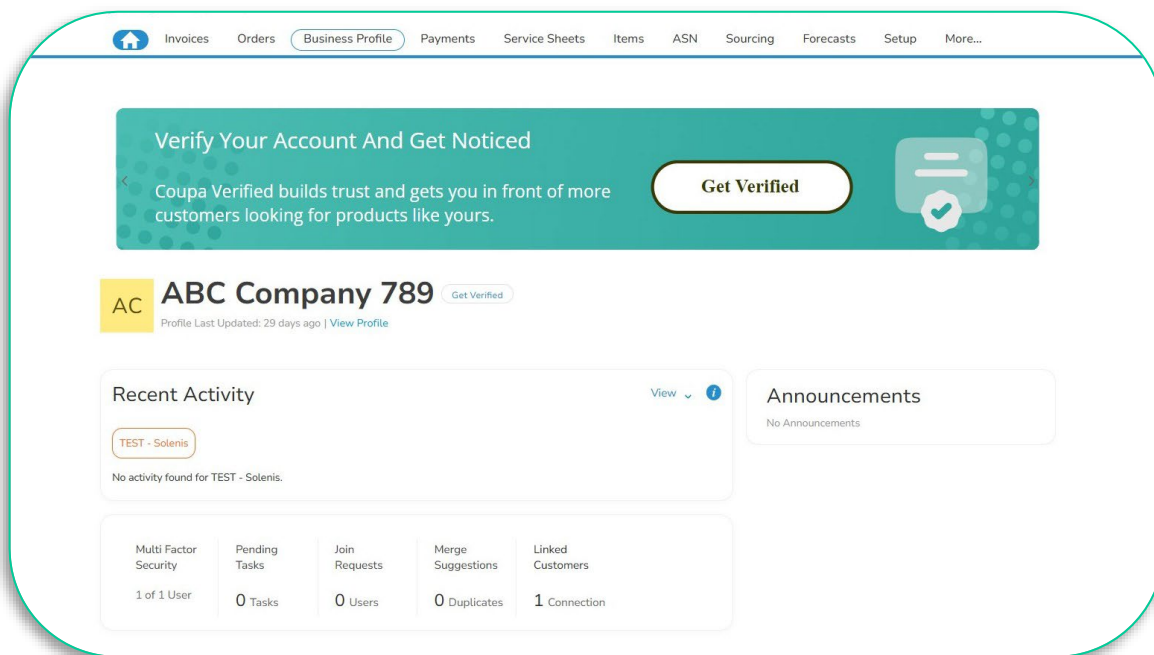


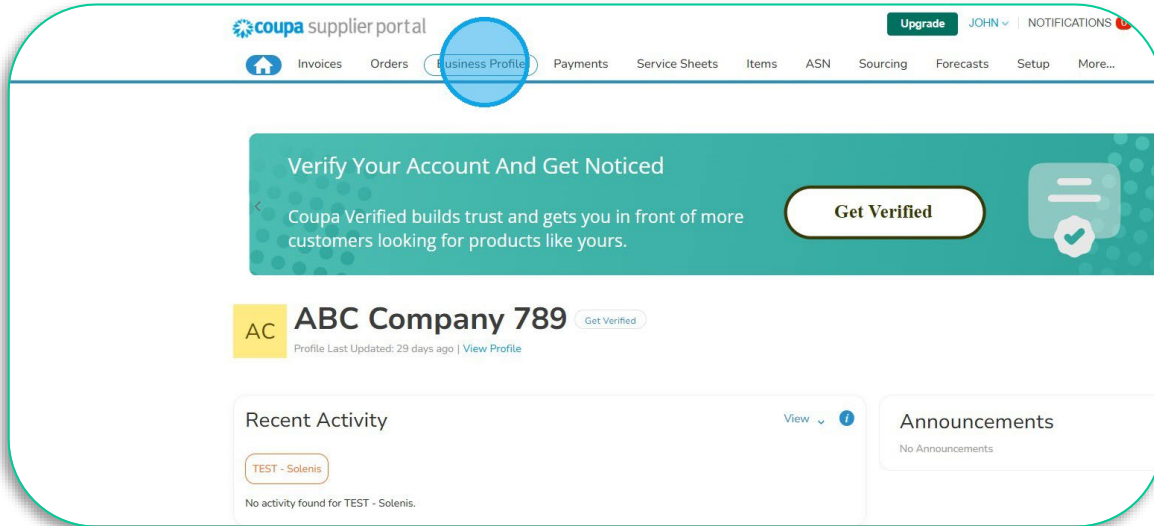
## For Suppliers – How to Update Your Legal Entity on Your Coupa Business Profile

Learn how to update your legal entity on your Coupa business profile. This guide walks you through the process step-by-step, ensuring accurate and complete information is submitted for your company.

