbered steps (1, 2, 3, 4), with step 4 highlighted in orange. Below the steps, there is a text prompt: "Do you want to Add Remit-To Address to the customer profile now?". At the bottom of the dialog box, there are two buttons: a grey button labeled "Add Later" and a blue button labeled "Add Now".

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

a. **If you currently received 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?”

The screenshot shows a form for updating a remit address. It includes the following fields and instructions:

- RTA Status:** A dropdown menu currently set to "Active".
- \* Payment Type:** A dropdown menu with a red callout '1' pointing to it. The menu is open, showing options: "Select", "Net 60 via ACH", "2%/20 Net45 via ACH", "Net 20 via AP Card (ePay)", and "Other". To the right of the dropdown, text reads: "and then select the applicable payment terms. Flynn's preferred Payment Type is ACH. If the term combinations are not suitable for your business, select 'Other' from the Payment Type drop down and Flynn to review."
- \* Remit To Contact Email:** A text input field with a red callout '2' and an information icon (i).
- \* Remit To Phone Number:** A text input field with a red callout '3'. Below the field, text reads: "+1(XXX)XXX-XXXX is the required format."
- \* Account Type:** A text input field with a red callout '4'.



### 1.) If you currently received payment via ePay

- vii. Click on the drop down under Payment Type, select the option Net 20 via AP Card (ePay)
- viii. Under Remit To Contact Email **enter a new good remit email address.**
- ix. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.
- x. Under Account Type, enter either Checking or Savings.
- xi. Check the box, labeled “Will the vendor have the ability to accept MasterCard Payments?”
- xii. Check the box, labeled “Does the vendor accept these conditions?”

The screenshot shows a web form for updating payment information. It includes the following fields and annotations:

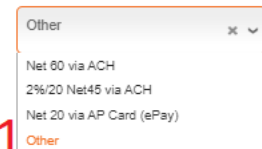
- RTA Status:** A dropdown menu with "Active" selected.
- \* Payment Type:** A dropdown menu with "Net 20 via AP Card (ePay)" selected. A red box highlights the dropdown, and a red number "1" is placed to its left. A tooltip is visible, listing options: "Net 20 via AP Card (ePay)", "Net 60 via ACH", "2%/20 Net45 via ACH", and "Other".
- \* Remit To Contact Email:** An empty text input field with a red number "2" to its left and an information icon to its right.
- \* Remit To Phone Number:** An empty text input field with a red number "3" to its left. Below the field, the text "+1(XXX)XXX-XXXX is the required format." is displayed.
- \* Account Type:** An empty text input field with a red number "4" to its left.

Additional text in the tooltip: "Please then select the applicable payment terms. Flynn's preferred Payment Type is ACH. If other term combinations are not suitable for your business, select 'Other' from the Payment Type drop down and submit to Flynn to review."

## 2.) If you currently received payment via check.

- xiii. Click on the drop down under Payment Type, select the option Other
- xiv. Under Other Payment Method and Term, type in Check at preferred terms.
- xv. Under Remit To Contact Email **enter a new good remit email address.**
- xvi. Under Remit To Phone Number, enter a good phone number in the format +1(XXX)XXX-XXXX.
- xvii. Under Account Type, enter either Checking or Savings.

\* Payment Type

1 

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?”

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

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

**2** Country

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

• Tax Certificate

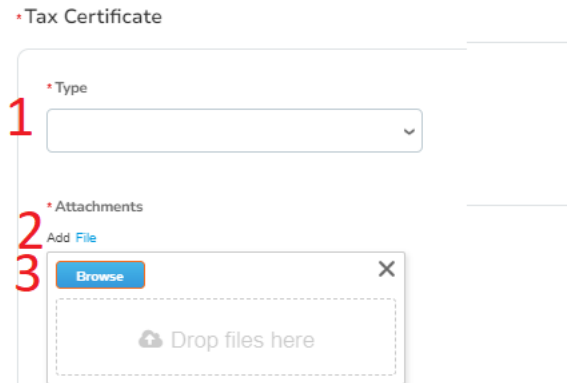
1 • Type

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.