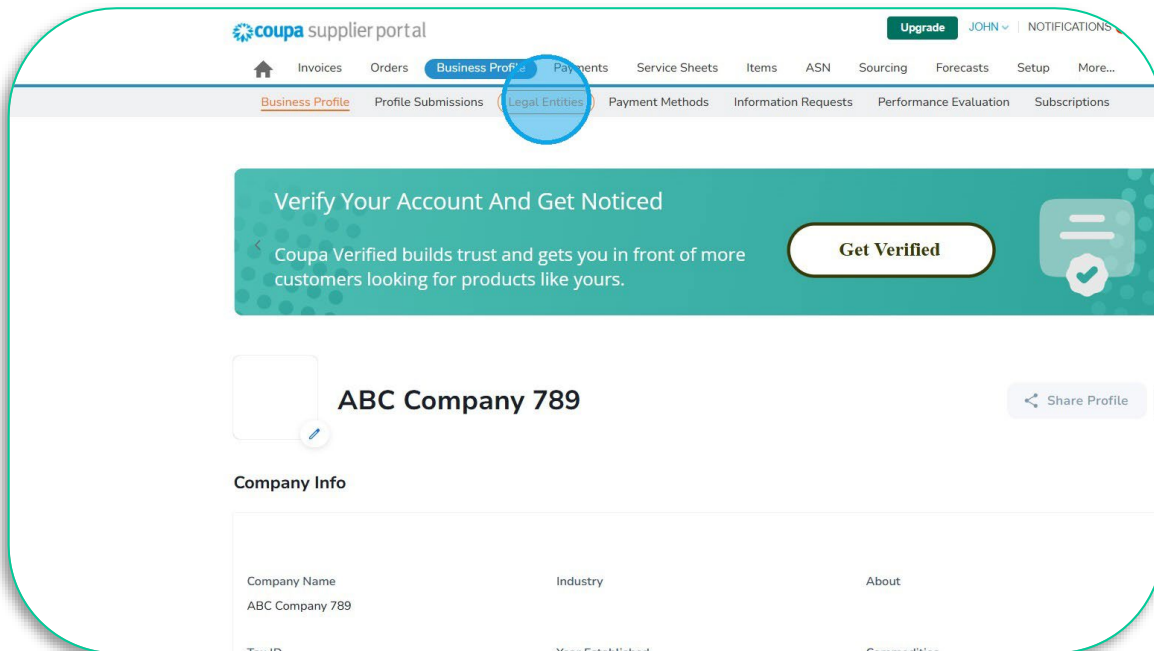
### 1. Navigate to your CSP account.



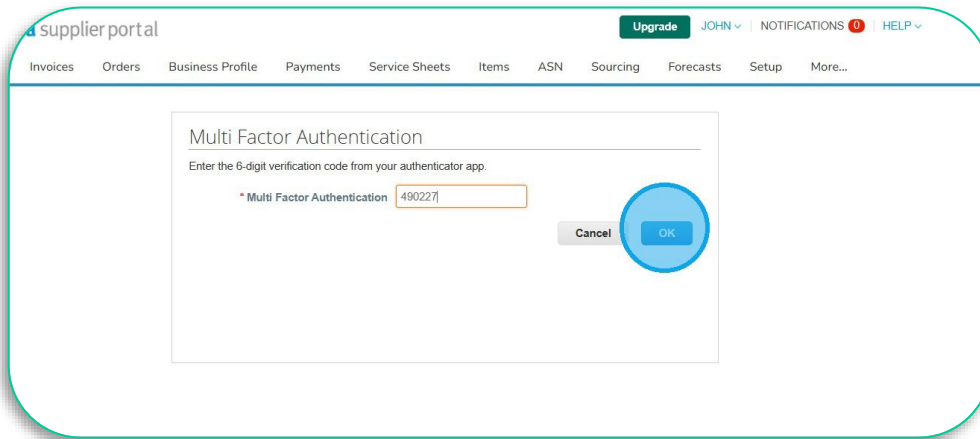
2. Click "Business Profile".



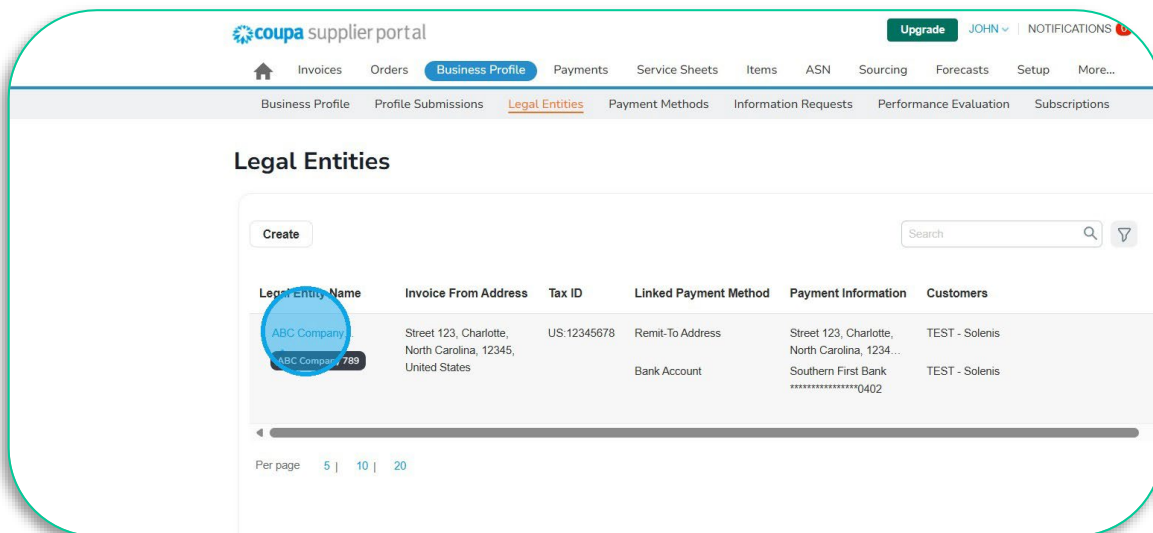
3. Then click "Legal Entities".



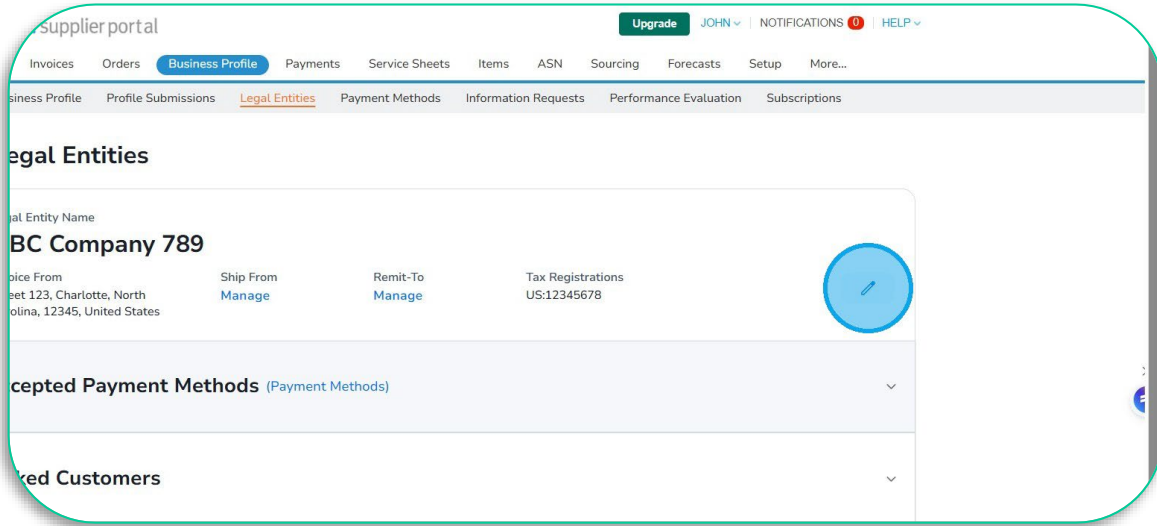
4. Here you might need to authenticate via your MFA which you set up during your company setup.



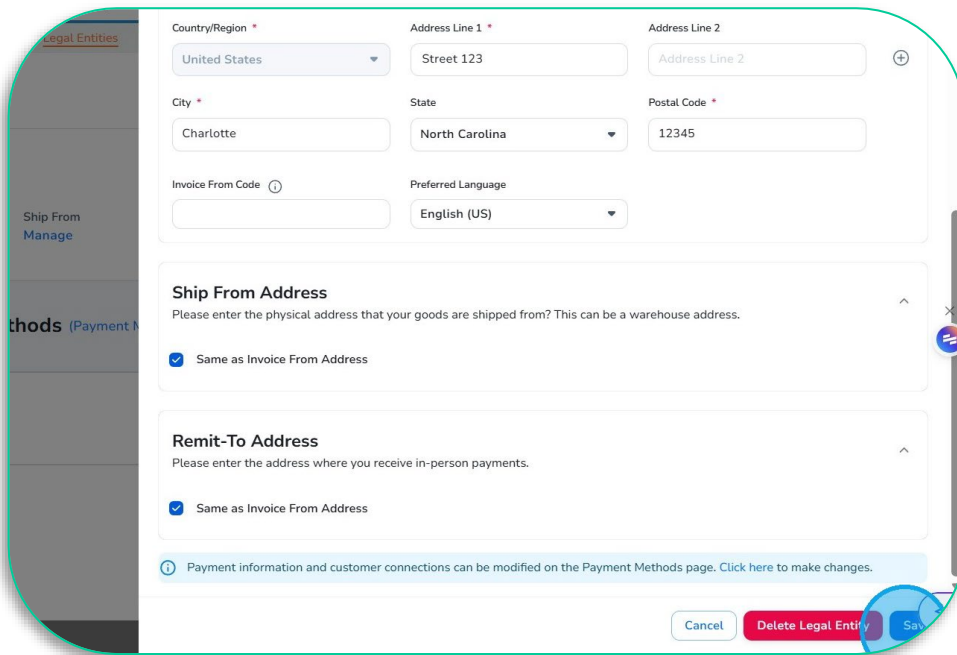
5. Click the Legal Entity Name.



6. Click the Edit pencil.



7. Update the information related to your Legal Entity and click "Save".



Rev.	Author	Description of change	Date	Training required
0	Adrian Craiu	Document creation	March 19, 2026	Yes xx No

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